

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

Thursday, August 24, 2017 – 9:00 a.m.
ETSB Chair Steve Rauter
Will County Office Building
2nd 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	Anthony Marzano	Nick Palmer
Julie Ponce-Doyle	Steve Rauter	David Riddle	Mike Shay
Howard Stephens	Brad Veerman	Joe Wazny	

II. INTRODUCTION OF NEWS MEDIA/GUESTS

III. PUBLIC COMMENT

IV. APPROVAL OF MINUTES

MOTION: To approve regular meeting minutes from June 22, 2017 as presented.

V. TECHNOLOGY ADVISORY COMMITTEE – Chair Mike Shay

A. Motorola Update – Staff provided the committee with an update on current Technology projects including;

1. CAD CU 10 Upgrade – Mobile upgrades
2. Motorola CAD 4 – Installation schedule update
3. Records 3.3 – Project Update
4. Data Conversion – Project Update

B. Zoll ePCR – Project Update

C. Administrative Office Phone System – Project Update
To be discussed in F&E agenda item VIII (B)

D. Laraway Communication Project Update and Timeline – Project Update
To be discussed in LRP agenda item VI (C)

E. 2FA Discussion – Discussion will continue on the usage and/or requirement of 2FA by our 9-1-1 agencies. 2FA will be discussed at the September meeting of the Will County Chiefs of Police.

F. VM – Staff provided a Project Update

G. County Building Power Outage – The COB experienced a power outage on the early evening hours of Sunday, July 23rd. The cause of the outage was due to significant heavy thunder storms in the area. A problem occurred when the County's emergency generator failed to start. A timeline of the 9-1-1 office staff's response is attached.

VI. LONG RANGE PLANNING COMMITTEE – Vacant

A. Legislative Updates – Chairman Rauter and Chief Administrator Figved updated the Committee on legislative issues.

B. Illinois 9-1-1 State Advisory Board –The SAB meeting on Monday, July 24, 2017 was cancelled. The next Committee meeting is scheduled for August 28, 2017.

C. Laraway Building Update – Staff will provide an update on construction, as well as, the timeline for PSAP and Administrative move and occupancy.

D. Matrix Review – Committee Review, Recommendations and Priorities – To be discussed under agenda item XI – Additional comments

Chairman Rauter discussed the review and recommendations of the Chief Administrator in regards to the areas of inquiry and action items outlined in the Matrix Audit.

E. Discussion of ETSB By-Law Changes – By Law changes need to be considered for ETSB Committee of the Whole meetings and ETSB organization following consolidation.

VII. PERSONNEL/PUBLIC EDUCATION COMMITTEE – Chair Brad Veerman

A. Request to hire a Tier 1 Helpdesk/Desktop Support Technician – Applications were posted and 17 responses were received. Staff reviewed all the applications. Based on a review of the applications and resumes, five candidates were selected for interviews held on Monday, August 7th from 11am to 2 pm. The Chief Administrator presented the selected candidate for discussion, salary and approval to move to full Board.

RESOLUTION #08242017-01

MOTION: To approve the hiring of Michael Adduci, as Tier 1

Helpdesk/Desktop Support Technician with an annual starting salary of \$46,361.

B. A discussion was held on selection process, possible advertised benefit package, and possible qualifications for the ETSB Administrator, and to establish a timeline with appropriate and realistic benchmarks for the selection process. The Chief Administrator will prepare a job description and qualification package for the Special Committee Meeting to be held on August 31, 2017.

C. Matrix Review – Committee Review, Recommendations and Priorities – To be discussed under agenda item XI – Additional comments

Chairman Rauter discussed the review and recommendations of the Chief Administrator in regards to the areas of inquiry and action items outlined in the Matrix Audit.

ADJOURN TO CLOSED SESSION

MOTION: To move to closed meeting in accordance with 5ILCS 120/2 Sec. 2 (c)(1) to consider specific possible action(s) relating to the appointment, employment, and compensation of specific employees of the ETSB.

RETURN TO OPEN SESSION

MOTION: To move to return to open meeting to discuss Board action if any, upon return to open session: Possible action(s) relating to the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

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

A. The Finance/Equipment Committee has reviewed the enclosed claims for
June 2017 – \$642,737.08
July 2017 – \$321,409.72

The Committee presents for approval the Will County Treasurer's Report of Receipts and Expenditures Month Ending July 2017, with a balance of \$3,655,483.69 and June and July 2017 list of County's Paid Invoices by G/L Distribution Report.

RESOLUTION #08242017-02

MOTION: To approve and place on file the Will County Treasurer's Report of Receipts and Expenditures Month Ending July 2017 with a cash balance of \$3,655,483.69 and the June and July 2017 List of County's Paid Invoices by G/L Distribution Report.

B. Purchase Telephone System Equipment for the 9-1-1 Administration Office – After the committee tabled this item in April, the Committee reviewed and approved the action to take from the table the motion and move forward with the recommendation to purchase the new telephones system.

RESOLUTION #08242017-03

MOTION: To approve the purchase of the Comcast Business Services telephone system for an installation fee of \$468.30 and reoccurring monthly charges for equipment and services of \$668.55 (\$8,022.60 annually)

C. Matrix Review – Committee Review, Recommendations and Priorities – To be discussed under agenda item XI – Additional comments

Chairman Rauter discussed the review and recommendations of the Chief Administrator in regards to the areas of inquiry and action items outlined in the Matrix Audit.

D. FY2018 Surcharge Grant Program – With the consolidation of our PSAPs to three centers, the Chief Administrator discussed a proposal to modify the Surcharge Grant Reallocation Program. The proposal includes reducing the grant amount from \$1mil to \$900,000 and distributing the grant monies equally between the three PSAPs. The PSAP Boards would then: sign an IGA with the ETSB, determine the disbursement of their funds, designate the items to purchase for approval, and return the receipts to the Staff with both sides of their cancelled checks

E. FY2018 Budget Preview – The Chief Administrator reviewed the preview of the FY2018 Budget. The budget completed a review and approval process with the County's Budget Director. This year's balanced budget is in the amount of \$10,798,000. This amount is a \$2,148,500 increase over the current year's budget or a 24.85% increase. The increase is due to the anticipated revenue increase from the State 9-1-1 Surcharge legislation.

F. Renewal of ZOLL Annual Maintenance and Support Contract – The annual service and maintenance contract with ZOLL will expire in September. The renewal amount is \$24,600. Staff recommends renewal of the contract.

RESOLUTION #08242017-04

MOTION: To approve the renewal of the ZOLL service and maintenance contract in the amount of \$24,600.

G. Purchase of additional PSAP items for the Laraway Communications Center – Staff is finalizing the equipment purchases for the Laraway Communications Center. Approval is requested for a total of \$16,682.09, which includes the purchase of a vertical rack ground bar (\$683.60), Bud lights (\$13,993.20), a metered circuit (\$1,244.85), and wireless access points (\$760.44).

RESOLUTION #08242017-05

MOTION: To approve the purchase of additional PSAP equipment for the Laraway Communications Center in the amount of \$16, 682.09.

H. Renewal of Everbridge Mass Notification Contract – The Everbridge Mass Notification contract expired at the end of July. The annual renewal amount is \$85,000. Payment of the contract is shared between: 9-1-1, EMA, City of Joliet, and several Will County communities enrolled in the program. The ETSB portion of the bill should not exceed \$28,000. A formula will be determined to share this expense.

RESOLUTION #08242017-06

MOTION: To approve the renewal of the Everbridge Mass Notification Contract in the amount of \$86,000. A cost sharing formula will be determined among 9-1-1, EMA, the City of Joliet and other county-wide municipal subscribers. The 9-1-1 portion of the bill will not exceed \$28,000.

IX. MOTION TO ADJOURN TO CLOSED SESSION IF REQUIRED -

A motion to move to closed meeting in accordance with 5ILCS 120/2 Sec. 2 (c)(1) to consider specific possible action(s) relating to the appointment, employment, and compensation of specific employees of the ETSB.

X. MOTION TO RETURN TO OPEN SESSION

A motion to return to open meeting to discuss Board action if any, upon return to open session: Possible action(s) relating to the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

XI. ADDITIONAL COMMENTS

Chief Administrator's DRAFT Response and Recommendations to the ETSB regarding the Matrix Audit – Chairman Rauter will review the Chief Administrator's report as shared in each of the Board Committees. In addition, the Matrix Audit provided three action items directly to the ETSB for their review and recommendations.

XII. ADJOURNMENT

The next meeting of the ETSB will be held Thursday, October 26, 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.