

**JO DAVIESS COUNTY
EMERGENCY TELEPHONE SYSTEM BOARD**

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JO DAVIESS COUNTY
COMMUNICATIONS
LAW*FIRE*EMS



MINUTES FOR THE REGULAR MEETING OF JULY 5, 2012

CALL TO ORDER: The regular meeting of the Emergency Telephone System Board was called to order by the Chairman at 7:03 pm in the Jo Daviess County Sheriff's Office Conference Room, 330 North Bench Street, Galena, Illinois.

ROLL CALL: Board Members Present: Dane Jackson, Jeff Fry, Greg Millerschone, Aaron Abt, Helen Kilgore
Board Members Absent: Mickey Huseman, Doug Wierema
Others Present: Ben Petitgout, Dave Hachmeister, Steve Koester, Daniel Reimer, Lynn Krause

PUBLIC COMMENTS: NONE

CORRESPONDENCE: NONE

MEETING MINUTES: Jeff Fry moved and Dane Jackson seconded a motion to approve the minutes of the June 6, 2012 meeting. Motion Passed unanimously.

FINANCIAL REPORTS: Dane Jackson moved and Jeff Fry seconded the motion to approve the monthly financial statements as submitted.

Accounts Payable: There were 2 additional claims to be added to the July claims report. One in the amount of \$240.00 for the cost of 6 signs and one for the ETSB percentage of the generator repair bills in the amount of \$595.95, thus adding \$835.95 to the claims for a total accounts payable claim in the amount of \$25,868.83. Dane Jackson moved with Aaron Abt seconding to accept the new claims report. Motion passed unanimously.

REPORTS

- A. **Sheriffs Report:** - none
- B. **Assistant Coordinator's Report:** Ben Petitgout gave a comprehensive written report on the Emergency Medical Dispatch (EMD) and the certification/recertification requirements. An additional written report was submitted outlining the Documentation/Quality Assurance Initiative. Discussion regarding House Bill 5541 in process to increase wireless surcharge. The bill has several co-sponsors. Recommendation to send this to the Legislative Committee for their input. The Elizabeth Fire Department Trustees wanted someone from ETSB to go to their July 16, 2012 meeting to discuss 911 funding and trends. Budget charts were presented to the committee showing various trends. A call for volunteers to attend this meeting on July 16 was asked of the Committee. Dane volunteered to speak with various committee members to decide how to proceed. This would be an education process and the thought would be to invite various Fire Dept Trustees to attend the ETSB meetings held the first Wednesday of each month. There is some confusion regarding the radio communications system and the 911 communication system. The Geocomm account manager would like to attend the October meeting. Consensus of opinion was that this would be a sales call and unnecessary as this committee is not in a position at this time to purchase any additional software. Discussion regarding the Blackhawk Hills Resource Conservation District and the 80/20 grant being put together pending board approval.

ETSB will be asked to contribute. The furniture has been delivered and is stored in the garage. Preparations are on schedule for the end of August to remodel the radio room, although some items are backordered. Timeline for narrow banding was briefly discussed.

- C. **Vendor Report:** Discussion ensued regarding the owner's responsibilities to be billed for repairs to their 911 Signs. Discussion last month revolved around getting a letter formulated to send out prior to anything being done. The letter would let the owners know they will be getting a bill and that ETSB would be performing this repair service. This needs to be done on a timely basis and Dane Jackson has not had time to work on the letter himself. Greg Millerschone suggested putting a notice in the newspaper advising people that they could be financially responsible for repairs to their sign, per a 2004 Sign Ordinance. Need follow through and this item will remain on the agenda.

OLD BUSINESS

- A. **Shovel Ready Projects:** Generators, backup systems, phone systems. Joe Kratcha at GIS has put together numbers tied to the previously mentioned grant. This would include generators for all entities. Because of the winter storm in February 2011, there is \$18 million spread out between 6-8 states in grant money. One of the criteria to receive the funds is to tie into something that would be mitigating for future purposes. It is imperative to get the grant summary in as soon as possible to be considered to receive a part of this \$18 million. The summary must be only two pages. Nancy Lewis, the JDC grant writer is working with the County Coordinator to put this summary together and will be asked to help with the actual application.
- B. **Online Meeting Certification Requirement:** Some issues with the actual online program were discussed. Have until January 1, 2013 to complete the certificate which should be submitted to the County Administrator's office.
- C. **IT Addressing:** Very lengthy discussion on addressing. Addressing comes under the direction of ETSB by Ordinance. The Sheriff does not want addressing to be in the Coordinator position job description. The effort to move addressing to Building and Zoning met with resistance. Dane Jackson met with Joe Kratcha of GIS and requested that GIS put together some numbers to take on the addressing added responsibility. While GIS was not excited about the added responsibility, the Executive Committee was in agreement. The proposal included a fee of \$10,000 with ETSB keeping the signage responsibility. GIS is reluctant to take on the job. \$10,000 would be paid by ETSB. The statement was made that most counties do not have addressing handled by 911. Many counties have Building and Zoning handle their addressing. ETSB's actual responsibilities were discussed in detail. Years ago, the board agreed to take on addressing and in fact, addressing is a County Responsibility contained in a 2006 Ordinance. The responsibility is the issue; Building and zoning vs., GIS, vs. ETSB-911 vs. Sheriff's office. Dave Hachmeister brought up the issue of payment to the coordinators and the possible hiring of a full time Risk Management Coordinator. How to pay this individual was discussed at length. Various scenarios were described and the major block to hiring a Coordinator is based on addressing. Some addresses take a few hours and some take days. Issues are mathematical equations, grid squares, and guidelines were not properly followed over the years. The previous coordinator put a great deal of time into addressing. Building and Zoning has come up with some numbers but these were not discussed with the ETSB committee. At this point discussion turned to the 2012 and upcoming 2013 budgets for ETSB. Dan Reimer passed out current budget spreadsheets, the 2013 budget timeline and the proposed Round 1 Revenue sheets. After considerable discussion and the question and answer session on the budget, Abt pointed out that within the constraints of the current budget, paying GIS \$10,000 yearly for addressing is unsustainable. Where does this fee come from long-term? ETSB needs approximately \$66,000 in partnerships to make this process sustainable and at this point, the committee cannot budget for any grant monies. Time was spent by the Committee going over the detailed explanation of the revenues and expenses for the ETSB budget learning that there is a possibility for having a deficit budget for next year. The budget schedule was handed out again to the committee. Budgets due to the admin office on August 3, 2012. Next meeting of ETSB is August 1, 2012.

After lengthy and thoughtful input from all members of the Committee the following motion was made by Jeff Fry:

ETSB to move forward with discussions with various County Departments for servicing the addressing program for a period not to exceed one year. Motion seconded by Dane Jackson and passed unanimously.

NEW BUSINESS

- A. **Audit Costs:** The ETSB portion, based on percentage of audit is \$830.00, which is less than budgeted.
- B. **Proposed Annual Budget FY2013:**
Dane, Ben and Aaron will work on the 2013 budget to be presented to the committee at the next meeting. Time and date of this workshop to be determined.
- C. **Emergency Medical Dispatch:** An agreement between 911 Board and Sheriff's office. Written report provided. \$35.00 licensing fee

Resignation: Item added to agenda: Doug Wierema has resigned informally – still waiting for formal resignation documentation.
Any replacement recommendation should be made to Dane Jackson and/or Marvin Schultz.

ADJOURNMENT

Motion by Greg Millerschone and seconded by Aaron Abt to adjourn meeting at 8:50pm.

Next meeting scheduled for Wednesday, August 1, 2012 at 7:00 pm.