

**WILL COUNTY 9-1-1 EMERGENCY TELEPHONE SYSTEM BOARD
SPECIAL MEETING AGENDA**

Wednesday April 10, 2019 - 9:00 A.M.
Will County Public Safety Complex, 2nd Floor Classroom 1
16911 W. Laraway Road, Joliet, IL 60433

I. CALL TO ORDER

II. ROLL CALL

Harold Damron	Andrea DeLap	Mike Hennessy	Todd Fonfara
Aaron Klima	Meta Mueller	Nick Palmer	Denise Pavlik
Steve Rauter	Mike Shay	Howard Stephens	Joe Wazny

III. PLEDGE OF ALEGIANCE

IV. INTRODUCTION OF NEWS MEDIA/GUESTS

V. SWEARING-IN OF ETSB MEMBERS

A. New and reappointed ETSB Members will be sworn in by the Will County Clerk.

VI. PUBLIC COMMENT

VII. APPROVAL OF MINUTES

MOTION: To approve the meeting minutes for the ETSB meeting of February 28, 2019 and the Technology Committee meeting of March 14, 2019, with no closed session minutes to be released.

VIII. MOTION TO ADJOURN TO CLOSED SESSION

A motion to move to closed meeting in accordance with 5ILCS 120/2 Sec. 2 (c)(2) to discuss salary schedules for one or more classes of employees and Sec. 2 (c)(11) to discuss litigation currently filed and pending before a court.

IX. 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 salary schedules of one or more classes of employees and/or litigation currently filed and pending before a court.

X. ETSB MEMBER TRAINING & ORIENTATION

- A. Departmental Staff Introductions
- B. Operations Division Overview (D. Murray)
- C. Information Technology Division Overview (J. DeVivo)

XI. UNFINISHED BUSINESS

- A. Appointment of Personnel and Public Education Committee Chair

XII. NEW BUSINESS

A. Finance and Equipment – Chair Harold Damron

1. Approval of Treasurer’s Report of Receipts and Expenditures – The Committee has reviewed the enclosed claims. The Committee presents for approval the Will County Treasurer’s Report of Receipts and Expenditures Months of December 2018 and January 2019 ending with a balance of \$1,902,990.33.

RESOLUTION #04102019-01

MOTION: To approve and place on the consent agenda the *Will County Treasurer’s Report of Receipts and Expenditures for the months of December 2018 and January 2019 ending with a cash balance of \$1,902,990.33.*

2. Declaring Equipment Surplus. Staff requests that certain equipment be declared surplus and authorized for disposal pursuant to County policy.

RESOLUTION #04102019-02

MOTION: To declare the items listed on the equipment schedule submitted by staff as surplus and authorized for disposal in accordance with County policy.

3. Comments from the Chair

B. Personnel & Public Education – Chair (Vacant)

1. I.T. Support Technician. The Chief Administrator requests the addition of a new I.T. Support Technician Position. This position is being created with a previously approved position description.

RESOLUTION #04102019-03

MOTION: To approve the creation of a new I.T. Support Technician position.

2. I.T. Maintenance Specialist. The Chief Administrator requests the addition of a new Senior I.T. Support Technician Position. This is a new position classification with a newly drafted position description.

RESOLUTION #04102019-04

MOTION: To approve the creation of a new Senior I.T. Support Technician position.

3. National Public Safety Telecommunicators’ Week. NPSTW is April 14-20, 2019. Award nominations from the PSAP Directors are included in this month’s board packet for review and consideration.
4. Comments from the Chair

C. Long-Range Planning – Chair Joe Wazny

1. Service & Support Policy. The Chief Administrator will provide an overview of the proposed Service and Support Policy (SSP) for discussion and feedback. The SSP replaces the previously discussed and proposed Service Level Agreement (SLA) document recommended in the Matrix report.
2. Policy Development. The Chief Administrator will solicit board input on several policies currently under development, including but not limited to I.T. change management and premise hazard information policies.
3. Comments from the Chair

D. Technology Committee – Chair Mike Shay

1. HipLink Demo. The Operations Manager will facilitate an informational demonstration of the HipLink solution for consideration as an alternative to our current team alerting technology. This demonstration will include a live webinar with a vendor representative.
Note: This demonstration is scheduled for 11:00 AM and will proceed at that time without regard to where the Board is on the agenda.
2. Everbridge Renewal. Staff requests renewal of the ETSB contract with Everbridge to provide mass alerting and notification capabilities. The \$85,000 contract renewal would extend services from 8/1/2019 – 7/30/2020.

RESOLUTION #04102019-05

MOTION: To approve the annual renewal of the contract with Everbridge for mass alerting and notification in the amount of \$85,000.

3. CAD System Upgrade Status. The Operations Manager will give a report on the status of the CAD upgrade to version 4.3.
4. Cyber AAR / Improvement Plan. The Chief Administrator will provide an overview of the current status of the IP, and items of interest to the Technology Committee will be discussed.
5. Comments from the Chair

XIII. ADDITIONAL COMMENTS

XIV. ADJOURNMENT

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.