

JO DAVIESS COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

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JO DAVIESS COUNTY
COMMUNICATIONS
LAW*FIRE*EMS



MINUTES FOR THE REGULAR MEETING OF MAY 7, 2014

CALL TO ORDER: The regular meeting of the Emergency Telephone System Board was called to order by the Chairman at 7:00 pm in the Jo Daviess County Sheriff's Office Conference Room, 330 North Bench Street, Galena, Illinois.

ROLL CALL: Board Members Present: Greg Millerschone, Aaron Abt, R.J. Winkelhake, Nate Johnson and Helen Kilgore

Board Members Absent: Bill Kimball

Others Present: Ben Petitgout, Mike Moser, Dan Reimer and Melisa Hammer

A quorum was established.

PUBLIC COMMENTS: NONE

CORRESPONDENCE: NONE

MEETING MINUTES: April 2, 2014 meeting minutes approved with a motion by Aaron Abt, seconded by R.J. Winkelhake. Motion Carried

FINANCIAL REPORTS: Chairman Abt reviewed the financial statements. Claims Report for April 2014 in the amount of \$19,940.44 accepted unanimously on a motion by Helen Kilgore seconded by Greg Millerschone.

REPORTS

- A. **Sheriff's Report:** Nothing to report at this time.
- B. **Coordinator's Report:** Mike Moser submitted his written report and noted that the next meeting for NG to review vendor questions as well as talking about regional and statewide issues is scheduled for May 9, 2014 in Dekalb. Moser reported that Carroll County indicated that they are backing out of the NG project. On May 29th, they have scheduled the 2 proposed consultants on the short list (LR Kimball and Mission Critical) to provide an overview of their company and project management.
- C. **Assistant Coordinator's Report:** Nothing to report at this time.

UNFINISHED BUSINESS

- A. **Discussion and possible action on software RFP.** Petitgout reported that there were 4 vendors that submitted RFP's for the rebid process and two vendors were eliminated. There has been follow up questions submitted to the two eligible vendors and are awaiting replies, the due date for reply is May 13th. The committee discussed the costs of annual maintenance and the options that were available from the vendors that submitted a RFP. The committee discussed the process of dispatching and dispatching data information for other agencies and the possible fee associated with that service.
- B. **ETSB By- Law Change to reflect the ETSB County Ordinance on the occupational make-up of the members of the ETSB committee.** The committee reviewed the proposed by-law changes to Article III -

Members and Officers. RJ Winkelhake made a motion to approve the ETSB by-laws as presented with the change to Article III. Seconded by Helen Kilgore and motion passed.

NEW BUSINESS:

- A. **Election of Vice-Chairperson** - Chairman Abt asked if there were any nominations for the Vice-Chairperson position. Helen Kilgore made a motion to elect Bill Kimble as the Vice-Chairperson for the ETSB Committee. Seconded by RJ Winkelhake and motion passed.
- B. **Election of Secretary** - Chairman Abt asked if there were any nominations for the Secretary position. RJ Winkelhake made a motion to elect Helen Kilgore as the Secretary for the ETSB Committee. Seconded by Aaron Abt and motion passed.
- C. **Discussion and possible action on retaining the services of the County Administrator's Office to provide a Recording Secretary to the ETSB for FY15** - The committee discussed that for FY14 there was an agreement with the County Administrator's Office to perform the duties as a recording secretary for the ETSB committee at a rate of \$1,185 annually. The committee also discussed that included in the job description for the Administrative Assistant in the County Administrator's Office it states that one of the job duties was listed as the recording secretary for ETSB. The committee discussed what the options are for FY15 and it was agreed to place this item on the agenda under unfinished business during FY15 budget discussions.
- D. **Discussion and possible action on membership to NENA (National Emergency Number Association) and APCO (Association of Public Communication Officials)** - Mike Moser will bring the amount of the membership dues back to next months meeting.

CLOSED SESSION: None

BOARD MEMBER CONCERNS: None

PUBLIC COMMENTS: Petitgout reminded the committee that there is one remaining committee member position still open and if anyone knows of an individual to please bring the name forward to the committee. Dan Reimer discussed that the fixed asset report for the Radio Communication Project that was compiled during the FY2013 audit process shows a breakdown of all equipment by location. Reimer thanked everyone for the cooperation and support in compiling this list. The fixed asset list will be added to the next committee packet.

ADJOURNMENT:

The meeting adjourned at 8:00 pm following a motion made by Nate Johnson and seconded by Greg Millerschone.

Next meeting date is Wednesday, June 4, 2014 in the Sheriff's Conference Room.