

**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 5, 2012

CALL TO ORDER: The regular meeting of the Emergency Telephone System Board was called to order by the Vice Chairman, Aaron Abt 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, Gary Bartell, Mickey Huseman, Greg Millerschone, Helen Kilgore
Others Present: Ben Petitgout, Dave Hachmeister, Steve Koester, Ronald Smith, Bill Kimball, Lynn Krause

PUBLIC COMMENTS: Bill Kimball was introduced as a very interested potential member of the ETSB committee, pending board approval, as a public representative.

CORRESPONDENCE: NONE

MEETING MINUTES: Greg Millerschone moved and Helen Kilgore seconded a motion to approve the minutes of the November 7, 2012 meeting. Motion Passed unanimously.

FINANCIAL REPORTS: Mickey Huseman moved and Helen Kilgore seconded the motion to approve the monthly financial statements as submitted. Motion Passed

Accounts Payable: Helen Kilgore moved and Aaron Abt seconded the motion to approve the accounts payable in the amount of \$34,428.80. Motion Passed

REPORTS

- A. **Sheriffs Report:** - none
- B. **Assistant Coordinator's Report:** Ben Petitgout presented a Project Timeline chart for the Jo Daviess County Communications System. Ben stated that the Dispatch Center would be changed out tentatively scheduled for Wednesday December 12, 2012 and should be up and running by Thursday, December 13, 2012. Dave Hachmeister suggested photos be taken before and after which was reiterated by Ron Smith, County Board Chairman. The Mutual Aid agreement with surrounding municipalities was presented and discussed briefly.
- C. **Vendor Report:** - none

OLD BUSINESS

- A. **Open Meeting Act certification:** Certification to be completed by January 13, 2013. Several committee members have completed this training. No action taken and will be placed on the January agenda
- B. **Meeting Date Change:** No meeting date changes were noted. Current calendar accepted on a motion by Helen Kilgore, seconded by Gary Bartell and passed unanimously.
- C. **By-Law Change** no action taken as there is no necessity to change the by-laws at this time
- D. **911 Coordinator Vacancy position.** Considerable discussion regarding finalizing the job description for this position. There is concern that the addressing issue will not be resolved for several months which

might lengthen the time before a 911 Coordinator may be secured. No action taken. Tabled for next meeting date.

- E. **New Board Member/ Public Representative to be appointed.** The committee is fortunate that Mr. Bill Kimball has stepped forward and agreed to be nominated to this position pending approval by the County Board at their next meeting December 11, 2012.

NEW BUSINESS

- A. **Set Meeting Dates for 2013:** Calendar approved under Old Business, see section B above
- B. **Appoint Board Secretary:** Per the by-laws, an ETSB Board Secretary must be appointed and Helen Kilgore volunteered to fill this position. Motion by Mickey Huseman, second by Greg Millerschone to have Helen Kilgore serve as the ETSB Board Secretary. Motion passed unanimously
- C. **Appoint FOIA Officer/** online training and certification required. Motion by Helen Kilgore and seconded by Greg Millerschone to appoint Ben Petitgout, the Asst. 911 Coordinator as the ETSB FOIA officer. Motion passed.
- D. **NG Resolution.** A Resolution of the Jo Daviess County Emergency Telephone System Board concerning the Joint Purchasing and Use of Next Generation 911 Equipment was adopted by the ETSB Committee on December 5, 2012. Resolution accepted on a motion by Mickey Huseman and seconded by Greg Millerschone. Motion passed unanimously.
- E. **RFP for replacement UPS** – informational at this time. The GIS Department Head Joe Kratcha has put together a Request for Proposal to replace the Uninterruptible Power Supply in the Jo Daviess County Public Safety Building. The proposals are due by noon on Friday, December 7, 2012.
- F. **Annual Review of Agreement for Dispatch Services/Dispatch wages based on costs.** Considerable discussion on this topic with comparisons on Channel Activity from the years 2010 – 2012 along with graphs showing Actual 9-1-1 Fund Trends. Dave Hachmeister recommended having the State's Attorney look into the Agreement and the current State Statutes regarding Dispatch wages and payments.
- G. **ETSB Board Chair:** Item added to agenda by consensus. On a motion by Helen Kilgore with second by Gary Bartell, the committee voted unanimously to recommend to the County Board that they wished to have Aaron Abt, the current sitting committee Vice-Chairman, considered as ETSB-911 Chairman.

ADJOURNMENT

Meeting Adjourned at 8:20pm
Next meeting January 2, 2013