

JO DAVIESS COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

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JO DAVIESS COUNTY
COMMUNICATIONS
LAW*FIRE*EMS



MINUTES FOR THE REGULAR MEETING OF OCTOBER 1, 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: Aaron Abt, Bill Kimball, Greg Millerschone
Nate Johnson, Helen Kilgore, RJ Winkelhake and
Michael Staver

Board Members Absent:

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

A quorum was established.

PUBLIC COMMENTS: NONE

CORRESPONDENCE: NONE

MEETING MINUTES: Bill Kimball discussed that under new business that the motion for the Call One phone services should state "to approve **and** participate in the Call One". The September 3, 2014 minutes were approved with the change.

FINANCIAL REPORTS: Aaron Abt discussed that the claim to Jo Daviess County General Fund in the amount of \$1,100 for the ETSB portion of the financial audit. The total accounts payable claim is \$22,355.15. **Bill Kimball made a motion to approve the accounts payable for September 2014 in the amount of \$22,355.15. Seconded by RJ Winkelhake and motion passed.**

REPORTS

- A. **Sheriff's Report:** Sheriff Turner joined the meeting at 7:15 pm via conference call and discussed if there would be any compensation from ETSB for the salary of the ETSB coordinator and assistant coordinator. Dan Reimer discussed that the interfund transfer for FY2015 did not specify for contributions towards wages, health insurance for Communications Officers. It was discussed that one way to identify what amount is paid by the Sheriff in labor is to have Moser and Petitgout track the amount of hours that they work on ETSB committee items. Sheriff asked the committee if there were any plans for the funding that is being allocated for the payment of the radio communications project once the loan has been paid. For example if they were planning to continue to set that money aside for future equipment and repairs. Abt stated that the committee would be discussing having an ETSB capital equipment fund for the purpose of setting aside funds for future use.
- B. **Coordinator's Report:** Mike Moser reviewed a written report. Moser discussed that the NG contract with LR Kimball is being reviewed and will be presented to the board once a draft copy is available.
- C. **Assistant Coordinator's Report:** Ben Petitgout reminded the committee that if someone needs a board packet printed out prior to a meeting to let him know and he will have a packet available. Petitgout stated that if anyone on the committee would like to have a tour of the facility he would be more than happy to give a tour.

UNFINISHED BUSINESS

- A. **Update on NG911 and professional services contract with LR Kimball.** Mike Moser presented a draft of the contract and the committee discussed that they did not want to take action on approving the contract until all wording is agreed upon with all of the Counties involved for the final contract. This item will remain on the agenda.
- B. **Discussion and possible action on information from States Attorney Hay in regards to funding options from ETSB budget in regards to the radio communications project.** Dan Reimer stated that he discussed with Assistant States Attorney Gilbert and that ETSB can fund equipment and that the radio communications project would fall under equipment. This item will remain on the agenda.

NEW BUSINESS:

- A. **Discussion and possible action regarding establishing an ETSB Capital Investment Fund and Fund Description with a fund balance reserve policy.** Aaron Abt stated that the committee discussed having a separate account to set funding for future capital investments and infrastructure. The committee discussed that the fund description should also include a minimum fund balance policy. **Aaron Abt made a motion to establish an ETSB Capital Investment Fund. Seconded by Helen Kilgore and motion passed.** Reimer discussed that a resolution should be drafted and approved to establish the fund. The committee will hold a special committee meeting to approve the resolution and a funding amount to be allocated for the FY2015 budget.

CLOSED SESSION: None

BOARD MEMBER CONCERNS:

PUBLIC COMMENTS: Bill Kimball thanked Aaron Abt for his services as the ETSB chairman. Melisa Hammer introduced Mary Althof as the new Office Manager in the County Administrator's Office.

ADJOURNMENT:

The meeting adjourned at 8:36 pm following a motion made by Bill Kimball and seconded by Michael Staver.

Next meeting date is Wednesday, November 5, 2014 in the Sheriff's Conference Room.