

# JO DAVIESS COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

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JO DAVIESS COUNTY  
COMMUNICATIONS  
LAW\*FIRE\*EMS



## MINUTES FOR THE REGULAR MEETING OF AUGUST 1, 2018

**CALL TO ORDER:** The regular meeting of the Emergency Telephone System Board was called to order by the Chairman at 7:01 pm in the Jo Daviess County Sheriff's Conference Room, 330 North Bench Street, Galena, Illinois.

**ROLL CALL:** Board Members Present: Kevin Stewart, Helen Kilgore, Michael Staver, Matt Judges, and Bill Kimball were physically present.

Board Members Absent: Steve Allendorf, and Jeff Wood

Others Present: Sgt. Tina Brandel, Michelle Bennett, and Mary Althof

A quorum was established.

**PUBLIC COMMENTS:** None at this time.

**CORRESPONDENCE:** Pass at this time.

**LEGISLATION:** None at this time.

**MEETING MINUTES:** The July 5, 2018 meeting minutes were approved as presented.

**FINANCIAL REPORTS:** May financial reports were reviewed. The Monthly Financial Statements were approved as presented to submit for audit. The total accounts payable claim for May 2018 is \$3,895.28. **Bill Kimball made a motion to approve the accounts payable claims for May in the amount of \$3,895.28. The motion was seconded by Kevin Stewart and motion passed.** The total accounts payable claims for July 2018 is \$2,307.24. **Michael Staver made a motion to approve the accounts payable claims for July in the amount of \$2,307.24. The motion was seconded by Helen Kilgore and motion passed.**

### REPORTS:

- A. **Sheriff's Report:** None at this time.
- B. **Coordinator's Report:** Sgt. Tina Brandel, ETSB Coordinator, gave an update on the NG-911 upgrade.
- C. **Assistant Coordinator's Report:** None at this time.

**UNFINISHED BUSINESS:** None at this time.

**NEW BUSINESS:**

**A. Discussion and possible action on approving the preliminary revenue and expense estimates for the 2019 Budget.** Bill Kimball reviewed 2019 Budget. Kevin Stewart made a motion to approve the 2019 Budget, motion seconded by Helen Kilgore. Motion carried.

**B. Discussion and possible action on approving funding for the ETSB's portion of the telephone system upgrade.** Since the installation is in progress but have not yet received a bill for the cost of the ETSB's portion of the upgrade, action on this item was postponed until we receive the bill for the ETSB's portion of the cost.

**C. Discussion and possible action on replacing the Medical Emergency Flip Chart that PowerPhone no longer supports with a new software program and approving funding for Sgt. Brandel to receive Certification Training for the new program.** Helen Kilgore made a motion to approve funds for the new software, for \$3,326.00 seconded by Michael Staver. Motion carried. Discussed and approved funding for Sgt. Brandel to receive Certification Training for new program in the amount of \$1,699.00. Michael Staver made a motion to approve funding for Sgt. Brandel to receive Certification Training, motion seconded by Matt Judges. Motion carried.

**CLOSED SESSION:** None at this time.

**BOARD MEMBER CONCERNS:** Discussed concerns regarding the state and age of our E-911 equipment. Since this aging equipment is no longer fully supported, next month's agenda will include an action item to consider moving forward with the installation of NG -911 equipment in an analog mode until the ICC approves the NINGA NG-911 plan. It is of vital importance to complete this upgrade for the safety and welfare of the public.

**PUBLIC COMMENTS:** None at this time.

**ADJOURNMENT:** The meeting adjourned at 7:45 p.m. following a motion made by Kevin Stewart and seconded by Matt Judges.

Next meeting date is Wednesday, September 5, 2018 in the Jo Daviess County Sherriff's Conference Room. .