

JO DAVIESS COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

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MINUTES FOR THE REGULAR MEETING OF JUNE 2, 2021

CALL TO ORDER: The regular meeting of the Emergency Telephone System Board was called to order by the Chairman at 7:00PM in the Jo Daviess County Sheriff's Conference Room, 330 North Bench Street, Galena, Illinois.

ROLL CALL: Board Members Present: Bill Kimball was physically present. Jeff Wood, Kevin Stewart, Steve Birkbeck and Helen Kilgore were present electronically.

Board Members Absent: Michael Staver

Others Present: Amy Gonzalez was physically present
Mary Althof was present electronically.

A quorum was established.

PUBLIC COMMENTS: None at this time.

CORRESPONDENCE: None

LEGISLATION: Amy Gonzalez reported that as of yesterday HB3743, which is an update to the Emergency Telephone Systems Act, passed both the House and the Senate. The Act which was set to be repealed in 2021 has been extended out to December 31, 2023, so we have an extra two years under the Emergency Telephone Systems Act. Use of the .05 surcharge for NG-911 expenses has been extended through June 30, 2023 and there has been additional training requirements put into place in managing emergency medical calls, sexual assault calls and sexual abuse calls.

MEETING MINUTES: Kevin Stewart commented that he was not present at the May 5, 2021 meeting and should be excluded from the votes. Mary Althof stated she would correct the minutes and get them back to Bill Kimball for his approval. **Bill Kimball made a motion to approve the May 5, 2021 Regular Meeting minutes as amended. Motion was seconded by Jeff Wood and motion carried. Ayes-5: Bill Kimball Jeff Wood, Kevin Stewart, Steve Birkbeck and Helen Kilgore. Nays-0. Absent-1: Michael Staver.**

FINANCIAL REPORTS: April financial reports were reviewed. The Monthly Financial Statements were reviewed and filed as presented to submit for audit. The total accounts payable claims for May 2021 is \$3,463.71. **Helen Kilgore made a motion to approve the accounts payable claims for May in the amount of \$3,463.71. Motion was seconded by Steve Birkbeck and motion carried. Ayes-5: Bill Kimball Jeff Wood, Kevin Stewart, Steve Birkbeck and Helen Kilgore. Nays-0. Absent-1: Michael Staver.**

REPORTS:

- A. **Sheriff's Report:** Sgt. Gonzalez reported an update for Sheriff on the Menominee-Dunlieth Fire Department Radio Equipment install on the new AT&T tower on Route 5 in East Dubuque. They were there today setting up for the testing and we are scheduled to test the new radio equipment on that tower starting at 7 am this Friday, June 4th. Lt. Kretschmer will be out in the field with Menominee-Dunlieth Fire Department personnel and Gonzalez will be in the Communications center so that we can ensure the testing before moving forward with the install of the equipment.

B. Coordinator's Report: Sgt. Gonzalez reported that our NINGA timeline has been pushed back by one week. We are looking at a June 14th install at this point. Gonzalez anticipates that is when we will start to have vendors in the building. The first week will be install of equipment in our conference room. Week 2 will be training for our team. Week 3 will be install of the workstations one by one downstairs. It will be the end of June when we officially switch over from our current system to the new NextGen system.

C. Assistant Coordinator's Report: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

- A. Discussion and possible action on approving funds in the amount of \$2,568.15 from the Maintenance Service Acct (007-41128-701) for payment to Genesis Power for maintenance repairs to the 911 Call Center Office generator. (NOTE: Total cost of repair was \$7,902. This expense is shared with the ETSB & Sheriff's Office each paying 32.5%, IT paying 25% and EMA paying 10%) – Sgt. Gonzalez commented that we have had some ongoing issues with our generator and at one point last month it actually went down. We had to bring in a backup generator. We were able to get the generator repaired but ultimately it sounds like Genesis is going to be recommending that we purchase a new generator within the next couple of years. This bill here is for the rental of the portable unit that keeps our office going and repair of the current unit. **Kevin Stewart made a motion to approve funds in the amount of \$2,568.15 from the Maintenance Service Acct (007-41128-701) for payment to Genesis Power for maintenance repairs to the 911 Call Center Office generator. Motion was seconded by Helen Kilgore and motion carried. Ayes-5: Bill Kimball Jeff Wood, Kevin Stewart, Steve Birkbeck and Helen Kilgore. Nays-0. Absent-1: Michael Staver.**
- B. Discussion and possible action on approving funds in an amount not to exceed \$2,300 from the Equipment Acct (007-41128-810) for payment to Call One, our telephone service provider, for the purchase of eleven (11) wireless headsets for our telecommunicators at an approximate cost of \$100 each and three wireless adapters at an approximate cost of \$349 each, plus shipping – Sgt. Gonzalez reported that in the last year we had a workman's comp claim submitted that had to do with using the handsets on our telephones. Gonzalez started asking other counties about their use of headsets and found that we were the only one out of 11 counties that did not mandate that their team use headsets and it is for that exact reason. There were multiple claims about the repetition of picking up a handset so to mitigate that Gonzalez would like to transition the team to headsets and feels it is appropriate to do this during their transition to NextGen-911. However, in talking with other 911 coordinators she found that there will be vendors that will come in to try to sell these headsets during the time of transition and they are marked up three times the cost of what she can get them through our Call One vendor. In order to mitigate that cost and get ahead of things her proposal is that we purchase them through Call One at a fraction of the price. **Bill Kimball made a motion to approve funds in an amount not to exceed \$2,300 from the Equipment Acct (007-41128-810) for payment to Call One, our telephone service provider, for the purchase of eleven (11) wireless headsets for our telecommunicators at an approximate cost of \$100 each and three wireless adapters at an approximate cost of \$349 each, plus shipping. Motion was seconded by Jeff Wood and motion carried. Ayes-5: Bill Kimball Jeff Wood, Kevin Stewart, Steve Birkbeck and Helen Kilgore. Nays-0. Absent-1: Michael Staver.**
- C. Discussion and possible action on approving a payment of \$32 from the Professional Services Acct (007-41128-702) to Language Line Services, Inc. for translation services - Bill Kimball commented that from time to time we need to call in a translator and there is a service charge for that which we budget for each year. **Bill Kimball made a motion to approve a payment of \$32 from the Professional Services Acct (007-41128-702) to Language Line Services, Inc. for translation services. Motion was seconded by Helen**

Kilgore and motion carried. Ayes-5: Bill Kimball Jeff Wood, Kevin Stewart, Steve Birkbeck and Helen Kilgore. Nays-0. Absent-1: Michael Staver.

- D. Discussion and possible action on approving a payment of \$3,000 from the Education and Training Acct (007-41128-501) to Motorola Solutions for three days of continuing Computer Aided Dispatch (CAD) training for telecommunicators – Sgt. Gonzalez commented that we have not had any training since we implemented Spillman back in 2016. Since then we have had quite a bit of turnover and in addition to that several upgrades made to our system with new functionality features. We brought in a trainer who is local to spend three days with our team here and provide some kind of refresher training. He also worked with Gonzalez on our system to troubleshoot some issues we were having universally across the County. **Bill Kimball made a motion to approve a payment of \$3,000 from the Education and Training Acct (007-41128-501) to Motorola Solutions for three days of continuing Computer Aided Dispatch (CAD) training for telecommunicators. Motion was seconded by Helen Kilgore and motion carried. Ayes-5: Bill Kimball Jeff Wood, Kevin Stewart, Steve Birkbeck and Helen Kilgore. Nays-0. Absent-1: Michael Staver.**
- E. Discussion and possible action on approving a payment of \$883.96 from the Operating Supplies Acct (007-41128-603) to Quill, LLC for the purchase of ink cartridges for the ETSB Coordinator's printer – There was no action on this item because it was included in the claims.
- F. Discussion and possible action on approving a quote from Comelec for the purchase and installation of public safety communications equipment on the AT&T Tower north of East Dubuque in the amount of \$21,351.69 from the Inter-Fund Transfer Acct (007-41128-990) pending successful testing that resolves MDPFD communication issues, (Note: Total quote is \$39,835.25. This is a shared expense with the ETSB paying 53.6%, MDPFD paying 21.4% and JDC paying 25%. This expenditure replaces a previously approved ETSB commitment to provide \$75,000 toward the construction of a new radio tower to address communication issues) – Bill Kimball commented that we had committed \$75,000 in funds toward the installation and purchase of a radio tower to resolve communication issues for the Menominee-Dunlieth Fire Protection District. That was a shared cost with us paying so much, Menominee-Dunlieth paying a certain amount and Jo Daviess County paying another amount. In the interim Kimball came across an article in the Telegraph Herald that showed a picture of a new AT&T tower being installed just outside of East Dubuque and he wondered if that would resolve our problem. Kimball called Eric Tison and he put Kimball in touch with some AT&T people who did not get back to him. Sheriff Turner did get in touch with them though. AT&T was more than happy to rent us space on their tower. We rented space but we weren't sure if it would resolve the issue. That is why Kimball wants to do this pending successful testing. THE MDPFD Tower Committee met along with the Law Enforcement & Courts Committee and they approved moving forward with this installation pending testing. It reduces the amount we need to contribute from \$75,000 to \$21,351.69. We are paying 53.6% which is what we committed to. **Bill Kimball made a motion to approve a quote from Comelec for the purchase and installation of public safety communications equipment on the AT&T Tower north of East Dubuque in the amount of \$21,351.69 from the Inter-Fund Transfer Acct (007-41128-990) pending successful testing that resolves MDPFD communication issues. Motion was seconded by Kevin Stewart and motion carried. Ayes-5: Bill Kimball Jeff Wood, Kevin Stewart, Steve Birkbeck and Helen Kilgore. Nays-0. Absent-1: Michael Staver.**

CLOSED SESSION: None at this time.

BOARD MEMBER CONCERNS: None.

PUBLIC COMMENTS: None.

ADJOURNMENT: The meeting adjourned at 7:29 p.m. following a motion made by Steve Birkbeck and seconded by Helen Kilgore. Ayes-5: Bill Kimball Jeff Wood, Kevin Stewart, Steve Birkbeck and Helen Kilgore. Nays-0. Absent-1: Michael Staver.

Next meeting date is Wednesday, July 7, 2021 in the Jo Daviess County Sherriff's Conference Room.