



**Minutes of the Board Meeting of**  
**December 7, 2011**

**CALL TO ORDER**

Chairman Riddle called the meeting to order at 3:30 pm

**BOARD MEMBERS PRESENT:**

Chairman Riddle, Feithen, Hanson, King, Leoni, Merritt, VanLanduyt and Mitchell arrived at 3:38 pm.

**BOARD MEMBERS ABSENT:**

Harrison and Metzger

**GUESTS PRESENT**

Mayor Ken Mundy, City of Sycamore; Brian Gregory, Sycamore City Manager; Jim Feyerherm, Starved Rock Communications; Cary Singer, Sycamore Police Department; Mark Kessler, Sycamore Fire Department and Lisa Winckler, DeKalb County Sheriff Department and Jeff Stowasser, Motorola Solutions.

**ALSO PRESENT**

Mark Todd, DeKalb County Treasurer; Glenna Johnson, E911 Coordinator;

**AGENDA**

Chairman Riddle asked for any amendments to the agenda. The motion was made by King and seconded by Hanson to approve the agenda. The motion passed.

**MINUTES**

A motion to approve the minutes of the November 2, 2011 meeting was made by Hanson and seconded by Feithen. The motion passed

**Treasurer's Report**

- **Monthly Treasurers Report-** was presented and discussed.
  - A motion to approve the monthly report was made by Hanson and seconded by Leoni. Motion passed.
  
- **Bills Not Previously Submitted:** None Submitted

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**Bills Paid in December 2011**

Language Line Services	\$249.56
Dell Marketing LP	\$981.43
PowerPhone	\$109.00
A Beep, LLC-Sandwich Fire Dept.	\$1,500.00
NiComm LLC-Maple Park Fire Dept.	\$1,500.00
NiComm LLC-Sycamore Fire Dept.	\$1,500.00
Glenna Johnson	\$111.20
Castle Bank	\$13.66
Frontier AA0-2381	\$80.90
Frontier AA0-3030	\$60.95
Frontier 900-9656	\$16,907.13
Frontier 899-8838	\$33.81
Frontier AA2-3287	\$60.95
Frontier QL4-9093	\$223.72
Frontier QL0-4779	\$230.50
Frontier QL4-7793	\$230.50
Frontier QR0-4142	\$305.34
Frontier UH1-6056	\$76.20
<b>Total</b>	<b><u><u>\$24,174.85</u></u></b>

A motion to pay the bills was made by Leoni and seconded by King. A roll call vote was taken: Chairman Riddle- Y, Feithen- Y, Hanson- Y, King- Y Leoni- Y and Merritt- Y, Riddle- Y and VanLanduyt- Y. Motion passed.

**Old Business**

• **Fire Radio Reports**

- Feyerherm reported the following:
  - Everything is running fine.
  - Leland Fire request status- Waiting on Johnson to investigate more

**NEW BUSINESS**

- **Sikich Audit Firm-** 2012 billing will be \$4,600.00 and Mark will sign the contract for their services to the ETSB.
- **Adoption of the Fund Balance Reporting & Flow of Funds Policy-** Hanson presented a resolution that the ETSB would implement to meet Government Accounting Standards (GASB) dealing with how government entities report fund balances. Motion was made by Hanson to approve and implement the proper procedure and it was seconded by Feithen. Motion Passed.
- **Bid award for backhaul equipment for the DATA fiber connection** –The bid award was not made to the lowest priced vendor. The vendor that met the requirements was Starved Rock Communications and they were awarded the bid. Grant monies will pay for half of the expense and the ETSB will pay half of the expense for a total for the hardware of \$36,773.54. Motion was made by VanLanduyt to approve this purchase and seconded by Merritt. A roll call vote was taken and motion passed.

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- **Renewal of Board Members terms due to expire-** Johnson mentioned that there were three current board members terms were expiring. The board approved the three members to stay on the board. There was a discussion that the three entities should send a letter/email to Glenna stating they approved the reappointment of their representative.
- **City of Sycamore Member Replacement-**There was a discussion on the request of an additional representative on the ETSB from the City of Sycamore. Riddle made a motion to add that member. The motion died for the lack of a second. The motion failed. The City of Sycamore Mayor is to submit a letter to the ETSB and County Board of the new representative to replace Bill Riddle by the January 2012 ETSB Meeting.
- **2012 Budget Review-** Johnson reviewed the 2012 budget line by line explaining any changes that were made and why the changes were made.
  - **Combined dispatch line item-** There was a discussion that the current amount paid may need to be lowered for the 2013 budget. The PSAPs had expected the future change seeing the final 2012 budget figures.
  - **Closed Session-** A motion was made by Feithen and seconded by Hanson to go into closed session at 4:35pm. A roll call vote was taken: Chairman Riddle- Y, Feithen- Y, Hanson- Y, King- Y Leoni- Y and Merritt- Y, Mitchell- Y, Riddle- Y and VanLanduyt- Y. Motion passed.
    - A unanimous vote to return to open session was taken and the open session resumed at 4:45pm
    - A motion was made by VanLanduyt and seconded by Riddle in open session to increase G. Johnson salary by 1.5% for 2012. Motion passed
  - **Budget Approval-** Hanson made a motion to approve the 2012 budget with the change of Johnson's salary and seconded by Leoni. Motion Passed.
- **Officer Elections-**
  - Motion was made elect the following slate of officers by Feithen and seconded by VanLanduyt:
    - Chairman                                      Carl Leoni
    - Vice Chairman                                William King
    - Secretary                                      Bruce Harrison
    - **Motion passed.**
- **Legislation-** Johnson stated that legislation for surcharges changes will be introduced prior to the 911 Goes to Springfield in April and that INENA and APCO Legislative Committee is supposed to receive the first copy of the proposed legislation in December for their review. The proposed legislation will be given to the APCO and NENA members prior to being presented to the legislature for their approval. Hanson stated that the two funds wireline and wireless need to be combined into one fund.
- **PSAP Administrators' Report** – No Report
- **Persons to be heard from the floor -** Johnson presented Riddle with a certificate for his time spent on the ETSB since his term on the ETSB ends 12/31/11. He had requested that the ETSB donate monies to Toys for Tots instead of purchasing a plaque. The ETSB will donate \$50.00 to Toys with Tots.

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- **Coordinator's Report** – Johnson reported the following: Johnson passed out a typed report to the ETST Members
  - **VoIP Carriers-** on going work
  - **Budget Meeting-** three meetings were held two with Mark Todd and Chris Hansen and one with the budget committee
  - **DeKalb Fire Fiber Project-** Tracy Smith provided a report.
  - **NENA-**
    - **NG Work Group met** – 11-30-11- provided a copy of the presentation and additional documents
    - **Weekly Webinar/conference calls-** on going
  - **Sandwich Police Department Dispatch move to KenCom** – Nothing new
  - **Database issues-**
    - Worked with emergency alert companies, these are 911 calls come direct to the PSAP on the 911 trunks from the alert device. I will try to provide list to the PSAPs of companies providing this service and the details of the service.
    - Worked on regular data issues throughout the month.
  - **ICC rewrite-** Received a new copy and no word on when the document will be filed
  - **ICC Report-** Johnson will be sending letters to agencies for the ICC Report requirement. The report will be filed by January 31, 2012.
  - **Mapping-** Met with two PSAPs to discuss pricing from existing CAD vendor for mapping software. More calls and meetings will be taking place in December.
  - **VFIS Insurance-** We received the quote for renewal and the only increase was the deductible and the increase because of an addition of another tower. Crum Halstead said that they could not bet the price we were quoted and felt that the ETSB should stay with VFIS.
  - **Wireless Carriers-** Worked with carriers for new sites and additional testing.
  - **Cortland ESN Change-** That was completed in the router and 911 database on 11-30-11.

### ADJOURNMENT

King moved to adjourn the meeting, and was seconded by Leoni. The motion passed. The meeting adjourned at 5:00pm.

Respectfully submitted,

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Glenna Johnson, Coordinator

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<u>OFFICERS</u>	<u>NAME</u>	<u>TERM (Two Year)</u>
Chairman	Mr. Bill Riddle	<i>January 1, 2010 – December 31, 2011</i>
Vice-Chairman	Mr. Carl Leoni	<i>January 1, 2010 – December 31, 2011</i>
Secretary	Mr. Bruce Harrison	<i>January 1, 2010 – December 31, 2011</i>
Treasurer	Mr. Mark Todd	<i>Per Statute, County Treasurer</i>
Coordinator	Ms. Glenna Johnson	<i>At-Will Employee, Board Appointment</i>

<b>CURRENT Members</b>	<b>Entity Represented</b>	<b>ORIGINAL APPOINTMENT</b>	<b>TERM EXPIRES</b>
Todd Merritt	Member At Large	12/01/10	12/31/2013
Jeff Metzger	County Board Member	11/30/2008	12/30/2012
Gary Hanson	County Chief Financial Officer	01/19/2000	12/30/2013
Bill Feithen	DeKalb Police Chief	12/16/1998	12/30/2011
Bruce Harrison	Acting DeKalb Fire Chief	07/17/2002	12/30/2011
Carl Leoni	DeKalb Police Lieutenant	08/15/2001	12/30/2013
Darren Mitchell	N.I.U. Police Lieutenant	09/17/08	12/30/2013
Bill King	Sandwich Fire Chief	12/01/10	12/30/2011
Bill Riddle	Sycamore City	06/21/2000	12/30/2011
Jay VanLanduyt	At-Large	12/01/09	12/30/2013

10 Board Members Serving 4 year Staggered Terms, Except the County Board Member is a 2 Year Term.