

JO DAVIESS COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

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JO DAVIESS COUNTY
COMMUNICATIONS
LAW*FIRE*EMS



MINUTES FOR THE REGULAR MEETING OF DECEMBER 3, 2014 DRAFT

CALL TO ORDER: The regular meeting of the Emergency Telephone System Board was called to order by the Vice-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: Bob Conley, Nate Johnson, Helen Kilgore, Bill Kimball, Greg Millerschone, Michael Staver and RJ Winkelhake

Board Members Absent:

Others Present: Mary Althof, Mike Moser, Ben Petitgout and Ron Smith

A quorum was established.

PUBLIC COMMENTS: Bill Kimball introduced Bob Conley. He is new to the board and is a member of the Galena Fire Department. Ben Petitgout added that Bob is the assistant fire chief with the Galena Fire Department and a local business owner of G & C Flooring.

CORRESPONDENCE: NONE

LEGISLATION: NONE

MEETING MINUTES: The September 26, 2014 special meeting minutes were approved as presented. The November 5, 2014 meeting minutes were approved as presented.

FINANCIAL REPORTS: The FY Monthly Financial Statements were approved as presented to submit for audit. The total accounts payable claim is \$9,511.28. Michael Staver made a motion to approve the accounts payable for November 2014 in the amount of \$9,511.28. Seconded by RJ Winkelhake and motion passed.

REPORTS

- A. **Sheriff's Report:** NONE
- B. **Coordinator's Report:** Mike Moser reported on the NG-911 project. The tentative project schedule for Kimball was handed out. Information on the repurchase agreement from First Community Bank was also included in the handout.
- C. **Assistant Coordinator's Report:** NONE

UNFINISHED BUSINESS

NEW BUSINESS:

- A. **Discussion and possible action to set the meeting dates and times for 2015.** The tentative schedule was included in the committee packet. **RJ Winkelhake made a motion to approve the meeting dates for 2015 as presented. Seconded by Nate Johnson and motion passed.**
- B. **Discussion and possible action to recommend to the County Board the appointment of Bill Kimball to fill the vacancy of Chairman of the Emergency Telephone System Board.** Helen Kilgore made a motion to recommend to the County Board the appointment of Bill Kimball to fill the vacancy of Chairman of the Emergency Telephone System Board. **Seconded by RJ Winkelhake, Kimball abstained from the vote and motion passed.**
- C. **Discussion and possible action to fill the Vice-Chairman vacancy.** Bill Kimball was the Vice-Chairman. Kimball asked if anyone would be willing to serve. Ben Petitgout commented that elections are held in May by your by-laws. This will be a temporary position since the elections for Vice-Chairman and Secretary will come up in May. **Helen Kilgore made a motion to nominate Michael Staver to fill the Vice-Chairman vacancy. Seconded by RJ Winkelhake, Staver abstained from the vote and motion passed.** Ben Petitgout asked Ron Smith if there is any talk of having Nancy Sylvester in again to talk on *Roberts Rules of Order*. Smith replied that nothing is scheduled but we do have extra books available. Petitgout would like to have a couple of copies.
- D. **Discussion and possible action to purchase three (3) PC's and Office Standard 2013 as part of the Spillman Public Safety software upgrade at a cost not to exceed \$10,000.00.** Ben Petitgout commented that as part of the Spillman software upgrade we will need to buy new PC's for the dispatch because our old ones will not support it. In doing so we have three options. Option 1 will run the new software and support four monitors. Currently we run three monitors. There is talk we might add a fourth monitor to include stand alone mapping and/or upgrade to six monitors which we could put some of our closed circuit TV's on or we could just really spread out the software on the various monitors. Option 1 purchase price is \$7,423.53. That is a one purchase deal and is not expandable. Should we expand beyond the four monitors we would have to scrap the pc's and purchase all new monitors. Option 2 for the initial purchase price of \$8,040.45 would allow us to go with the four monitors but if we expand to six monitors we would have to buy new video cards to support the two additional monitors. Option 3 for the initial purchase price of \$9,786.21 would allow us to have everything right there and we would not need to purchase anything more. If we went with Option 2 to expand to six work stations we would have to make an additional purchase of \$1,500.00. That would bring Option 1 to \$19,234.77, Option 2 to \$9,540.42 and Option 3 to \$9,786.21. That would include the Office Standard 2013 software as well. Mike Moser commented that these are the current prices. We do not know down the road what the price increase may be. Petitgout added that the Sheriff's office does have money to contribute towards this up to \$2,500.00. Petitgout's recommendation is Option 3 to purchase it all at once. That way we will have it in place and we won't have to go back at a later date when the prices may have increased or technology has changed and it won't work. We originally budgeted \$6,000.00 under the IT Department's best guesstimate on what we needed, so it will be over budget. **Helen Kilgore made a motion to go with Option 3 to purchase three (3) PC's and Office Standard 2013 with upgrades and video card at a cost of \$9,786.21 with the Sheriff's Department contributing \$2,500.00. Seconded by Bob Conley and motion passed.** Petitgout will contact Bruce Habel to get the equipment ordered.
- E. **Discussion and possible action regarding participating in a co-op program to purchase and distribute coloring books as a PR promotion for the Emergency Telephone System.** Mike Moser reported that this came up a year ago when Diane from Bureau County invited us to participate and we chose not to. They are reordering their coloring booklet and are inviting us to participate again this year. Bill Kimball added that because of the added expense we did not budget for it and we didn't see a great benefit to our community. The cost is .32 per booklet and we may have already missed the deadline. If we had a big calling we would probably arrange something through a community service event to go and explain the 9-1-1 system to young children. And the coloring book was really directed at really young children. Mike Moser added that the only event we are consistently invited to is the Jo-Carroll Energy Safety Camp. The Sheriff's Dept is very limited on any promotional materials. Bill Kimball commented that he has to research the statute and see if that is in line with what our duties and responsibilities are and what we can spend money for. In most cases local agencies such as police and fire budget and provide those services to people. He is not sure if it is appropriate for it to come out of ETSB funds. Kimball recommends that we pass on the coloring booklets for this year and consider

it for next year. The consensus of the committee was to pass on the coloring booklets for this year as long as it is put on the agenda for consideration next year. Kimball will make a note to look at in September or October.

CLOSED SESSION: None

BOARD MEMBER CONCERNS:

PUBLIC COMMENTS: Ron Smith commented that on January 15, 2015 Representative Stuart invited mayors and county board chairs to meet at his conference room in Freeport to share with him anything they would like to have proposed for legislation. Ron will be attending and if there is anything you would like him to share you can email him.

ADJOURNMENT:

The meeting adjourned at 7:37 pm following a motion made by Helen Kilgore and seconded by Greg Millerschone.

Next meeting date is Wednesday, January 7, 2015 in the Sheriff's Conference Room.