

WILL COUNTY 9-1-1 EMERGENCY TELEPHONE SYSTEM BOARD

Thursday, April 23, 2015 – 9:00 a.m.
ETSB Chair Julie Ponce-Doyle

Will County Office Building
2nd Floor, County Board Room
302 N. Chicago Street, Joliet, IL 60432

A G E N D A (amended)

I. CALL MEETING TO ORDER

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

II. INTRODUCTION OF NEWS MEDIA/GUESTS

III. PUBLIC COMMENT

IV. APPROVAL OF MINUTES

MOTION: To approve regular meeting minutes from February 26, 2015 as presented.

MOTION: To approve closed meeting minutes from February 26, 2015 as presented.

MOTION: To release the closed minutes dated February 26, 2015.

MOTION: To approve special meeting minutes from March 24, 2015 as presented.

V. ACKNOWLEDGEMENT OF NATIONAL 9-1-1 TELECOMMUNICATOR WEEK

A. Presentations and Awards

1. 9-1-1 System Milestone Awards will be presented to 22 telecommunicators. Three telecommunicators with 20 years or more will receive certificates and pins for their years of service. The remaining certificates will be passed out at their PSAPs.

2. 9-1-1 Team Award of Merit Recognition – Three PSAP teams will be recognized for their achievements. All three teams from Eastcom will receive certificates.

3. Individual 9-1-1 Award of Merit Awards – Three telecommunicators will be recognized from Eastcom and receive certificates.

4. 9-1-1 Telecommunicator of the Year –

Three (3) telecommunicators were nominated for T/C of the Year- Alexander Szalinski (Romeoville), Kyle Parker (Joliet), Jennifer Keith (Eastcom)

The 2014 Telecommunicator of the Year is Jennifer Keith from Eastcom. All nominees will receive certificates.

VI. ACKNOWLEDGEMENT OF ETSB BOARD MEMBER KIM KNUTSEN'S SERVICE

ETSB member Kim Knutsen, who represents the Romeoville PSAP, has announced she will be leaving the Will County 9-1-1 System. She has accepted another position in 9-1-1 as the Executive Director for a group of municipalities forming a new 9-1-1 system in LaGrange, LaGrange Park, and Western Springs. We wish Kim the very best of all things on her new adventure.

VII. TECHNOLOGY ADVISORY COMMITTEE – Chair Mike Shay

A. Motorola CAD/Mobile Update – Mr. Gewargis was present to give the update. Upload “Q” was distributed to the mobiles on Thursday, March 26th. Both CAD and Mobiles are now on the same version of the CAD client. Five incidents were reported to P1 during the first 24 hours of the upgrade. Two of these had nothing to do with the upgrade. All of the incidents have been received, logged in and forwarded to Motorola. Motorola will continue to maintain an on-site presence as they work through the remaining issues. To date 750 mobiles have been updated.

B. Records “Go Live” Date – Records has been postponed until CAD issues are resolved. The first date for consideration of Go-Live is September 1st. Several agencies have asked for a January 1, 2016 Go-live date.

C. Motorola Disaster Recovery Update

Motorola is completing the installation and testing with fiber connectivity. Go-Live date before the end of April. Motorola is doing performance testing and also expedite the hard drives at each location to improve the performance.

D. M-Core Update - A training session with the PSAP Directors will be scheduled. The discussion will include operation, functionality, performance, alarming and licensure.

E. Texting to 9-1-1 Update – Final FCC training on call transfers has been completed. Our system is certified to begin the project whenever the ETSB feels it is appropriate. The phrases were entered that are necessary. You cannot transfer a transfer text. Chair Ponce-Doyle requested to see if we can get a carrier to turn on and test the text to 911 live.

F. Dashboard Administrative Resource Application - Training has been completed. Currently there are about 12 departments using the application. The Fire and Police Chiefs Assoc. were asked to have a list of requested reports to staff member Burian by April 13th.

G. 2FA Discussion – Staff is working on arrangements for best practices information and distribution of the licenses.

H. County Radio Project – An RFP review committee meeting is scheduled for April 28th.

I. Romeoville VIPER – Equipment was racked the first week of April. Intrado will complete installation before the end of the month. Romeoville will be relocating to Joliet during the 48-hour installation window. April 16th will be a walk through with Dale and Julie.

J. Fiber to the PSAPs Update – Comcast was on-site at Joliet and replaced some of their equipment that was not performing to standards. The fiber is being monitored at Joliet PSAP. All other sites are stable. All PSAPs were turned on to the fiber network on April 14th.

K. Microwave Update – The Governors State University site installation is complete. Staff is working with Com ED to complete the second half at Eastcom.

L. RFQ for CAD Acceptance – Board approved. Staff is working with Mike Shay to set up timelines and distribution. Concerns exist with when the Board expects this RFQ to be completed. Questions are whether it should be done when Motorola is done when all three of the suites or break up the suites one by one.

VIII. LONG RANGE PLANNING COMMITTEE – Chair Steve Rauter

A. Joliet Junior College Request to Purchase Records Product – Staff is continuing to research this issue. A legal opinion has been obtained from our attorney indicating that the process is possible to do under current State Statute. Contacts are being made with area ETSBs to see if they have done something similar in the past and what funding formulas they used in determining cost of sharing the CAD data.

B. Illinois State Advisory Board Update – Chair Rauter will present and update the committee on the State Advisory Boards final report to the General Assembly. There are implications included in the final report that affects the Will County ETSB including consolidation and tax increases. Pending legislative language has been prepared to be placed before the General Assembly this session although the final language has not yet been submitted. (PowerPoint supplied) There was a lengthy discussion. We are waiting on the legislation. Legislation letters were distributed to the board members. Member Rauter feels ITTF is the best place for the 9-1-1 programs seat to sit.

C. Upcoming Legislation - A member alert has gone out from the 9-1-1- Associations regarding Opposition to HB1398 the South Suburban Trauma Center. The opposition is not in the construction of the trauma center but in the funding mechanism. The legislation seeks to take \$.02 from the 9-1-1 wireless surcharge monies and use that towards construction cost. This is not acceptable and is a misuse of the funds our taxpayers are contributing to. A public hearing on the topic was planned for 5 pm on Monday, April 13, 2015 at Governors State University. Member Rauter planned on attending.

It should also be noted that the legislation passed last week by the General Assembly to balance the State Budget included a sweep of 9-1-1 funds for the fourth year in a row. While promises have been made by some legislators to “pay-back” the loan it still exempts us from Federal funding for grants for the next 18 months. Currently the FCC has \$115 million set aside for NG9-1-1 program grants.

D. Illinois First Net Update – Presentation in July for interactive meeting with Federal personnel.

E. ETSB presentation to the Will County Board Committee of the Whole - Our presentation was continued to Thursday, April 9th at 9:45 for 15 minutes to allow us to finish our discussion

and ask for questions from County Board members. Administrator Figved will continue to discuss the 9-1-1 operations with the county board.

F. RFQ for an Operational Audit – The Technology Advisory Committee has been working on a RFQ to perform an Operational Audit of the 9-1-1 Administrative Office. After discussion a motion was made and seconded to move the process to the LRP Committee for additional discussion and action. APCO has a self-evaluation file. Member Klima suggested split up the audit for an in-house evaluation and also farm out other parts of the audit that cannot be done in-house. It was agreed to compile the APCO assessment and will be distributed to the members.

IX. PERSONNEL/PUBLIC EDUCATION COMMITTEE – Chair Kim Knutsen

A. Discussion on Ethics Policy – Staff has completed their Annual Ethics Training from the County and has copies of the County Ethics Ordinance. It was discussed to adopt the County's Ethics Policy. Board members asked to seek more definitive answer if 9-1-1 employees are county employees or employees of the ETSB.

Administrative Figved is working with Attorney Kelly to clean up the By-Laws.

B. Selection of Will County 9-1-1 Telecommunicator of the Year Award – The PSAP directors who submitted nominees excused themselves from the meeting. Nominees were:

Eastcom – Jennifer Keith
Romeoville – Alexander Szalinski
Joliet – Kyle Parker

All nominees will be submitted to the IL APCO/NENA TC of the year.
The TC of the year has been awarded to Eastcom's Jennifer Keith.

C. PSAP and ETSB Milestone Recognition – Discussed at the meeting

D. 9-1-1 Telecommunicator Week Events – Inform Owen of upcoming events. PSAP directors were asked to take pictures during the week of events and submit to Owen for the next issue of Dispatch Dialogue.

E. Will County 9-1-1 Public Education Workshop on April 30, 2015 – Meeting will be rescheduled due to VIPER install at Romeoville.

F. 2015 NPEF Conference in Colorado requests for financial assistance – Committee agreed to pay the \$150.00 registration fee for any TC public educator interested in attending the NPEF conference. Travel, lodging and food will be on their own.

G. Replacement of CAD Coordinator – Staff Member Joanne Burian submitted her letter of retirement. Her last date of employment is June 30, 2015. Joanne has agreed to help in any way possible for a smooth transition of her replacement. Committee discussed timeline for job posting, interviews, and hiring.

Kim Knutsen will be leaving the ETSB. She has accepted a job with a consolidated center outside of the county.

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

- A. The Finance/Equipment Committee has reviewed the enclosed claims for
February 2015 – \$158,746.11
March 2015 – \$605,938.82

At this time, the Committee presents for approval the Will County Treasurer's Report of Receipts and Expenditures Month Ending March 2015, with a balance of \$2,467,560.29 and February and March 2015 list of County's Paid Invoices by G/L Distribution Report.

RESOLUTION #04232015-01

MOTION: To receive and place on file the approval of the Will County Treasurer's Report of Receipts and Expenditures Month Ending March 2015 with a cash balance of \$2,467,560.29 and the February and March 2015 List of County's Paid Invoices by G/L Distribution Report.

- B. Firehouse Software – The annual renewal contract for Firehouse Software is needed for approval in the amount of \$15,670.00.

RESOLUTION #04232015-02

MOTION: To approve of the renewal contract for Firehouse Software in the amount of \$15,670.00.

- C. Mid-America Tower Site Lease – Staff has negotiated a three-year renewal lease agreement with Mid-America Tower in the amount of \$21,060 for the Crete tower site.

RESOLUTION #04232015-03

MOTION: To approve the renewal lease with Mid –America Tower, at the Crete site, in the amount of \$21,060.

- D. Midwest Tower Leasing Site Lease – Staff has negotiated a five-year lease agreement with Midwest Tower in the amount of \$31,350 for the Governors State University tower at 4525 W. Stuenkel Road.

RESOLUTION #04232015-04

MOTION: To approve a five-year lease agreement for the Governors State University Tower site in the amount of \$31,350.00.

- E. VFIS/MIDWEST Insurance Premium Renewal – The annual renewal of our property and casualty insurance premium with Ideal Insurance Agency is due. The renewal paperwork has been returned and the cost for renewal is \$14,385.00.

RESOLUTION #04232015-05

MOTION: To approve the renewal premium for property and casualty insurance from the Ideal Insurance Company in an amount \$14,385.00.

- F. IP Voice Logger for Romeoville – As part of the VIPER upgrade and replacement, the analog voice logger needs to be replaced with an IP voice logger. The cost of the IP voice logger from Word Systems is \$15,560.00.

RESOLUTION #04232015-06

MOTION: To approve the replacement of the NICE Voice Logger at the Romeoville PSAP in the amount of \$15,560.00 from Word Systems, Inc.

G. Discussion on additional expenses incurred due to Motorola P1 CAD Project – A letter was received from Chief Skoryi at Lockport FPD (attached) inquiring as to whether or not the ETSB has any plans to reimburse the PSAPs or agencies for added expenses incurred with the Motorola P1 CAD Project.

XI. MOTION TO ADJOURN TO CLOSED SESSION IF REQUIRED

XII. ADDITIONAL COMMENTS

XIII. ADJOURNMENT

The next meeting of the ETSB will be held Thursday, June 25, 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.