

JO DAVIESS COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

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MINUTES FOR THE REGULAR MEETING OF DECEMBER 1, 2021

CALL TO ORDER: The regular meeting of the Emergency Telephone System Board was called to order by the Chairman at 7:00 PM 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. Dianne Allendorf, Helen Kilgore, and Steve Birkbeck were present electronically.

Board Members Absent: Michael Staver, Kevin Stewart, and Jeff Wood.

Others Present: Sgt. Amy Gonzalez was physically present. Stacy Meade was present electronically.

A quorum was established.

PUBLIC COMMENTS: None

CORRESPONDENCE: None

LEGISLATION: None

MEETING MINUTES: The November 3, 2021 Regular Meeting minutes were filed for audit as presented.

FINANCIAL REPORTS: November financial reports were reviewed. The Monthly Financial Statements were reviewed and filed as presented to submit for audit. The total accounts payable claims for November 2021 is \$16,027.34. **Helen Kilgore made a motion to approve the accounts payable claims for November in the amount of \$16,027.34. Motion was seconded by Dianne Allendorf and motion carried. Ayes - 4: Bill Kimball, Dianne Allendorf, Helen Kilgore, and Steve Birkbeck. Nays - 0. Absent - 3**

REPORTS:

A. Sheriff's Report: None at this time.

B. Coordinator's Report: Bill Kimball welcomed Sgt. Amy Gonzalez back from training. Gonzalez updated on the NG911 project. She advised that there will be a tech on site tomorrow to hopefully wrap up the project completely.

C. Assistant Coordinator's Report: None at this time.

UNFINISHED BUSINESS:

NEW BUSINESS:

- A. Discussion and possible action on approving funds in the amount of \$2,662.87 from the ETSB Equipment Acct (007-41128-810) for ComElec to install signal tower lights on the dispatch consoles that will display the dispatcher's phone status to personnel entering the PSAP. Sgt. Amy Gonzalez discussed that the dispatchers have completely converted over to using headsets for all calls. She discussed the need for the

signal tower lighting. The lights would help notify any one entering the PSAP that there are transmissions coming through and that the dispatcher is busy. The lights would help limit distractions and would eliminate any possible feedback being communicated to the emergency responders. They would like to have one of the tower lights on each console. **Bill Kimball made a motion to approve funds in the amount of \$2,662.87 from the ETSB Equipment Acct (007-41128-810) for ComElec to install signal tower lights on the dispatch consoles that will display the dispatcher's phone status to personnel entering the PSAP. Motion was seconded by Steve Birkbeck and motion carried. Ayes - 4: Bill Kimball, Dianne Allendorf, Helen Kilgore, and Steve Birkbeck. Nays - 0. Absent - 3**

- B. Discussion and possible action on approving funds in the amount of \$550.00 from the ETSB Equipment Acct (007-41128-810) for ComElec to install a control timer to disable the alert tone dispatchers normally hear when the courthouse is open and the alarm system is sending notices to 911 dispatchers. Sgt. Gonzalez discussed installing a control timer to disable the alert tone that dispatchers normally hear when the courthouse is open and the alarm system is sending notices to 911 dispatchers. Currently the alert tones are over riding the emergency calls and communications. The timer would allow for the alarm system to ignore the courthouse alert tones during normal courthouse business hours. Therefore allowing dispatchers to answer the incoming emergency calls. **Bill Kimball made a motion to approve funds in the amount of \$550.00 from the ETSB Equipment Acct (007-41128-810) for ComElec to install a control timer to disable the alert tone dispatchers normally hear when the courthouse is open and the alarm system is sending notices to 911 dispatchers. Motion was seconded by Dianne Allendorf and motion carried. Ayes - 4: Bill Kimball, Dianne Allendorf, Helen Kilgore, and Steve Birkbeck. Nays - 0. Absent - 3**
- C. Discussion and possible action on approving funds in the amount of \$340.10 from the ETSB Equipment Acct (007-41128-810) for ComElec to install network cables to the master Motorola computer to keep console screens on time and ensure the correct time is being transmitted to mobile/portable communications devices. Sgt. Gonzalez explained that currently the radio servers, CAD servers, and console servers do not all display the same time stamp. The requested network cables would allow for all the radio, CAD and console servers to sync up and display the same time stamp. This would help out tremendously to assure accurate record keeping. **Bill Kimball made a motion to approve funds in the amount of \$340.10 from the ETSB Equipment Acct (007-41128-810) for ComElec to install network cables to the master Motorola computer to keep console screens on time and ensure the correct time is being transmitted to mobile/portable communications devices. Motion was seconded by Helen Kilgore and motion carried. Ayes - 4: Bill Kimball, Dianne Allendorf, Helen Kilgore, and Steve Birkbeck. Nays - 0. Absent - 3**
- D. Discussion and possible action on approving funds in the amount of \$1,417.50 from the ETSB Equipment Acct (007-41128-810) for ComElec to install a Motorola UHF radio that will enable the system to store page codes in order to backup consoles. Sgt. Gonzalez stated the Motorola UHF radio would be a redundancy to the paging system allowing to store backup pages. **Bill Kimball made a motion to approve funds in the amount of \$1,417.50 from the ETSB Equipment Acct (007-41128-810) for ComElec to install a Motorola UHF radio that will enable the system to store page codes in order to backup consoles. Motion was seconded by Dianne Allendorf and motion carried. Ayes - 4: Bill Kimball, Dianne Allendorf, Helen Kilgore, and Steve Birkbeck. Nays - 0. Absent - 3**

CLOSED SESSION: None.

BOARD MEMBER CONCERNS: Bill Kimball stated there is currently a member of the Emergency Telephone System Board that has scheduling conflicts and is regularly unable to attend. There will be a vacancy for a member from the Emergency Service Agencies.

PUBLIC COMMENTS: None.

ADJOURNMENT: The meeting adjourned at 7:21 p.m. following a motion made by Helen Kilgore and seconded by Steve Birkbeck. Ayes - 4: Bill Kimball, Dianne Allendorf, Helen Kilgore and Steve Birkbeck. Nays - 0. Absent – 3.

Next meeting date is Wednesday, January 5, 2022 in the Jo Daviess County Sherriff's Conference Room.