

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

Thursday, August 27, 2015 – 9:00 a.m.  
ETSB Chair Julie Ponce-Doyle

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

## **AGENDA (AMENDED)**

### **I. CALL MEETING TO ORDER**

Pam Buzan	Robert Contro	Harold Damron	Suzanne Hart
Aaron Klima	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 June 25, 2015 as presented.

### **V. APPOINTMENT OF BOARD MEMBERS – SWEARING IN CEREMONY**

County Board approved Romeoville Deputy Police Chief Kenneth Kroll, representing Romeoville PSAP and Mokena Fire Chief Howard Stephens, representing the Will County Fire Chief's Association, to be appointed to the ETSB. Clerk Nancy Schultz-Voots will swear in both members.

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

A. Motorola CAD/Mobile Update – Motorola reviewed recent activity with the CAD product including the July 4th CAD failure and resolutions for the incident as well as the records power users training issues. A list of outstanding issues and a timeline for their resolution will be presented.

B. Records “Go Live” Date – On-going training has begun. Training will continue through the end-of-the-year. Implementation remains as scheduled for January 1, 2016.

C. Motorola P1 Project Manager – Motorola has decided to make a change regarding our P1 Project Manager. Deb McClung has been assigned to the Will County project from the very beginning. Deb will be taking over as the new full-time PM for the state of Michigan Project.

In her place, we will be having a new Project Manager, Justin Scott. Justin has been responsible for P1 projects for the state of Washington and Los Angeles. Our territory Resource Manager, Tom Estes is extremely confident that Justin will be a good fit for Will

County 9-1-1. He assures me that Justin is quite capable of keeping our timelines on schedule and completing the suite Go Live by January 1, 2016.

D. Texting to 9-1-1 Update – The Texting to 9-1-1 project is moving along. Each of the participating cell phone carriers have been asked to provide two test phones for our testing use in the PSAPs. Training and testing schedule has been set with the PSAPs and training has begun.

E. County Radio Project – The RFP has been received and reviewed by the County. The County's consultant has recommended a purchase from E.F. Johnson.

F. County-wide Net Clock Synchronization Issue – Staff is working on a solution to provide Net Clock synchronization to non 9-1-1 agency assets within the system. The program is called "Present Tense Timing" software. Staff plans to incorporate the roll-out within one of the next two upgrades. The project should be completed within the next 90 days.

G. Disaster Recovery Testing – Now that the disaster recovery program has been installed and tested, we need to discuss how often the system needs to be tested. Best practices would indicate the system should be tested on a quarterly basis. Some of the PSAPs have indicated that with the inconvenience caused by the test it should be done on a less frequent basis.

H. PSAP Recording Retention Policy – Recently Staff has received inquiries from the PSAP Directors on our policy for recording retention. We typically have advised a minimum of 90 days for retention based on previous legal opinions. In discussing this issue with the ETSB's attorney he has recommended considering to hold the tapes for 1 year. This recommendation is based on the 1 year notification for lawsuits against local government's statute.

I. Bolingbrook Radio Console – Staff is scheduling the removal of our radio consoles from the Bolingbrook PSAP. Bolingbrook has requested to keep one radio console installed at their site as a local backup to the Wescom PSAP.

J. Console Furniture – Staff is scheduling the removal of the console furniture from Bolingbrook. Lincolnway, Wescom, and Bolingbrook have asked for portions of the seven pieces of furniture for their centers. Lincolnway has requested two consoles, Wescom has requested four consoles and Bolingbrook would need to keep one if they receive a radio console (above item I). The furniture needs to be removed before the end of the year.

K. Will County Team Paging and Citizens Alerting Program – For several years, the Will County ETSB and Emergency Management Agency have provided a program for team paging to our agencies and citizens alerting for our residents. Joliet has expressed an interest in joining this project and received city council approval. With Joliet joining the project, we will now be able to offer the PSAPs and agencies unlimited use of the system with no per call charges. A program is being formalized to offer the project to all county-wide communities for an annual fee. This will help lower the costs of the program to 9-1-1 and EMA.

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

A. RFQ for Operational Audit – The RFQ was finalized with Mike Shay and posted on July 17, 2015. Proposals were due back on August 17<sup>th</sup>.

B. Illinois First Net Update – A meeting was held July 14<sup>th</sup>.

C. Discussion on Illinois 9-1-1- Act meeting with PSAP Directors – There was a Special Meeting of the LRP on Wednesday, August 5<sup>th</sup>. A plan and timeline for developing the State 9-1-1 Consolidation Plan due on July 1, 2016 was discussed.

D. South Chicago Heights ETSB Plan Modification to the ICC – The SCH ETSB has decided to file a Plan Modification with the ICC to dismiss its 9-1-1 authority to the Will County 9-1-1 ETSB. SCH has completed their portion of the paperwork. With Board approval the Chief Administrator will file the Plan Modification with the ICC.

**VIII. PERSONNEL/PUBLIC EDUCATION COMMITTEE – Chair Brad Veerman**

A. ETSB Chair Appointment of Brad Veerman to Chair the Public Education/Personnel Committee.

B. Update of Joanne Burian’s Retirement – Chief Administrator Figved provided a “Thank You” and update on Joanne’s retirement.

C. Update on New Hire – Chief Administrator Figved provided an update on the hire of Tiffany Kruizena who started as the Operations Specialist on July 14<sup>th</sup>. Tiffany will be attending the Microsoft SSRS Certification Program the week of August 17<sup>th</sup>.

D. Update on Promotion CAD/Training Manager - Chief Administrator Figved provided an update on the Terri DeSonia’s promotion to CAD/Training Manager.

E. Proposed Update of the 9-1-1 System By-Laws – The Chief Administrator will go over the proposed changes to the system By-Laws that he has discussed with the ETSB’s legal counsel.

F. Text to 9-1-1 Training and Roll-Out - Detail of the Texting to 9-1-1 program will be reviewed with Staff.

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

A. The Finance/Equipment Committee has reviewed the enclosed claims for  
June 2015 – \$383,977.36  
July 2015 – \$281,933.69

At this time, the Committee presents for approval the Will County Treasurer’s Report of Receipts and Expenditures Month Ending July 2015, with a balance of \$3,111,857.33 and June and July 2015 list of County’s Paid Invoices by G/L Distribution Report.

**RESOLUTION #08272015-01**

**MOTION: To receive and place on file the approval of the Will County Treasurer’s Report of Receipts and Expenditures Month Ending July 2015**

**with a cash balance of \$3,111,857.33 and the *June and July 2015 List of County's Paid Invoices by G/L Distribution Report.***

B. Voiance Language Services – A contract has been completed with Voiance. The only expense is for actual minutes used at \$.75 per minute. The Language Line Services will be left in place for now to provide both a transition period and redundancy to our language services.

C. Federal Signal Smart Message Renewal – Staff has been working with Federal Signal to renew our existing contract for the Team Paging and Citizens Alerting product. The current contract expires August 1, 2015 with the products end-of-life in its existing format. The product has been now moved to a Microsoft platform. Will County 9-1-1 participated in the beta testing of this new platform without incident. In addition the Chief Administrator has been working with EMA and others to see if the program can be expanded to a county-wide system. Joliet has agreed to this concept and will be joining the contract. The Joliet portion is \$32,000. With this additional revenue the program can now be expanded to unlimited usage at no additional costs. Hopefully, as other communities buy-in to the program our costs will be significantly reduced. The plan is that EMA would manage and service the Citizen Alerting functions and 9-1-1 staff would manage and service the team paging functions.

**RESOLUTION #08272015-02**

**MOTION: To approve the renewal contract for the Federal Signal Smart Message product in the amount of \$55,750.00. The County EMA will reimburse the ETSB for their portion of this contract.**

D. Revenue and Expense Review of FY 2015 – The Chief Administrator has received confirmation from the ICC that the August distribution of the wireless surcharge fees will be the last made until the Budget Crisis in Springfield is resolved. With 85% or more of our revenue coming from this funding source the Chief Administrator will review year-to-date expenditures and revenue. Several actions can take place in Springfield that would alleviate this potential problem. These and other measures will be discussed.

E. FY2016 Budget – The Budget for FY 2016 will have to be approved at the October ETSB meeting. The proposed budget is balanced and remains the same as last year at \$8.6 mil. The Chief Administrator and staff have already presented the budget at a hearing with the County's Budget Officers.

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

**XI. ADDITIONAL COMMENTS**

**XII. ADJOURNMENT**

**The next meeting of the ETSB will be held Thursday, October 22, 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.*