

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

Thursday, October 27, 2016 – 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

## A G E N D A

### **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	Brad Veerman		

### **II. INTRODUCTION OF NEWS MEDIA/GUESTS**

### **III. PUBLIC COMMENT**

### **IV. APPROVAL OF MINUTES**

**MOTION: To approve regular meeting minutes from August 25, 2016 as presented.**

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

#### **A. Motorola Records Update –**

1. SSRS Report for Records – Currently validating content in the database and will advise agencies as soon as we are confident that the data is valid. Agencies are updated with the progress. Staff Kruiuzenga is building reports as needed.
2. Data Conversion Update – Updates are on hold waiting for Motorola to resolve merging masters. Data is still converting past LRMS records and are currently on 201 records. 2014 re-push will be completed in 1 ½ days. The feed is back on line.
3. Planned P1 CAD Failover to DR Site – Motorola had planned for a series of CAD failovers, for equipment installations and upgrades, from our primary site to the Disaster Recovery site. The outages were planned for October 13 and 20<sup>th</sup>. The failover affects the PSAPs and mobile units. The outages were planned for 3-hour increments from 3a.m. to 6a.m. Both of the planned outages failed due to the CAD servers not being able to start on the DR site. After both failures, the CAD was moved back to the primary site and a root cause for the problem was investigated. Motorola will provide the ETSB with an explanation of the events and their plans to correct the problem.

**B. Downers Grove Tollway Fiber/ISSI Router –** Waiting to coordinate with Motorola to complete final configuration of the network connection to the Motorola network. Motorola's PM is Jennifer Kline. She will contact Dale Murray with an update of the timeline.

**C. Everbridge Platform –** Discussion regarding the chat feature still enabled. A question came up about recording the chat sessions. There is no chat feature available on the platform. Staff will notify PSAPs and delete software.

**D. Field testing CAD 4.2 Update –** Report on results of field-testing for Motorola CAD, Mobile and Records. Moto team came in and tested – done with testing for now.

**E. Magic Jack Update –** Recently the Administrator worked with a resident who was interested in switching to the Magic Jack platform. The resident subscribed and paid an additional E9-1-1 fee for

connectivity to 9-1-1. We tested the system and the test call went directly to the Lincolnway PSAP displaying both ANI/ALI information without problems.

F. CAD FRM Update/ Motorola Conference – Report on last week’s Motorola Conference in Colorado. The members that attended the conference gave their reports. There are cloud-based programs offered to agencies that can possibly work off the 9-1-1 hardware. No further information available at this time.

G. Will/Grundy County 9-1-1 Interoperability – A document with pricing was distributed to the committee. Committee Chair Shay has many concerns and questions with taking on responsibility for agencies outside of Will County’s jurisdiction. The ETSB needs to decide if they want customers, and how many on the M-Core. The main reason for Grundy County on the M-Core is interoperability with Will County. Intergovernmental agreements need to be completed. The committee had a lengthy discussion.

Features in a possible IGA –

- Buy-in fees
- Possibility joining the WC ETSB
- Additional counties as customers
- Concerns with responsibility
- Outside jurisdiction
- Staff fees low
- Future expansion
- Interfere with bid process
- Uniform template
- Indemnification

Committee directed Administrator Figved to contact the attorney to draft an IGA. Administrator Figved will keep the committee up to date on progress.

H. Radio console infrastructure move from Bolingbrook to Wescom – Update of plan and timetable to complete move of radio console infrastructure from the Bolingbrook PSAP to Wescom’s PSAP. The quote from Miner will be available for the February meeting.

I. Decommission EOC Back-up – A portion of the consolidation plan submittal to the State included the decommissioning of the Will County Back-up PSAP at the EOC. This action includes the removal of the VIPER, recorder, etc. CAD connectivity for the EOC would remain in place, three radio consoles, and Xybit workstations. There was a lengthy discussion. It was decided that the maintenance contracts on the EOC equipment will not be renewed.

J. Recording EFJ talk groups – Report on discussions with Motorola engineers on the ability to record the County radio system EFJ talk groups via the Moto AIS server and the ISSI gateway. Moto AIS will record the talk groups.

K. AIS Server for Primary core – Review and design of installing an AIS server at the primary core to record radio talk groups on Starcom and EFJ radio systems in a centralized location and not to rely on consolettes for recording. Budget approx. \$227,000

L. Radio Tower Laraway – Part of the planning for the new PSAP at Laraway Road includes the removal, relocation, and construction of a new radio tower. The RFP will include the cost to remove the current tower. The current tower will remain an asset of the ETSB. The old tower can possibly be used to support one of our current PSAP’s. Eastcom and WESCOM are both interested in the tower.

M. VM Project Update – A decision has been made by Motorola regarding our offer to share in the costs of the VM upgrade project. A report on this decision and the impact on our VM plan will be discussed. It was discussed earlier in the meeting.

N. Administrative Office Phone System – The current office system has reached its functional capacity. Staff will report on a new phone system that will be portable to the new administrative office. Chair Shay discussed the possibility of using the county phone system, along with the Sheriff's office, at the new location. Staff feels a new system needs to be in place before relocating to the new facility.

O. Renewal of Maintenance Contracts – Their committee reviewed the several maintenance contracts up for renewal this month.

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

A. M-Core Interoperability Project – Chair Rauter explained the project. The primary consideration for the Grundy County ETSB to request this proposal is to provide an interoperable exchange of data within the agencies of both ETSBs. Within our own system, the Wescom PSAP and its agencies will be the primary beneficiary of the interoperability agreement, although it is believed that the Will County Sheriff would also benefit from the ability to share information between the two counties.

Staff presented a pricing document to the Technology Advisory Committee showing the proposed costs for interoperability connectivity to the Will County ETSB from the Grundy County ETSB. During a discussion of the interoperability proposal, there were many questions and concerns from the Committee members. The two major questions are; do we want to share our assets with other regional 9-1-1 entities? And, who else might ask to share our assets? (Kendall and Kankakee Counties) There was a lengthy discussion on the below questions. It was discussed that each entity would be case by case with all counties wanting to buy in.

Some of the concerns expressed are:

- Should there be an additional buy-in fee for the agreement? Hardware was approx. \$550,000 – buy-in possibly 16% of initial hardware cost and then \$35,000 per year
- Should Grundy ETSB become a joint-ETSB with Will County to share the assets?
- What additional entities may want to follow Grundy?
- Does the Will County ETSB accept additional responsibility and liability to accommodate this project?
- Are there any concerns with having an outside jurisdiction involved with the Will County System?
- Are the staff fees in the fee structure too low for the amount of staff time needed?
- What other Will County assets could be expected to be shared in future regional projects?
- Would this project interfere with any other bids or purchases to Grundy County for a similar solution?
- Can a uniform template be developed for shared costs if other entities want to use the Will County assets? Should be negotiable – possibly have buy-in be an extra payment of the yearly maintenance.
- How do we provide indemnification for the project?

The Committee suggested that the Chief Administrator work with the ETSB Attorney to draft an IGA that could answer the questions and concerns that have been posed. All the questions will be addressed before moving forward.

Chair Rauter instructed staff to check with Grundy to see if they are interested in joining. \$35,000 buy-in, \$35,000 yearly maintenance.

B. Update on Matrix Operational Audit – The Chief Administrator has been in contact with the Matrix Project Management Team regarding the internal audit. Matrix’s most recent response to providing a report to the ETSB was, “it sounds like we can commit to having an edited report to you by Oct 27th - we will not be ready for a presentation at that time.”

C. Topics from Technology Advisory Committee – LRP Committee reviewed the following topics discussed in the recent Technology Advisory Committee meeting with no further action taken:

- Motorola Records Update
- Downers Grove Tollway Fiber/ISSI Router
- Everbridge Platform
- Field testing CAD 4.2 Update
- Magic Jack Update
- CAD FRM Update/ Motorola Conference
- First Net Update
- Laraway Consolidation Planning.
- 9-1-1 Administrative Office Construction
- Radio Console Infrastructure move from Bolingbrook to Wescom
- Decommission EOC Back-up
- Recording EFJ Talk Groups
- AIS Server for Primary Core
- Radio Tower Laraway
- VM Project Update –
- Administrative Office Phone System –

D. 9-1-1 State Advisory Board – The SAB met in September and held public hearings on seven ETSB requests for waivers. The beginning of suggestions for legislative changes was discussed. Colonel Walter also presented an update on the finances. We are still 4 months behind in our payments. It was determined to fund, in whole, the grant requests for FY2017. The results of the RFP for planning the development of a NG9-1-1 system for Illinois should be available at the October meeting. Caryn DeMarco completed our AR-911 audit report and it was sent to the State before the October 1<sup>st</sup> deadline. The next meeting of the SAB will be September 19-20.

E. Legislative/ISP Updates – Draft of legislation in progress - .87 cents and Act sunset on June 30<sup>th</sup>

F. Everbridge Agency Buy-in – Now that Everbridge is “open for business,” the EMA is beginning to have conversations with local jurisdictions about making it available to them for non-emergency announcements in exchange for an annual buy-in charge. The Chief Administrator has been working with Director Damron and drafted an MOA that can be executed between the ETSB and the local jurisdiction. The MOA is distributed to the committee. The intent is to have the ETSB provide the authorization for these MOA’s. The Chief Administrator would sign these on behalf of the ETSB as they arise. There already is one agreement that has been signed by the Village of Romeoville awaiting our execution. City of Crest Hill will be forthcoming soon. Member Damron discussed the topic.

**RESOLUTION #102716-01**

**MOTION: To authorize the Chief Administrator to execute memoranda of agreement between the Emergency Telephone System Board and local units of government for their use of the mass notification system for non-emergency notification purposes.**

G. 2017 Meeting Schedule for ETSB meetings – At the end of the year, we need to adopt the schedule of ETSB meetings for the coming year. The schedule is attached.

**RESOLUTION #102716-02**

**MOTION: To adopt the ETSB meeting schedule for calendar year 2017.**

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

A. County Board Reappointments to the ETSB – The County Board Executive Committee met on Thursday, October 6<sup>th</sup> to discuss reappointments to the ETSB. The County Board will be recommending the reappointment of Board members; Suzanne Hart, David Riddle, Aaron Klima, Howard Stephens, Steve Rauter, and Joe Wazny to replace Bill Mort. Remaining ETSB members for reappointments are; Pam Buzan (2/15), Ken Kroll (2/16), and Bob Contro (2/16). All the remaining Board member's terms expire on February 1, 2017.

There was discussion on recommending a replacement for ETSB Citizen-At-Large member Candi Thuringer who has resigned from the ETSB. The County Executive is still considering her replacement and no appointment was recommended.

The County Board also discussed the make-up of the ETSB following consolidation. To keep the number of ETSB members at an odd number of thirteen members (13), the County Board is considering appointing a second Citizen-At-Large member to the ETSB.

B. The Committee moved to a closed meeting with a motion in accordance to 5ILCS 120/2 Sec. 2(c)(1) to consider the compensation or performance, of specific employees of the ETSB.

The Committee made a motion to return to Open Session at 1:30 p.m. to discuss ending the probationary period for CAD Manager/Training Coordinator Terri DeSonia with a \$5,000 increase to her base salary.

**RESOLUTION #102716-03**

**MOTION: To end the probationary period for Terri DeSonia and effective immediately increase her base salary by \$5,000.**

C. County Travel Policy – The County Board implemented a new travel policy on October 1, 2016. Staff reviewed the changes to the policy with the Committee.

**RESOLUTION #102716-04**

**MOTION: To update of the ETSB Travel Policy and adopt the County Travel Policy, October 1, 2016 as an addendum of the ETSB policy.**

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

A. The Finance/Equipment Committee has reviewed the enclosed claims for  
August – \$254,570.94  
September – \$208,963.46

At this time, the Committee presents for approval the Will County Treasurer's Report of Receipts and Expenditures Month Ending September 2016, with a balance of \$5,650,945.46 and August and September 2016 list of County's Paid Invoices by G/L Distribution Report.

**RESOLUTION #102716-05**

**MOTION: To approve the Will County Treasurer's Report of Receipts and Expenditures Month Ending September 2016 with a cash balance of \$5,650,945.46 and the August and September 2016 List of County's Paid Invoices by G/L Distribution Report.**

B. Approval of the FY 2017 Annual Budget –

The Chief Administrator has submitted a balanced budget for FY2017, in the amount of \$8,647,470. The Budget has already been approved by the County Finance Department and presented to the Board at the June ETSB meeting. There have been no questions or concerns voiced on the budget plan.

**RESOLUTION #102716-06**

**MOTION: To approve the FY2017 Budget in the amount of \$8,647,470.**

C. Six of our annual maintenance contracts are now due for the 2017 renewal period. The contracts for approval are;

1. Motorola Radio Consoles and Core Maintenance Contract –

**RESOLUTION #102716-07**

**MOTION: To approve a one (1) year renewal maintenance contract for the amount of \$128,569.29 to cover 29 console positions at Joliet, Romeoville, and Wescom as well as the M-Core.**

2. Harris Radio Console Maintenance Contract –

**RESOLUTION #102716-08**

**MOTION: To approve a one (1) year renewal maintenance contract for the amount of \$22,117.41 to cover 9 console positions at the Sheriff's Office and Lincolnway.**

3. Word System Contract –

**RESOLUTION #102716-09**

**MOTION: To approve a two (2) year renewal maintenance contract for the amount of \$90,618 to cover the loggers, storage system, and inform with an Inform upgrade to version 8.**

4. Zoll Maintenance Contract –

**RESOLUTION #102716-10**

**MOTION: To approve a one (1) year renewal maintenance contract for the amount of \$24,600 to cover the RescueNet product and upgrade to the E-PCR EMS product for the amount of \$4,500.**

5. Nationwide Power UPS Maintenance Contract –

**RESOLUTION #102716-11**

**MOTION: To approve a one (1) year renewal maintenance contact for the amount of \$26,039.67 to cover the UPS at Eastcom, Lincolnway, Romeoville, Will County SO, Wescom, Joliet, 911 Office.**

6. Xybix Console Furniture Maintenance Contract –

**RESOLUTION #102716-12**

**MOTION: To approve a one (1) year extended warranty maintenance contract for \$11,256.00 to cover the Joliet, Wescom, Lincolnway, Eastcom, Will County Sheriff, and Romeoville agencies.**

D. Motorola Maintenance Contract –

Motorola currently shows our balance as \$3,202,646. Of this amount, \$1,482,947.92 is related to the Premier One CAD Suite. The \$1.4 mil will be discussed and negotiated on a later date, following acceptance of the product.

That leaves \$1.2 related to the radio console maintenance, SUA (software lifecycle agreement), and MCC lease. These cost reference the Motorola radio console project and do not have any impact on the P1 Cad Suite. This amount is what is contractually due for the remainder of 2015 and all of 2016.

The Chief Administrator is requesting approval to pay the past due amount of \$1,199,684.25 for the Motorola Radio Console Project. With this payment the ETSB will be completely caught up and return to the normal contractual payment schedule in 2017.

**RESOLUTION #102716-13**

**MOTION: To approve the Motorola lease payment for the radio console project from 2015-2016 in the amount of \$1,199,684.25.**

E. New Voice logger for Eastcom –

**RESOLUTION #102716-14**

**MOTION: To purchase of a new voice logger from Word System in amount of \$33,283.00.**

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

**X. ADDITIONAL COMMENTS**

**XI. ADJOURNMENT**

**The next meeting of the ETSB will be held Thursday, February 23, 2017 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.*