

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

Thursday, October 26, 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 August 24, 2017 as presented.

V. TECHNOLOGY ADVISORY COMMITTEE – Chair Mike Shay

A. Motorola Update – Staff will provide updates on current technology projects including;

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

B. Zoll ePCR – Project Update – Our ePCR data testing has been accepted and approved by the State IDPH. Training is continuing and final “touch-ups” are being made to the program.

C. 2FA Discussion – This topic was brought before the Will County Chiefs of Police at their September 7th meeting. While Staff realizes that this process is probably closer to becoming required, it may still take two to three years for the process to be required. There was little or no interest from the Chiefs in pursuing this topic at this time. The Chief Administrator will let our current licensing and maintenance contracts expire.

D. VM Project – The project is moving forward. Equipment has been ordered. A working timeline will be planned for project management by the end of this month.

E. Motorola Users Conference Update – The annual Motorola Users Conference was held in New Orleans. Staff will provide an update on the conference.

F. ISSI Gateway – referred to F&E Committee for purchase.

G. CAD and Records FRM Standing Update – Motorola has tabulated the final scoring for FRM upgrades. Staff will report on how our items did in the standings.

H. IT Staff Project Schedule – Staff has provided a list of outstanding projects that will be completed by June 30, 2018.

VI. LONG RANGE PLANNING COMMITTEE – Vacant

A. Legislative Updates – The next State Advisory Board meeting is scheduled for Monday, October 30, 2017. There is still no indication of the impending sweep on 9-1-1 funds by the State. Staff is still waiting for the requested report on revenue stream funding for FY2018.

Illinois 9-1-1 State Advisory Board –The SAB meeting was cancelled for Monday, July 24, 2017. The next Committee meeting was re-scheduled to October 30th.

B. Laraway Building Update on Construction, Infrastructure (Hardware, Software, Equipment), and Staffing for the new PSAP. AT&T still needs to install the wireless trunk lines. Building is on track. Employee issues have not been finalized. IGA's need to be finalized with LCC and the County at this month's County Board Meeting. Interviews for TC's will start on October 28th and then cross-trainer of TC's will begin. Cutover dates are on schedule. Everything is moving forward.

C. Matrix Review – Committee Review, Recommendations and Priorities –The Chief Administrator is still gathering information from different resources that utilize a Service Level Agreement (SLA) between the Board, PSAPs and Agencies. No other report from the Committee.

D. ETSB By-Law Changes – The ETSB's attorney reviewed the Chairman's request to create a Committee of the Whole Structure for ETB meetings. The current By-Laws allow the Chair to create a committee whenever he deems it necessary.

The new committee needs to be approved by the ETSB membership.

The thought is that this format will streamline the Boards activities and end repetitive discussions between the four committees. The Board structure would not change and the standing committees would be available as "working groups" for more detailed ETSB projects.

RESOLUTION #10262017-01

MOTION: To approve and adopt the ETSB Chairman's request to establish a Committee of the Whole Structure for the ETSB.

E. Administrative Office Move and Lease Dispute – The Administrative Office is scheduling the move to the new facility between the end of November and the first week of December. The Division Street office landlord is still disputing the contents of the lease regarding early termination. The matter is in the hands of our attorney for resolution.

F. State Consolidation Plan – The Chief Administrator submitted the State Consolidation Plan for the Will County ETSB on Friday, September 29th. A conference call was held with Marci Elliot of the ISP on Tuesday, Oct. 3rd, to review the submittal.

At that time, the ISP indicated that they would like to see a verification of the South Chicago Heights IGA that allowed their PSAP to become a member of the Will County ETSB and of the ordinance disbanding the SCH ETSB. The plan narrative was updated; the documents were included and resent to the ISP on Wednesday, October 4th.

The ISP confirmed they have received the revised documents and are currently reviewing them for plan approval. With Administrative approval, the Chief Administrator can then begin to process our \$930,000 ISP Grant for the equipment at the Laraway PSAP.

Will County ETSB will apply for both 2019 grants that will be offered by the ISP.

G. Meeting schedule for 2018 – The ETSB and Committee meeting schedules and locations for 2018 are attached.

RESOLUTION #10262017-02

MOTION: To approve the 2018 ETSB and Committee of the Whole Meeting Schedule. The Committee of the Whole will meet on the second Wednesday, 10:00 a.m., every even month of the year.

H. Laraway Road Open House – The LRP committee decided the ETSB 9-1-1 office will participate with the County and have the open house coincide with the Sheriff and PSAP.

VII. PERSONNEL/PUBLIC EDUCATION COMMITTEE – Chair Brad Veerman

A. Continued discussion on the selection process to replace the Chief Administrator to include:

- Draft Job Description – The Chief Administrator provided the Committee with sample duties and responsibilities of his position. Chairman Veerman, County HR Director Bruce Tidwell, and Board Attorney will review and draft.
- County HR Department – further discussion on the consideration to coordinate the job search through the County HR Department.
- Schedule for posting of vacancy
- Plan and process for interview of candidates
- Development of interview questions
- Timeline for hiring process

RESOLUTION #10262017-03

MOTION: To approve the proposed job description and approval to post the vacancy for the Chief Administrator's position.

B. Matrix Review – Discussion on Committee review, recommendations and priorities regarding the action items referred to the Personal Committee. One of the primary action items to be considered is the level of training for telecommunicators and whether a county-wide training standard, based on national standards, should be considered for adoption. No Committee action at this time.

C. Staff Compensation Plan – In October of 2016, the Chief Administrator presented a comprehensive staff salary compensation plan to the ETSB. The plan developed both grades of employees and a range of compensation.

The Board approved the first year of this multi-year plan in February of this year retroactive to December 1, 2016.

As part of the budget process, and the start of the Fiscal Year on December 1, 2017, the Chief Administrator is requesting Board approval to implement the second year of the compensation plan for FY 2018.

The compensation plan for 2018 would move eight (8) of the most senior of our employees to the mid-point of their salary range. Currently none of the Staff has reached the mid-point salaries of the Grade. The remaining five (5) employees would receive increases based on the compensation plan and their grade in service. The total cost of this salary increase would be \$57,000, or an overall increase of 5.4% in the staff salary budget line item.

RESOLUTION #10262017-04

MOTION: To approve the 2018 Proposed Employee Compensation Plan to begin on December 1, 2017. The cost of this salary increase will be \$57,000.00.

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

- A. The Finance/Equipment Committee has reviewed the enclosed claims for
August 2017 – \$500,565.88
September 2017 – \$615,302.12

The Committee presents for approval the Will County Treasurer’s Report of Receipts and Expenditures Month Ending September 2017, with a balance of \$3,964,064.99 and June and July 2017 list of County’s Paid Invoices by G/L Distribution Report.

RESOLUTION #10262017-05

MOTION: To approve and place on file *Will County Treasurer’s Report of Receipts and Expenditures Month Ending September 2017 with a cash balance of \$3,964,064.99 and the August and September 2017 List of County’s Paid Invoices by G/L Distribution Report.*

- B. FY2018 Surcharge Grant Program – With the consolidation of our PSAPs to three centers, the Chief Administrator is recommending 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.

RESOLUTION #10262017-06

MOTION: To approve the FY2018 Surcharge Grant Program in the amount of \$900,000 to be distributed equally among the three (3) PSAP Boards.

- C. FY2018 Budget Approval – The Chief Administrator is requesting approval of the FY 2018 Budget. The budget completed a review and approval process with the County’s Budget Director. This year’s balance 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.

RESOLUTION #10262017-07

MOTION: To approve the FY2018 Budget of Revenues and Expenditures in the amount of \$10,798,000.00.

- D. Purchase of a Motorola 8000 ISSI Gateway - The Staff IT and EMA Radio Managers met with engineers from Motorola and EF Johnson to determine the best way to provide connectivity between the two disparate radio systems to be used in the PSAPs. It has been determined that an additional ISSI Gateway software and licensing are needed on the Motorola side of the radio network. The County has purchased their ISSI Gateway through E.F. Johnson as part of the county-wide radio system project. The cost of the Motorola ISSI gateway is \$290,403.00. After much discussion, it appears that the total cost of the project will be paid for by the ETSB. Payment terms are being worked out by the Chief Administrator as a change order to the current \$721,000 Laraway radio contract with Motorola.

RESOLUTION #10262017-08

MOTION: To purchase the Motorola ISSI licensing and configuration for the Laraway Communications Center in the amount of \$290,403.

- E. LVS Fiber Cable Installation – Staff has identified the need for fiber cable to be installed from the new radio tower to the Laraway PSAP. The exact cost of the parts and installation will be \$10,700.00.

RESOLUTION #10262017-09

MOTION: To purchase from LVS fiber cable and installation from the new radio tower to the PSAP at Laraway in the amount of \$10,700.00.

F. Motorola Service and Maintenance Agreements – The Motorola Service and Maintenance Agreements for Joliet, Wescom, and the M-Core need to be contracted for FY2018. The costs are \$34,753.10 (Joliet), \$20,933.64 (Wescom) and \$59,476.08 (M-Core). The total amount is \$115,162.82.

RESOLUTION #10262017-10

MOTION: To purchase the Motorola Service and Maintenance Agreements for 2018 to include Joliet, Wescom and the M-Core in the amount of \$115,162.82.

G. Nationwide Power – The annual Service and Maintenance agreement from Nationwide Power for the UPS batteries needs to be contracted for FY2018. The total amount is \$22,212.50.

RESOLUTION #10262017-11

MOTION: To purchase the Nationwide Power Service and Maintenance Agreement in the amount of \$22,212.50.

H. Xybix Service and Maintenance Contract – The Xybix Service and Maintenance Contract for all forty-nine (49) of our existing furniture consoles need to be contracted for FY2018. The total amount is \$16,994.00.

RESOLUTION #10262017-12

MOTION: To purchase the XYBIX Service and Maintenance Agreement in the amount of \$16,994.00.

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

XII. ADJOURNMENT

The next meeting of the ETSB will be held Thursday, February 22, 2018 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.