

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

Thursday, October 30, 2014 – 9:00 a.m.

Will County Office Building

**\*\*2<sup>nd</sup> Floor, County Board Committee Room\*\***

302 N. Chicago Street, Joliet, IL 60432

## A G E N D A

### I. CALL MEETING TO ORDER

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

### II. INTRODUCTION OF NEWS MEDIA/GUESTS

### III. PUBLIC COMMENT

### IV. ACKNOWLEDGEMENT OF TOM ROSS' CONTRIBUTION TO THE ETSB

### V. APPROVAL OF MINUTES

**MOTION:** To approve regular meeting minutes from August 28, 2014 as presented.

**MOTION:** To approve closed meeting minutes from August 28, 2014 as presented.

**MOTION:** To release the closed minutes dated August 28, 2014.

### VI. TECHNOLOGY ADVISORY COMMITTEE – Chair Mike Shay

#### A. Project Status Updates –

1. Motorola Premier1 CAD Suite – CAD and Mobile Cut-over date is November 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>. Telecommunicator final training is being completed. The systems are being tested. Records will not cutover in November. Chief Administrator explained the issues with LRMS. Police Chiefs have been notified of the delay. The “go-live” date for records will not be until 2015.

There was discussion regarding whether or not Two Factor Authorization (2FA) should be required of all our agencies through the ETSB. Committee Chair Shay asked that this topic be discussed at the ETSB level and is scheduled for the Long-Range Planning Committee in February.

2. Motorola Disaster Recovery – DR has been installed and final live failure testing is being scheduled.

3. County Radio Project – The RFP for county-wide P25 800mhz. trunked simulcast radio system and subscriber equipment was released for bid on September 26, 2014. There was a mandatory pre-bid conference held on October 22<sup>nd</sup> & 23<sup>rd</sup>. Bids are due back for opening on Friday, January 16<sup>th</sup>.

4. CSING911 – The ICC hearing officer continues to bring each county's plan modification through the system, for approval, one at a time. The process is about half-way done. We are waiting for the last hearing with Marion County to see the outcome and how AT&T will work with the process.

5. Texting to 9-1-1 – Final arrangements with our business partner Intrado are being made to make Texting to 9-1-1 available after the first of the year. The roll-out will be done in four, two-week phases; first a trial period with our agencies and PSAPs, then an announcement that texting is available to our older adults, handicapped, and hard of hearing individuals, followed by the announcement that texting is available on all school and university campuses, and finally a general announcement to the public.

The public education campaign will be designed around the message that texting 911 should only be used when calling is not an option, such as for the hard-of-hearing community and for those who need to be quiet in potentially dangerous situations.

6. Bolingbrook cutover - The Bolingbrook PSAP will be officially closed by Monday, November 3<sup>rd</sup>. All calls and information will be taken by the Wescom PSAP.

#### B. Additional Discussion on Projects for Consideration in the Finance and Equipment Committee

1. Microwave Re-Design for Eastcom
2. Citrix Maintenance and Support Renewal Contract
3. The VMware Data Storage Contract
4. Romeoville Viper Replacement
4. UPS Service and Maintenance Contract Renewal
5. Motorola Service and Maintenance Contract for PICAD, P1Mobile, P1Records  
The Committee motioned to forward, without a recommendation, to the Finance and Equipment Committee the Motorola Service and Maintenance Agreement.

### **VII. LONG RANGE PLANNING COMMITTEE – Chair Steve Rauter**

#### A. Project Status Updates –

1. Motorola Premier1 CAD Suite – Cut-over date for CAD and Mobile begins on Tuesday, November 4<sup>th</sup> with Lincolnway and Eastcom, Wednesday, November 5<sup>th</sup> with Joliet and the Sheriff's Office, and Thursday, November 6<sup>th</sup> with Wescom and Romeoville. Records go live will happen in early 2015. Final T/C Training is being held throughout October.

Member Riddle voiced his concerns regarding mobile mapping from the Fire Chiefs.

2. County Radio Project – The RFP for the County Radio System has been released. All bids are due back of Friday, January 16<sup>th</sup>.

3. Texting to 9-1-1 – Our applications have been submitted and we are awaiting further notice on timelines. Intrado has informed us that the one-time fee for web-based 9-1-1 texting for our system will be \$930.00 for the four (4) PSAPs. IP based texting contracts are being negotiated.

Administrator Figved will be meeting with the regional ETSBs to develop a regional education campaign regarding Texting to 9-1-1. The public education campaign will be designed around the message that texting 911 should only be used when calling is not an option, such as for the deaf community and for those who need to be quiet in potentially dangerous situations.

A soft roll-out will be done in four, two-week phases; first a trial period with our agencies and PSAPs, then an announcement that texting is available to our older community, handicapped, and deaf individuals, followed by the announcement that texting is available on all school and university campuses, and finally a general announcement to the public.

4. ICC Financial Reporting for ETSB's – Staff was able to complete the mandated ICC audit for FY2012 and 2013. The deadline for submission was October 1<sup>st</sup> and we were finished and submitted a week before that date. We had tremendous cooperation and help from the County Finance Department; Karen Hennessy and Emily Perkins who were much more familiar with auditing standards and the County's CAFR. On October 2<sup>nd</sup> it appeared that about 15% of the state ETSB's had not yet filed their reports.

The Illinois 9-1-1 Advisory Board met last Tuesday and have requested those ETSBs that are not in compliance to report their plans to become compliant to the Board in November if not before. An overview of the ETSB reports submitted is attached to the agenda. ETSB members were also sent an electronic copy of our submission.

5. Bolingbrook PSAP Merger with Wescom – The consolidation of the Bolingbrook PSAP with Wescom is being completed. Final arrangements are being made with a cut-over date of Monday, November 3<sup>rd</sup> or earlier if possible. The F&E Committee will discuss the requested "buy-in" fee for Wescom in the amount of \$93,779.06.

B. Adoption of Meeting Calendar for 2015 – The meeting calendar for 2015 is attached. The Committee passed a motion to send to the Full Board for approval.

**RESOLUTION #10302014-01**

**MOTION: To adopt the ETSB meeting calendar for FY2015.**

C. Adoption the FY 2015 Budget – The FY 2015 Budget in the amount of \$8.6 million will be discussed in the Finance and Equipment Committee.

**VIII. PERSONNEL/PUBLIC EDUCATION COMMITTEE – Chair Tom Ross**

**MOTION: To move to CLOSED SESSION to discuss personnel employed by the ETSB under Section 2C1 of the Open Meetings Act.**

**A. Discussion on Salary and Merit Increase Proposal for FY2015 –**

The Budget for FY 2015 includes a 2.5% COLA increase and a merit increase of up to 1.5% for our staff. This is the same amount that was provided for in the current budget. The Consumer Price Index in August of 2014 remained at 1.7%. The cost of a 2.5% COLA would be \$23,000. The maximum cost of the merit increase would be \$14,500. Proposed salaries for FY2015 would be \$1,000,318.00. The new fiscal year begins on December 1, 2014. The Committee passed a motion to move to the Full Board for approval.

**B. Approval of the Request from the Chief Administrator for an early buy-out of sick time –**

The employment contract of the Chief Administrator allows for the annual early buy-out of sick time at one-half the per diem amount, in an amount not to exceed \$9,999 annually. The request shall be made in writing within 90 days of the start of the fiscal year. The Chief Administrator is requesting an early buy-out of 350 sick hours at the one-half per diem amount or \$27.89 per hour for a total of \$9,761.15. The Committee passed a motion to move to Full Board for approval.

**MOTION: TO RETURN TO OPEN MEETING**

**RESOLUTION #10302014-02**

**MOTION: To approve the FY 2015 employee salaries including a 2.5% COLA (\$23,000) and a merit increase of up to 1.5% (\$14,500) for a total salary budget not to exceed \$1,000,318.00.**

**RESOLUTION #10302014-03**

**MOTION: To approve Chief Administrator's request for the early sick time buy-out of 350 sick hours in the amount of \$9,761.15 in accordance with his employment contract. This action is to be completed no later than March 1, 2015.**

**IX. FINANCE AND EQUIPMENT COMMITTEE – Chair Julie Ponce-Doyle**

The Finance/Equipment Committee has reviewed the enclosed claims for

August 2014 – \$355,785.66 September 2014 – \$365,301.98

At this time, the Committee presents for approval the Will County Treasurer's Report of Receipts and Expenditures Month Ending September 2014, with a balance of \$2,838,141.70 and August and September 2014 list of County's Paid Invoices by G/L Distribution Report.

**RESOLUTION #10302014-04**

**MOTION: To receive and place on file the approval of the *Will County Treasurer's Report of Receipts and Expenditures Month Ending September 2014* with a cash balance of \$2,838,141.70 and the *August and September 2014 List of County's Paid Invoices by G/L Distribution Report*.**

A. Bolingbrook PSAP Merger with Wescom – The final arrangements for the consolidation is being completed with a go-live date of no later than November 3, 2014. Wescom is requesting the ETSB to provide a buy-in fee for consolidation of \$46,889.53 each for the Bolingbrook Police and Fire Departments or a total consolidation fee of \$93,779.06.

In the past our buy-in fees have run between 23,800 and 55,336. The buy-in requests in the past have been;

Homer Twp FPD - \$23,800  
Manhattan PD - \$39,000  
Peotone PD - \$46,000  
Braidwood PD & FD - \$46,154 ea.  
Lincolnway (5) - \$50,000 ea.  
Eastcom (5) - \$55,000 ea.

The average actual buy-in over the past 10 years is \$48,407.00.

At this time, there is no “Buy In” guideline (formula). There was discussion regarding the arbitrary amount for the buy in. The committee feels that each buy-in should be determined individually based on the individual merits of the consolidation. The Committee passed a motion to move to the Full Board for approval.

**RESOLUTION #10302014-05**

**MOTION: To approve the consolidation buy-in request from Wescom for Bolingbrook Fire and Police in the amount of \$93,778.**

B. IWIN License Reimbursement Requests

IWIN license requests for reimbursement have been received from the following agencies-  
Beecher Police Department – 1 IWIN license - \$1,000.00  
Steger Police Department – 6 IWIN licenses - \$6,000.00

These are the final IWIN license requests from June of this year. With the P1 CAD conversion there will be no further IWIN connection fees. The Committee passed a motion to move to the Full Board for approval.

**RESOLUTION #10302014-06**

**MOTION: To approve seven (7) IWIN reimbursement requests for Beecher and Steger Police Departments totaling \$7,000. No other system agency requests will be approved with implementation of the new CAD system.**

C. Microwave Re-design (Eastcom) –

Weather is affecting the CAD and Radio consoles at the Eastcom PSAP. Much testing and monitoring has gone into finding a resolution to this problem. Currently there is a work-around solution in place that seems to be limiting the disruptions.

Our Microwave business partner Sentinel has determined that the problem is occurring where the distance between our microwave hops exceeds 7 or 8 miles. They have developed a solution to resolve the problem that includes the addition of two (2) new microwave hops to the network.

Sentinel has removed construction costs from their quote regarding the existing system and replacement components. The cost to re-design the two hops would be;

Sentinel – two (2) links wireless equipment and installation - \$40,444.00

Sentinel – FCC licensing - \$2,471  
Sentinel – Shipping and Handling - \$200.00  
Sub-total \$43,115  
Server Supply – Cisco Switch - \$4,455.00  
Total Project Cost - \$47,570

The Committee passed a motion to move to the Full Board for approval.

**RESOLUTION #10302014-06**

**MOTION: To approve the purchase of the microwave re-design in the amount of \$47,570 from Sentinel and Cisco.**

**D. Comcast Fiber Connectivity from the Illinois Tollway Starcom Controller in Downers Grove to Will County 9-1-1.**

This is the last fiber connection necessary to support the 9-1-1 systems interconnection of radio consoles and data transfers. The contract is with Comcast in the amount of \$603.00 per month for 3years or an annual fee of \$21,708. The Committee passed a motion to move to the Full Board for approval.

**RESOLUTION #10302014-07**

**MOTION: To approve the purchase of Fiber Connectivity from Will County 9-1-1 to the Illinois Tollway Authourity Starcom switch in Downers Grove in the amount of \$603.00 per month for 3-years or a total of \$21,708.00.**

**E. Citrix Maintenance and Support Renewal Contract-**

Our Citrix Technical Support Contract will end on 12/04/2014 (\$6,250) and our Citrix Maintenance Contract (\$7,500) will end on 1/15/2015. The cost of these renewal contracts will be \$13,750. Citrix is offering a savings of \$562.50 (4%) if paid by October 31, 2014. The total cost with the savings option would be \$13,875.50. The Committee passed a motion to move to the Full Board for approval.

**RESOLUTION #10302014-08**

**MOTION: To approve the renewal of the Citrix Maintenance and support contracts in the amount of \$13,187.50**

**F. The VMware Data Storage Contract –**

Our contract with Sentinel for EMC and Cisco UCS Renewal has expired. The renewal quotation for a three-year (3-year) contract is \$53,202 for EMC and \$13,531 for Cisco. This is a three year total cost of \$66,733 or \$22,244.33 per year. The Committee passed a motion to move to the Full Board for approval.

**RESOLUTION #10302014-09**

**MOTION: To approve the renewal of a 3-year VMWare Data Storage contract with Sentinel in the amount of \$66,733.**

**G. Romeoville Viper Replacement –**

With the consolidation of Bolingbrook, the shared VIPER arrangement between the Bolingbrook and Romeoville PSAPs will no longer be a viable solution. As we begin the upgrades to the existing VIPER Customer Premise Equipment (CPE) staff is recommending a replacement and upgrade for the Romeoville VIPER. This will allow for texting to 9-1-1 on

an IP platform. Staff is working with Intrado on a final price. The original pricing was \$131,979.40. At this point in our negotiations the final price will be an amount not to exceed \$125,000. The Committee passed a motion to move to the Full Board for approval.

**RESOLUTION #10302014-10**

**MOTION: To approve the purchase and upgrade of a VIPER CPE for the Romeoville PSAP not to exceed \$125,000.00.**

**H. UPS Service and Maintenance Contract Renewal –**

The annual service and maintenance contract, from Nationwide Power, for the UPS at the six PSAPs, Will County EMA, and the Administrative office is expiring. The renewal contract for 2015 is \$22,802.70. There was discussion with regards to Wescom paying part of the maintenance of the UPS at the Wescom Center. The Committee passed a motion to move to the Full Board for approval.

**RESOLUTION #10302014-11**

**MOTION: To approve the renewal contract with Nationwide Power for the UPS at the six PSAPs, EMA, and Administrative office, for one-year, in the amount of \$22,802.70.**

**I. Replacement Vehicle for Chief Administrator –**

The Chief Administrator's current car has 165,000 miles on it and is 7 years old. The request is to purchase a new vehicle, as budgeted for, in an amount not to exceed \$25,000.00. The Committee passed a motion to move to the Full Board for approval.

**RESOLUTION #10302014-12**

**MOTION: To replace the Chief Administrator's vehicle with a new vehicle in an amount not to exceed \$25,000.00**

**J. Motorola Service and Maintenance Contract for P1CAD, P1Mobile, P1Records**

This contract also includes PCAD, LRMS, PMDC from October 1, 2014 until they are replaced by the P1 products. The contract is for ten (10) years and follows the previously approved radio console bundle package service maintenance agreement.

The contract provides for maintenance and service as well as full software upgrades on a 2-year basis. The cost of the total package is \$6,801,160. Our previous PCAD service and maintenance contracts were about \$250,000 per year but did not include as many licenses, hardware, and software upgrades.

The payments would be made annually on a flat rate basis of \$680,116. The cost of the contract for the remainder of FY2014 would be \$51,572. The full contract will start with the Go-Live of the P1CAD product with the first payment due in November of 2015.

The contract can be broken at any time without penalty upon a thirty-day notice. The attorney has reviewed the final contract and his comments have been noted and changed or corrected as recommended

The Committee passed a motion to move to the Full Board for approval.

**RESOLUTION #10302014-13**

**MOTION: To approve the Motorola Service and Maintenance agreement for 10-years in the amount of \$6,801,160.00**

**K. FY 2015 Budget**

The budget request for FY 2015 is \$8.6 million.

Total Revenue for the year is projected as; Wireline \$1,220,800, Wireless \$3,608,000, VOIP \$770,000, Interest \$1,200, and Cash on Hand \$3,000,000 for \$8.6 mil. This is a 13.65% decrease from the current year projections of \$9,960,000.00.

Total Operating Expensed are projected as; Salaries \$1,000,318, Fringe \$403,961, Supplies \$334,550, Profession/Tech Services \$794,213, and Other Purchases and Services \$2,534,958 for a total of \$5,115,000. This is a small decrease from the current year operating expenses of \$5,160,000.

Capital Expenses are projected at; Building and Structure \$25,000, Vehicles \$40,000, Office Furniture \$45,000, Computer Hardware \$2,300,000 and Computer Software \$1,000,000. This is a significant decrease of 27.4% over the current year Capital Expenses of \$4,800,000.

Capital Reserves are projected at \$3,485,000 which is a 13.65% decrease from the current year projection of \$4,800,000. Budget detail information is included with the agenda packet. The Committee passed a motion to move to the Full Board for approval.

**RESOLUTION #10302014-14**

**MOTION: To approve the Fiscal Year 2015 Budget in the amount of \$8,600,000.00.**

**X. MOTION TO ADJOURN TO CLOSED SESSION IF REQUIRED**

**XI. ADDITIONAL COMMENTS**

**XII. ADJOURNMENT**

**The next meeting of the ETSB will be held Thursday, February 26, 2015 at 9:00 a.m.**

*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.*