

JO DAVIESS COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

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MINUTES FOR THE REGULAR MEETING OF AUGUST 4, 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, and Steve Birkbeck were present electronically.

Board Members Absent: Michael Staver, Helen Kilgore, and Dianne Allendorf
Others Present: Sgt. Amy Gonzalez was physically present
Mary Althof was present electronically.

A quorum was established.

PUBLIC COMMENTS: None at this time.

CORRESPONDENCE: None

LEGISLATION: None

MEETING MINUTES: The June 2, 2021 Regular Meeting minutes were filed for audit as presented.

FINANCIAL REPORTS: June financial reports were reviewed. The Monthly Financial Statements were reviewed and filed as presented to submit for audit. The total accounts payable claims for June 2021 is \$2,513.81. **Jeff Wood made a motion to approve the accounts payable claims for June in the amount of \$2,513.81. Motion was seconded by Kevin Stewart and motion carried. Ayes - 4: Bill Kimball, Jeff Wood, Kevin Stewart and Steve Birkbeck. Nays - 0. Absent - 3: Michael Staver, Helen Kilgore and Dianne Allendorf.** July financial reports were reviewed. The Monthly Financial Statements were reviewed and filed as presented to submit for audit. The total accounts payable claims for July 2021 is \$11,147.92. **Bill Kimball made a motion to approve the accounts payable claims for July in the amount of \$11,147.92. Motion was seconded by Steve Birkbeck and motion carried. Ayes - 4: Bill Kimball, Jeff Wood, Kevin Stewart and Steve Birkbeck. Nays - 0. Absent - 3: Michael Staver, Helen Kilgore and Dianne Allendorf.**

REPORTS:

A. Sheriff's Report: None

B. Coordinator's Report: Sgt. Gonzalez reported that the primary focus continues to be on the NG 911 upgrade. There is currently a tech on site. There is also a training counsel set up in the conference room. Training is scheduled to start August 16 and will most likely continue until the end of the month.

C. Assistant Coordinator's Report: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

- A. Discussion and possible action on approving \$1,296.40 for Communications Training Officer T Lange and Telecommunicator Kris Knautz to attend a NENA Certification Training course in Dekalb, IL, November 16-18, 2021 with \$598 to be paid from the ETSB Education and Training Acct (007-41128-501) and \$698.40 to be paid from the ETSB Travel Expense Acct (007-41128-502). – **Bill Kimball made a motion to approve payment of \$1,296.40 for Training Officer T Lange and Telecommunicator Kris Knautz to attend a NENA Certification Training course in Dekalb, IL November 16-18 2021, with \$598 to be paid from the Education and Training Acct (007-41128-501) and \$698.40 to be paid from the Travel Expense Acct (007-41128-502). Motion was seconded by Jeff Wood and motion carried. Ayes - 4: Bill Kimball, Jeff Wood, Kevin Stewart and Steve Birkbeck. Nays - 0. Absent - 3: Michael Staver, Helen Kilgore and Dianne Allendorf.**
- B. Discussion and possible action on approving funds in the amount of \$180.80 from the ETSB Maintenance Service Acct (007-41128-701) to pay Genesis Power for the ETSB portion (32.5%) of repairs to the 911 Call Center generator. Note: The total cost of repairs was \$556.30 to be split between the ETSB (32.5%) \$180.80, Sheriff's Office (32.5%) \$180.80, IT (25%) \$139.07 and EMA (10%) \$55.63. - **Bill Kimball made a motion to approve funds in the amount of \$180.80 from the ETSB Maintenance Service Acct (007-41128-701) to pay Genesis Power for the ETSB portion (32.5%) of repairs to the 911 Call Center generator. Note: The total cost of repairs was \$556.30 to be split between the ETSB (32.5%) \$180.80, Sheriff's Office (32.5%) \$180.80, IT (25%) \$139.07 and EMA (10%) \$55.63. - Motion was seconded by Kevin Stewart and motion carried. Ayes - 4: Bill Kimball, Jeff Wood, Kevin Stewart and Steve Birkbeck. Nays - 0. Absent - 3: Michael Staver, Helen Kilgore and Dianne Allendorf.**
- C. Discussion and possible action on approving funds in the amount of \$92.64 from the ETSB Equipment Acct (007-41128-810) for the purchase of a spare power supply to replace the on hand spare used to replace a failed power supply at the 911 console. There was no action on this item because it was included in the claims.
- D. Discussion and possible action on approving funds in the amount of \$75.95 from the ETSB Equipment Acct (007-41128-810) for the purchase of a camera and microphone for the ETSB Coordinator's Computer to enable the Coordinator to more effectively communicate via video conference with NINGA members, vendors and support personnel. **Bill Kimball made a motion to approve a payment in the amount of \$75.95 from the ETSB Equipment Acct (007-41128-810) for the purchase of a microphone and camera. Motion was seconded by Kevin Stewart and motion carried. Ayes - 4: Bill Kimball, Jeff Wood, Kevin Stewart and Steve Birkbeck. Nays - 0. Absent - 3: Michael Staver, Helen Kilgore and Dianne Allendorf.**
- E. Discussion and possible action on approving the proposed Expense Estimates for the FY2022 Budget. Revenue estimates down \$25,000 from last year. This year payments are down roughly \$2,000-\$2,500 a month. Expense estimates: Education and Training \$13,038. Travel Expenses \$12,537 (there is still funds left in this account due to last years no travel.) Dues \$546: NENE and APCO. Maintenance Services: \$19,923 an increase of \$14,096 this includes \$3,800 Genesis Power, \$3,123 ESRI, \$1,000 UPS System Maintenance, and \$12,000 Motorola Solutions Inc. (This is a new expense for CAD software maintenance that was included for the first five years in the initial CAD software purchase agreement.) This will be an annual fee going forward. Professional Services \$79,482 an increase of \$5,096: \$66,000 Solacom, \$7,864 Syndeo network for upgrading NG911, \$4,500 Annual fee for Data Master GIS software, \$618 Audit Costs, and \$500 for Language line translation services. Equipment account \$270,432 an increase of +\$432: \$5,000 Miscellaneous Equipment, \$140,000 Starcom21 Communication System, \$432 Solarwinds license fee renewal, and \$125,000 ETSB contribution towards a plan to replace the aging generator at 911 center. Postage \$100. Telephone and Electronic Communications \$144 for land line telephone for the ETSB business. Contingency \$40,000: \$30,000 Fiber optic line and \$10,000 to cover any unforeseen expenses associated with the NG 911 upgrade. Inter-Fund Transfer \$51,541 a decrease of \$183,400: \$2,031 AP Claims, \$12,000 IT support, \$10,725 GIS support, \$1,185 recording secretary, and \$25,600 Capital Equipment & Investment Fund Contribution. **Bill Kimball made a motion to approve the proposed**

revenue and expense estimates for the FY2022 budget for the ETSB account and well as the ETSB Capital Equipment & Investment Fund. Motion was seconded by Jeff Wood and motion carried. Ayes - 4: Bill Kimball, Jeff Wood, Kevin Stewart and Steve Birkbeck. Nays - 0. Absent - 3: Michael Staver, Helen Kilgore and Dianne Allendorf.

CLOSED SESSION: None at this time.

BOARD MEMBER CONCERNS: Bill Kimball stated that the grant from the State of Illinois has been approved. The approval would include reimbursement of approximately \$104,000 for the NG 911 upgrade. Bill went on to thank Sgt. Amy Gonzalez for compiling the necessary reports and filling.

PUBLIC COMMENTS: None.

ADJOURNMENT: The meeting adjourned at 7:32 p.m. following a motion made by Jeff Wood and seconded by Kevin Stewart. Ayes - 4: Bill Kimball, Jeff Wood, Kevin Stewart and Steve Birkbeck. Nays - 0. Absent - 3: Michael Staver, Helen Kilgore and Dianne Allendorf.

Next meeting date is Wednesday, October 6, 2021 in the Jo Daviess County Sherriff's Conference Room.