

**EMERGENCY TELEPHONE SYSTEM BOARD
JO DAVIESS COUNTY
330 NORTH BENCH STREET, GALENA, ILLINOIS
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MINUTES FOR THE REGULAR MEETING OF JUNE 6, 2012

CALL TO ORDER: The regular meeting of the Emergency Telephone System Board was called to order by the Chairman at 7:02 pm in the Jo Daviess County Sheriff's Office Conference Room, 330 North Bench Street, Galena, Illinois

ROLL CALL: Board Members Present: Dane Jackson, Mickey Huseman, Jeff Fry,
Greg Millerschone

Board Members Absent: Aaron Abt, Helen Kilgore, Doug Wierema

Other Persons Present: Asst. Coordinator, Ben Petitgout
Dave Hachmeister, JDC Chief Deputy Sheriff
Steve Koester, Vendor
Steve Allendorf Vendor
Lynn Krause, Recording Secretary

Guests: Donald Schaible, Mayor – Village of Hanover
Robert Gable – Trustee – Village of Hanover

PUBLIC COMMENTS: NONE

CORRESPONDENCE: NONE

MEETING MINUTES Jackson moved and Fry seconded a motion to approve the minutes of the April 4, 2012 meeting. Motion passed unanimously. Because the May 2, 2012 meeting was cancelled due to lack of a quorum, Minutes were acknowledged but no action taken.

Old Business: Item G:

Hanover Water Tower Bills – Comelec

In the interest of time, this item on the agenda was brought forward first for discussion and an attempt at resolution.

Mayor Schaible initiated the discussion by informing the Board that the Village of Hanover had concerns regarding the relocation of the Law Enforcement Repeater installed on the new water tower. The Mayor also had concerns with the charges for upgrades and repeated visits by the Contractor in an effort to ascertain what is causing power spikes. The Village of Hanover has paid the welder separately at a charge approximately \$300.00. Initially the ETSB-911 Board had voted at their June 1, 2011 meeting on a motion by Jeff Fry, and seconded by John Duerr to provide \$3,000 for the repeater move and implementation of a Memorandum of Understanding between the ETSB, Jo Daviess County Sheriff and the Village of Hanover that the future repairs will be the Village of Hanover's responsibility. The roll call vote was as follows:

Ayes: Duerr, Fry, Kilgore, Zane. Nays: Jackson, Millerschone.

On June 13, 2011, a letter was sent to Mr. Schaible from the former ETSB Chairman, Jack Zane detailing the cost and ETSB's involvement. The total reduced cost balance detailed is \$8,329.00 for upgraded and replacement equipment, a backup emergency power system and installation on the new tower. The Village was informed of the ETSB meeting vote and the agreement to pay \$3000.00 toward the total cost. Mayor Schaible has had meetings with various vendors, suppliers in order to determine why the repeater is not working to capacity. Steve Allendorf of Comelec commented at this time that there is interference from power lines and that many other uncontrollable forces can affect this repeater...weather, humidity, etc. It was suggested that the power company be contacted to tighten up their lines.

On March 21, 2012, Comelec submitted their billing to the Sheriff's Department for \$2605.00.

On March 28, 2012, Comelec submitted a 2nd billing to check desense at Hanover Water tower. At this time they found that JCWIFI's equipment to be the problem. Charge \$246.00

On May 2, 2012 Comelec submitted a 3rd billing to work with Sand Prairie on the Hanover Noise problem. The system was shut down and the antenna stuck in the ground on the east side of the tank. The County Engineer attended this meeting and there was no charge for his services. Charge \$566.00

On May 4, 2012, Comelec submitted a 4th billing to troubleshoot interference and the antenna configuration and to make field checks Charge \$219.00

Inasmuch as these billings were sent directly to the Jo Daviess County Sheriff's office, the Village of Hanover was unaware of these charges.

Discussion ensued regarding who would pay for these extra charges amounting to a total of \$1031.00. Suggestion from ETSB Chairman that these charges should be split three ways was met with various degrees of dissension. The Village agreed to take this matter up at their next scheduled Board Meeting and Comelec determined that this would not be something they would wish to do as the project engineer's time was waived by Comelec initially.

Note: Mayor Schaible and Trustee Gable left the meeting at 7:50pm

After discussion and concerns, the motion to pay the originally agreed upon \$2605.00 bill and 1/3 or \$395.00 of the outstanding bills from Comelec amounting to \$1031.00 was made by Jeff Fry, seconded by Dane Jackson and passed unanimously.

FINANCIAL REPORTS:

The April Financial statement was approved on a motion by Dane Jackson, with a second from Jeff Fry. Motion carried

The May Financial Statement was approved on a motion by Jeff Fry with a second from Dane Jackson. Motion Carried

Accounts Payable

The May Accounts Payable was accepted on a motion by Jackson and seconded by Millerschone. Motion Carried

The June Accounts payable statement was amended as follows:

Remove the Comelec Billings in the following amounts:

\$246.00 – 3/28/2012

\$566.00 – 5/2/2012

\$219.00 – 5/4/2012

Add the \$395.00 agreed by Committee to pay as the 1/3 portion of the \$1031.00 making the corrected accounts payable total for June 2012, \$27,845.96. Motion by Jeff Fry and seconded by Dane Jackson. Motion carried unanimously.

PRESENTATION OF REPORTS:

- A. Ben Peititgout reported on the Spring Generator maintenance meeting held on June 5. He also handed out a written report detailing some of the Jo Daviess County Projects, as well as some documentation for the upcoming budget meetings. They are still looking for one more chair for dispatch, however the vendors haven't responded to his calls.
- B. There was no Sheriff's Report
- C. Vendors Report: Steve Koester presented a report to the Chairman noting that approximately 7 repairs are necessary to the 911 signage. Discussion turned to County Ordinance 7-2-5 noting the responsibilities of the owner. Under Item C, the "owner shall be responsible for reimbursing the County ETSB for replacing or repairing the address sign at the reasonable rate established by this chapter. No change in the fee shall be made without amending this chapter which requires county board approval". The Chairman would like to have in place a form letter which goes out to the homeowner initially letting them know that the County ETSB will do the repairs and/or replacement, however, there will be a charge forthcoming.

OLD BUSINESS

- A. Shovel Ready Projects: Project List for Grant Consideration given to members and will be discussed at the County Board Workshop
- B. Online Meeting Certification Requirements:: Mickey Huseman has completed his certification
- C. ETSB-911 Coordinator Position Update: The possibility of taking the numbering/addressing out of the job description discussed. Dane Jackson has approached the IT Administrator for his thoughts, opinions of taking over this project.
- D. Dispatch Chair Purchase: Motion by Jeff Fry and second by Greg Millerschone to authorize Ben to purchase the Dispatch Chair of Choice at a price not to exceed \$1,000.00. Motion carried.
- E. Spring Generator Maintenance: Covered under Assistant Coordinator Report
- F. Authorization to pay AT&T phone bill: Inasmuch as this bill due to schedule of the mail is always paid late, it was moved by Dane Jackson and seconded by Jeff Fry to give Kathy Lippert of the Sheriff's office authorization to access the bill online. AT&T has agreed to waive any/all late charges. By accessing the billing online, all bills currently due and payable can be placed on the claims report for the respective month and paid in a timely manner. Motion carried unanimously
- G. Hanover Water Tower Bills Comelec discussed previously.

NEW BUSINESS

No New Business.

Adjournment to Next Meeting: Thursday July 5, 2012

Motion by Dane Jackson, second by Mickey Huseman. Meeting Adjourned at 8:30pm

Respectfully submitted,

Lynn Krause,
Recording Secretary