

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

Thursday, April 28, 2016 – 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	Suzanne Hart
Aaron Klima	Kenneth Kroll	William Mort	Nick Palmer
Julie Ponce-Doyle	Steve Rauter	David Riddle	Mike Shay
Howard Stephens	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 25, 2016 as presented.

MOTION: To approve special meeting minutes from March 31, 2016 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 23 Telecommunicators. Cindy Stukel and Christina Grutzus, both from Joliet, will be acknowledged at the meeting for their 20 years of service. The remaining certificates will be passed out at their PSAPs.

2. 9-1-1 Individual Award of Merit Recognition – Lisa Costa (Lincolnway) will be awarded the Individual Award of Merit.

3. 9-1-1 Telecommunicator of the Year – Five Telecommunicators were nominated for T/C of the Year- Jamie VanByssum (Joliet), Angela Trevillian (Romeoville), Lisa Costa (Lincolnway), LeEtta Horath (Sheriff), and Elizabeth Valencia (Sheriff). The 2016 Telecommunicator of the Year is Jamie VanByssum. All nominees will receive certificates.

VI. TECHNOLOGY ADVISORY COMMITTEE – Chair Mike Shay

A. Motorola Cad/Records/ Mobile Update

1. Mobile Records Training Video - Video has been changed to a training manual and was distributed to agencies with the install file on April 1st.
2. Work Flow Meetings – All agencies have been contacted and provisioning completed.
3. Data Conversion – Data conversion push has been delayed regarding an auditing issue and we anticipate completion with go live data conversion next week.
4. Motorola Punch List/Blocking Items – All punch list items and blocking issues are complete.
5. CAD Upgrade to CU8a – Training side has been upgraded and tested. Production upgrade date is tentatively set for April 25th.

Recommendations for future releases from the agencies will need to go through the 9-1-1 office. The office and agencies will rank the recommendations and submit them to Motorola. A meeting will be in held in July to get user feedback on enhancements they would like to see in future releases.

VII. LONG RANGE PLANNING COMMITTEE – Chair Steve Rauter

A. Update on Matrix Operational Audit – The ETSB review committee chose the Matrix Consulting Group to perform the Office Operational Audit. Matrix is headquartered out of the San Francisco Bay area. A contract has been signed in the amount of \$45,500. An office briefing will be held with the Administrative Staff. The project will begin after the Records Go Live and should be completed for approval at the August Committee and Board meetings.

B. First Net Update – Chair Rauter provided the updates

C. Illinois 9-1-1 State Advisory Board Update – The ISP Grant was submitted before the March 31st deadline. Staff asked for reimbursement in the amount of \$683,790. Grant awards will be made in June. The plan modification needs to be submitted with Board level approval before July 1. The JCAR rules approval is continuing.

D. Motorola CAD/Records – Operations Manager Murray gave the update.

1. Records
 - a. All workflow meetings and configurations are complete.
 - b. All punch list items and blocking issues are complete.
 - c. May 2nd– Go Live confirmed date
2. CAD/ Mobile
 - a. CU8a update has been applied to training side. Staff will complete testing. If no issues are found, then an upgrade to CAD/Mobile production will be scheduled for the week of April 25th. (Upgrade has been placed on hold as a functionality bug has been found. An on-demand (OD) fix has been generated and is being applied on April 26th. We will continue to test for issues with a possible production upgrade in late May.)

E. Legislative Updates – Committee Chair Rauter gave the update. HB4521 Sweeps is still in committee. The bill has been stalled at this time. HB4501 Consolidation of Local Government is also in committee and should be watched by our public safety agencies. 9-1-1 Consolidation only appears to be the beginning. SB3019 extends our 9-1-1 funding and needs to be supported. There has been some discussion regarding hosting a Will County legislative “9-1-1 Meet and Greet”.

F. Consolidation Planning – The 31 agencies, committed to consolidate to the new PSAP continue to meet and work hard within the five assigned committees. The new center will be called the “Laraway Communications Center”.

The Governance and Control group will meet at New Lenox FD St1 on April 26th at 5:30pm. Mayor Einhorn has been appointed the Chairman of the G31.

G. 9-1-1 Administrative Office – Member Palmer mentioned that all changes have been made that were requested by Operation Manager Murray. Revised plans will be sent to the 9-1-1 office. There is also no information on a rental agreement for the ETSB at this time.

VIII. PERSONNEL/PUBLIC EDUCATION COMMITTEE – Chair Brad Veerman

A. County Board Reappointments to the ETSB – ETSB will continue their positions until replaced. County Board has not approved appointments for two years.

B. Chief Bill Mort – Chief Mort is stepping down from the ETSB, as one of the Police Chiefs representatives on the board. The Police Chiefs Association voted to have Chief Joseph Wazny, of the Manhattan Police Department to replace Chief Mort. All of Chief Wazny’s credentials and recommendations have been submitted to the County. Chief Mort will remain on the ETSB until the County Board approves Chief Wazny’s appointment.

C. Candi Thuringer – Candi has resigned from the ETSB effective April 21st, 2016. Candi represented the Citizen-at-Large position on the board. Her letter of resignation is included in the board packet for your review.

D. Kim Hartley – The Board had approved an unpaid extension to Kim until April 28th. Kim will see her doctor on Wednesday, April 27th for a return to work order. Kim is expected to be released for full-time work on Monday, May 2nd. To maintain continuity of her leave it is requested that the Board approve one more extension of her unpaid leave until June 24th or her return to work.

RESOLUTION #04282016-01

MOTION: To approve an extension of Kim Hartley’s unpaid medical leave until June 24, 2016 or her doctor’s release to return to work on a full-time basis.

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

- A. The Finance/Equipment Committee has reviewed the enclosed claims for
February 2016 - \$126,903.12
March 2016 - \$162,650.26

At this time, the Committee presents for approval the Will County Treasurer's Report of Receipts and Expenditures Month Ending March 2016, with a balance of \$3,586,954.43 and February and March 2016 list of County's Paid Invoices by G/L Distribution Report.

RESOLUTION #04282016-02

MOTION: To approve and place on file the *Will County Treasurer's Report of Receipts and Expenditures Month Ending March 2016 with a cash balance of \$3,586,954.43 and the February and March 2016 List of County's Paid Invoices by G/L Distribution Report.*

- B. Financial Update - We received another payment, from the State, for \$733,645 for the wireless surcharge fund. The state is now five months behind on wireless payments and three months behind on wireline and VOIP payments. With careful control of our capital expenditures, our fund is now about \$1million more than we were at this time last year. This was the month before the State began to withhold our funds.
\$2.1 MILLION IS STILL OUTSTANDING.

There is still have a large outstanding debt with Motorola to consider, but all in all we are getting closer to returning to a normal fiscal balance. When we receive the increase in surcharge and other savings promised by the State we should be in very good condition if the State passes legislation to continue our funding into the FY2017 fiscal year. The debt note will be revisited.

- C. 9-1-1 State RFP Grant – Administrator Figved and Caryn DeMarco submitted the Will County 9-1-1 grant proposal to the ISP before the March 31st deadline. The grant RFP detailed the recapture of the Boards past 5 years of consolidation costs in the amount of \$683,790.00 Will County's RFP will be one of those considered last by the State Director and State Advisory Board due to the "Have and Have Not" nature of the RFP document.

- D. Upgrade of Current Citrix Farm - The current Citrix Farm is in need of hardware and software upgrades. Staff is looking to contract a vendor to install two new Citrix appliances and then perform the software upgrade and migration of the current farm to the new farm. Three quotes were presented to the Technology Advisory Committee for this project. The Technology Advisory Committee approved the quote from Sentinel to be forwarded to the Finance and Equipment Committee for consideration. Quotes are attached for your review.

RESOLUTION #04282016-03

MOTION: To approve software and hardware upgrades to the current 9-1-1 Citrix Farm by Sentinel with a total project cost of \$25,450.00.

E. Annual Insurance Renewal for VFIS – The annual insurance policy with VFIS expires in April. Our policy amount last year was \$14,385. There is a \$758.00 or 5.5% increase to \$15,143.00 for the renewal policy. We are seeing 5% increases with 9-1-1 systems throughout the State. Our policy also has a Content Limit that automatically adjusts annually at 4% for an Inflationary Guard. Member Rauter stated he will get a quote from another agency. Rauter will supply that quote to.

RESOLUTION #04282016-04

MOTION: To approve the renewal of annual Insurance Premium with VFIS in the amount of \$15,143.00.

F. Motorola Starcom Invoices – We have received a letter from Motorola/Starcom21 asking for payment on our monthly charges for the two T-1 lines for Joliet and Romeoville radio consoles, our T-1 for the ISSI Gateway connection and our monthly subscriber fees for our five staff radios. The past due amount is \$13,950.00. The current monthly fees are as follows;

ISSI Gateway	\$1300.00
T1 Joliet PSAP	\$490.00
T1 Romeoville PSAP	\$570.00
Radio “Limited Use Rate”	\$90.00 (5 X \$18.00)

RESOLUTION #04282016-05

MOTION: To approve to pay the past due Starcom21 invoices totaling \$13,950.00 and to approve continuous payment of the Starcom21 monthly charges.

G. Grundy County ETSB Equipment Use Letter – Grundy County ETSB is in preliminary discussions with Wescom in a joint radio project. At a meeting on April 19th it was discussed with Operations Manager Dale Murray if there is a possibility of using our Motorola Core for the Grundy’s new MCC7500 radio consoles. They were advised to send a formal request to the Board so that we could start preliminary discusses on this request. The request letter is attached for your review and discussion. No action is requested at this time.

X. MOTION TO ADJOURN TO CLOSED SESSION IF REQUIRED

XI. ADDITIONAL COMMENTS

XII. ADJOURNMENT

The next meeting of the ETSB will be held Thursday, June 23, 2016 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.