

WILL COUNTY 9-1-1 EMERGENCY TELEPHONE SYSTEM BOARD MEETING

Thursday, October 24, 2013 – 9:00 a.m.

Will County Office Building

****2nd Floor, County Board Room****

302 N. Chicago Street, Joliet, IL 60432

AGENDA

I. CALL TO ORDER

II. ROLL CALL

Pam Buzan	Harold Damron	Chuck Exner	Suzanne Hart
Kim Knutsen	William Mort	John McDowell	Nick Palmer
Julie Ponce-Doyle	Joe Pena	Steve Rauter	David Riddle
Tom Ross	MaryJo Seehausen	Mike Shay	Candi Thuringer
Brad Veerman			

III. INTRODUCTION OF NEWS MEDIA/GUESTS

IV. PUBLIC COMMENT

V. APPROVAL OF MINUTES

MOTION: To approve regular meeting minutes from August 29, 2013 as presented.

MOTION: To approve closed meeting minutes from August 29, 2013 as presented.

VI. TECHNOLOGY COMMITTEE – Chair Mike Shay

- A. Project Status Updates – Operations Manager Murray will provide the updates.
 1. Microwave Network Update – All centers are on the microwave
 2. CAD/Records Update to PremiereOne – Ongoing provisioning – PSAP are starting their “First Touch” training at the Admin Offices.
 3. Command Van to PSAP Interconnect Update – Parts are being ordered. The van has been touring the PSAPs. The TCs have been able to test the van and operate their 9-1-1 centers in the van.
 4. M-Core Project Update – The project is on schedule for completion next spring.
 5. WESCOM – The building remains on schedule for completion just after the first of the year.
 6. Fiber to PSAP Project Discussion – Staff has begun to investigate additional possibilities for redundant PSAP connectivity by fiber.
 7. Motorola “Bundle” Project – Staff has met with groups representing both East-Com and Lincolnway to clarify the project. Chief Administrator Figved has met with Technology Committee Chair Mike Shay to clarify any questions and concerns he had. The subject was also addressed at this month’s Technology Committee with further discussion to clarify and make sure everyone is on the same page. There were no major or new concerns expressed. Will County Radio has a short list of vendors who

responded to their RFP for a consultant. It is hoped that a final selection will be completed by the end of November.

The next Technology Committee meeting will be held on Wednesday, February 5, 2014 at 1 pm.

VII. LONG RANGE PLANNING COMMITTEE – Chair Steve Rauter

- A. Project Status Updates – All items in A1-7 Technology Committee were also discussed with the Long-Range Planning Committee.
- B. Legislative Updates –
 - 1. Chief Administrator Figved and Board Member Rauter participated in the Will County Fire Chiefs Legislative Forum and the 9-1-1 legislation were on the agenda.
 - 2. Chief Administrator Figved had asked the Will County Legislative Committee to add the 9-1-1 legislation to their 2014 Legislative Agenda. He met in person with the Committee on Tuesday, August 8th. After a brief presentation to update the Committee on the Spring Legislative Session actions the Committee voted unanimously to place the Wireless 9-1-1 Legislation in the 2014 Will County Legislative Initiative
 - 3. The Wireless Advisory Board has submitted the representative names for approval (July) but the Governor has yet to make the appointments. Their report is due back to the Legislators in February.
 - 4. Both of the regional NG9-1-1 projects continue to move forward. It is expected that CSI will submit their ICC plan modification within the next several weeks. NINGA is completing its RFQ for a consultant.
 - 5. ISP – Still no word from the State Police on their 9-1-1 PSAP project
- C. Approval of the ETSB Calendar for 2014 – The meeting dates for all ETSB committee and board meetings in the 2014 calendar year are attached for approval of the Board. The calendar will be posted and printed in the news media as required by the State Statutes.

RESOLUTION #10242013-01

MOTION: To accept and approve the ETSB Committee and Board Meeting Calendar for 2014.

The next Long Range Planning Committee meeting will be held on Wednesday, February 12th at 11:30 am.

VIII. PERSONNEL COMMITTEE – Chair Tom Ross

- A. Committee Chairman – Pam Buzan has asked to step down as the Chair of the Committee and remain on the committee. ETSB Chairman Julie Ponce-Doyle has asked Committee member Tom Ross to accept the Chair position and he has agreed to do so. Thank you Pam for all you has done for the Committee – it is very much appreciated. Thank you Tom for accepting the position.

- B. Salary Increases for Staff FY 2013- The discussion was tabled at the Full Board meeting due to the County's continued efforts to reach a contract agreement with its union employees. There was a motion to move to a closed meeting for the purpose of deliberations concerning salary schedules for our employees as designated under 5 ILCS 120 the Open Meetings Act of employees. Following discussion on the topic a motion was made to return to Open Meeting with the following motion being made;

RESOLUTION #10242013-02

MOTION: To approve a \$1500.00 one-time stipend for each member of the 9-1-1 Administrative Staff effective immediately for performance in the 2013 Fiscal Year.

The Chief Administrator will update the current Wage and Benefit Package and make recommendations for Employee Benefits and a three-year Salary plan to the Committee in February.

The next Personnel Committee meeting will be held on Wednesday, February 12th at 12 pm.

IX. FINANCE AND EQUIPMENT COMMITTEE – Chairman Julie Ponce-Doyle

- A. The Finance/Equipment Committee has reviewed the enclosed claims for
August 2013 – \$235,033.58
September 2013 – \$317,876.61

At this time, the Committee presents for approval the Will County Treasurer's Report of Receipts and Expenditures Month Ending September 30, 2013, with a balance of \$4,525,862.96 and the August and September 2013 list of County's Paid Invoices by G/L Distribution Report.

RESOLUTION #10242013-03

MOTION: To receive and place on file the approval of the Will County Treasurer's Report of Receipts and Expenditures Month Ending September 30, 2013 with a cash balance of \$4,525,862.96 and the August 2013 and September 2013 list of County's Paid Invoices by G/L Distribution Report.

- B. Motorola Hardware/Software Infrastructure Capital Equipment Plan – Motorola has presented a bundled package for the purchase of Radio Console and CAD System equipment and upgrades. – The plan was discussed in at last month's meeting. The total costs of the bundled projects are \$7,486,533.00. The ETSB is receiving a credit in the amount of \$1,344,508.00 (-18%) with the total contract amount being \$6,142,025.00.

RESOLUTION #10242013-04

MOTION: To approve the Chief Administrator's recommendation to approve the contracts with Motorola Solutions in the total amount of \$6,142,025.00.

The contracts for the PSAP CAD Console upgrades to the Lincolnway, Eastcom and Bolingbrook PSAPs, the CAD Disaster Recovery System; and the RMS Data Conversion are to be paid out over 5 years at a total cost of \$1,951,228.00.

The contracts for the Crash Report, CAD/RMS Additional Training, 10-year Software Upgrade Agreement and 2-5 year maintenance on RMS Crash Report and CAD Disaster Recovery will be paid out over 10 years at a total cost of \$4,190,797.00.

- C. Lincolnway Request for Financial Support to Purchase New Radio System – The Chief Administrator received a letter dated September 25, 2013 from Brad Veerman, the Director of Lincolnway PSAP requesting assistance from the ETSB in funding the amount of \$196,000.00 for the purchase of a three site VHF simulcast radio system.

The Committee thanked Lincolnway for the request but voted to deny based on the fact that it does not fall under the normal expenditures of the ETSB PSAP Equipment List Policy and Procedure. It was noted by the other PSAP Directors present that each of their PSAP's had to purchase their radio upgrades at their own expense without financial assistance from the ETSB.

- D. Request from Romeoville to support Staff project in replacing their VIPER CPE Equipment. The Romeoville PSAP has experienced an unfavorable situation acting as the slave unit from the Bolingbrook host equipment. Staff has acknowledged the situation and will take the existing VIPER CPE equipment at WESCOM and rebuild it as a standalone unit for Romeoville. This action will take place sometime after the first of the year when the WESCOM upgrade is completed.

RESOLUTION #10242013-05

MOTION: To approve the Chief Administrator's recommendation to upgrade the current Romeoville VIPER CPE slave unit to a full VIPER standalone unit with parts from the current WESCOM and Romeoville VIPER units.

- E. AT&T Maintenance Contract Termination – Earlier this year the Chief Administrator had requested and received approval to terminate the five AT&T/Intrado VIPER maintenance agreements for the remaining PSAPS under contract. The remaining contract amount was for \$112,355.57. Through contract negotiations an agreement was made to terminate the contracts in an amount not to exceed \$32,000. Final agreement has been reached with AT&T and the five contracts have been terminated in a total amount of \$16,880.45.

- F. IWIN License Reimbursement Requests

IWIN license requests for reimbursement have been received from the following agency-
Plainfield Police Department – 2 IWIN license - \$2,000.00

RESOLUTION #10242013-06

MOTION: Move to approve the request from the Plainfield Police Department for two (2) IWIN license reimbursements totaling \$2,000.00.

- G. WORD SYSTEMS Technical Maintenance Contract – The current Technical Maintenance Agreement with Word Systems will expire on December 31, 2013. The renewal amount for the three year term is \$193,668.00. The Staff continues to maintain an excellent working relationship with the Word Systems Service Team and requests approval of this contract.

RESOLUTION #10242013-07

MOTION: To approve a three year Technical Maintenance Agreement with Word Systems in the amount of \$193,668.00

- H. Federal Signal Technical Contract for Alert and Notifications Systems Maintenance. The current Federal Signal Technical Maintenance Agreement will expire on December 31, 2013. The renewal amount for the three year term is \$123,467.00. The Staff continues to maintain an excellent working relationship with the Federal Signal Service Team and request approval of this contract.

RESOLUTION #10242013-08

MOTION: To approve a three year Technical Maintenance Contract for Alert and Notifications Systems with Federal Signal in the amount of \$123,467.00.

- I. Zetron Upgrade for the Lincolnway and WESCOM PSAPs and Fire Agencies – As part of the PremierOne CAD upgrade the workstation computers in the PSAPs are being replaced and upgraded with Windows 7 software. In reviewing the project plan it was determined that the interface to the Zetron Fire Station System is not compatible with Windows 7 and will need to also be upgraded. This will involve both the Lincolnway and WESCOM PSAPs and 43 fire stations.

The PSAP upgrade solution for Zetron has already been purchased and planned for installation by Staff. The fire station component was a surprise. The local Zetron service agent for Zetron is A-Beep in Joliet. They have currently installed and maintain all of the Zetron equipment for these agencies. A cost request was made with the quote of \$400 per card station along with \$180.00 of labor to install or \$580.00 per station. The cost breakdown for Lincolnway is \$9,860.00 and for WESCOM is \$15,080.00 or a total project cost of \$24,940.00. The Chief Administrator is recommending a 50/50 cost split with the 43 fire agencies in the amount of \$12,470.00 each.

RESOLUTION #10242013-09

MOTION: To approve the Chief Administrator's request for a one-time cost sharing of equipment expenses for the Zetron Firmware Upgrade in the amount of \$12,470.00.

- J. Citrix Server Software Upgrade – The Licensing Contract for the Citrix Servers has reached its end of life period. Due to the many changes that have taken place since the contract was first signed the Staff has been working with both Citrix and Microsoft to determine the best license package for our use. To renew the current Citrix licensing program the cost would be \$28,311.65.

RESOLUTION #10242013-10

MOTION: To approve the Chief Administrator’s request to provide for the Upgrade of the Citrix/Microsoft Licensing agreement(s) for a three-year period from CDW in the amount of \$28,311.65.

- K. Revision of the ETSB Surcharge Reallocation Grant Funding Program – Under the Budget 2016 proposal submitted to the Board by the Chief Administrator in February, a request was made to consider reducing the current Surcharge Reallocation Program from \$1,285,000.00 per year to \$1million per year.

Following discussion over the past several months a final recommendation is being made to maintain the PSAP reimbursement program at \$325,000.00 and reduce the Fire and Police Agency Funding from \$960,000.00 to \$675,000.00 over a three year period –

Funding in year one (2014) would drop from \$960,000.00 to \$865,000.00.

In year two (2015) the funding would drop to \$770,000.00

In year three (2016) the funding would drop to \$675,000.00

The Funding Program will remain at that amount as long as the program continues or the ETSB changes it at a later date. This action would add an additional \$1,090,000. the ETSB Capital Reserve Fund in six years (2019).

RESOLUTION #10242013-11

MOTION: To approve the Chief Administrator’s request to revise the ETSB Surcharge Reallocation Grant Funding Program reducing funding to the Fire and Law Enforcement agencies in the amount of \$285,000 (29.6%) over a three-year period as outlined in the program presentation.

- L. Approval of the ETSB FY 2014 Budget. – The Budget for 2014 has been approved by the County Finance Staff and presented to the ETSB in June. The 9-1-1- Budget will be included in the 2014 County Budget to be approved in November. The Budget is balanced with Revenue of \$10 million –

Revenue		Expense	
9-1-1 Surcharge Fees	\$ 5,615,000.	Operations Expense	\$5,200,000.
Interest	\$ 18,000.	Capital Outlay and Reserve	<u>\$4,800,000.</u>
Funds On Hand	\$ 4,367,000.		
Total	\$10,000,000.		\$10,000,000.

The Fiscal Year will begin on December 1, 2013.

RESOLUTION #10242013-12

MOTION: To approve the Chief Administrator’s request to adopt the FY 2014 Budget in the amount of \$10 million.

X. MOTION TO ADJOURN TO EXECUTIVE SESSION IF REQUIRED

XI. ADDITIONAL COMMENTS

XII. ADJOURNMENT

The next ETSB Meeting will be held Thursday, February 27, 2014. At 9:00 am

All closed sessions may be held at any time during the meeting. Anyone requiring special accommodations in accordance with the Americans with Disabilities Act is requested to contact the Administrative Offices of the Emergency Telephone System Board at (815) 725-1911 at least 72 hours prior to the meeting.