



**Minutes of the Board Meeting of
September 4, 2013**

Chief Lowery was chosen to run the meeting in the absence of the Chairman and Vice Chairman.

CALL TO ORDER

Acting Chairman Lowery called the meeting to order at 3:33pm.

BOARD MEMBERS PRESENT:

Fullerton, Hicks, Leverton, Lowery, Mitchell, and Thomas

BOARD MEMBERS ABSENT:

Hanson, King, Merritt and VanLanduyt

GUESTS PRESENT

Lisa Winckler, DeKalb County Sheriff Department; Jim Feyerherm, Starved Rock Communications;
Tracy Smith DeKalb Police Department; Jeff Stowasser, Motorola

ALSO PRESENT

Christine Johnson, DeKalb County Treasurer; Glenna Johnson, E911 Coordinator

AGENDA

Acting Chairman Lowery asked for any amendments to the agenda. The motion was made by Thomas and seconded by Hicks to approve the agenda. The motion passed.

MINUTES

A motion to approve the minutes of the August 7, 2013 meeting the motion was made by Fullerton and seconded by Thomas. The motion passed.

Treasurer's Report

- **Monthly Treasurers Report-** was presented and discussed.
 - A motion to approve the August monthly report was made by Thomas and seconded by Mitchell. Motion passed.

- **Bills Not Previously Submitted:** None

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Bills Paid in September 2013

Language Line Services, Inc.	204.57
The Housing Authority of the County of DeKalb	\$200.00
Frontier	\$550.00
Biddle Consulting Group, Inc.	\$999.00
Word System, Inc.	\$179.00
IDPH	\$30.00
Castle Bank	\$125.00
Glenna Johnson	\$143.34
NICOMM	\$1,750.00
Frontier AA0-3030	\$61.27
Frontier 900-9656	\$16,685.07
Frontier 899-8838	\$37.83
Frontier QL4-9093	\$212.64
Frontier QL0-4779	\$231.32
Frontier QL4-7793	\$231.41
Frontier QR0-4142	\$306.47
Total	<u>\$21,946.92</u>

A motion to pay the September bills was made by Thomas and seconded by Hicks. A roll call vote was taken: Acting Chairman Lowery- Y, Fullerton- Y, Hicks- Y, Leverton- Y, Mitchell- Y, and Thomas-Y. Motion passed.

OLD BUSINESS

- **Fire Radio Reports** –Feyerherm stated South MABAS site is fixed.
- **Mapping Software-** G. Johnson Reported:
 - County PSAP has requested a training date to start the implementation process of the new map software. Date was set for November.

NEW BUSINESS

- **NG911 Consultant RFP and Intergovernmental Agreement Discussion-**
 - Johnson stated that the RFP is getting closer to be released to the ETSB's but it was not ready yet.
 - There was a discussion to approve the intergovernmental agreement for the RFP process. After questions were answered there was a motion made to approve the document by Thomas and seconded by Hicks. Motion passed.
 - Johnson discussed the options that that ETSB would have if the current 911 system would fail. The members questioned why did she have to investigate options and what were the options from Frontier since they are the equipment provider? Johnson stated she had not sent an email or letter requesting Frontier's input.
 - Motion was made by Hicks and seconded by Thomas to send a letter to Frontier to ask what the options are if the 911 system was to fail. Motion Passed. The letter was to state the next meeting date of October 2, 2013 for them to get back to the ETSB.

- Frontier had not provided a date for G. Johnson to be present in the central office when the 911 equipment is being reviewed for reliability.
 - G. Johnson will go to other vendors after October 2, 2013 to see if they would have quick suggestions if the system was to fail.
 - G. Johnson will also go to the ICC about this issue.
- **DATA contract with DeKalb County Housing Authority-** Johnson report that she had been asked for input on the contract. She had no changes but did ask if there would be a new contract required for the ETSB and how some of the wording would affect the technician for the ETSB equipment on the roof of that contract.
 - **Texting 911-** Nothing new to report
 - **Legislation**
 - Johnson stated no news on legislation or the Governor's advisory committee appointments.
 - **Participating Agency Request- - I Am Responding-** C. Johnson reported on the conversation about pagers and the software for Sandwich Fire and after that report there was not action to be taken at this time for the request for the software. G. Johnson stated that no new expenditures should be added or changed until the report was made to the legislators and Governor on how systems can spend their monies received.
 - **PSAP Administrators' Report – No Report**
 - **Persons to be heard from the floor –**
 - **Tracy Smith-** Discussed the connection between the Sheriff Department and the DeKalb Police Department for the CAD to CAD software. Could the 911 connection be used for that connection? Each agency has paid for the necessary software but now they need a connection between them in the PSAPs. This software will be used when a call overflows to the backup PSAP and the PSAP that needs to dispatch the call is busy. Johnson will need to ask DATA if that is possible or if there would be additional charges.
 - **Jim Feyerherm-** Asked about the church billing and the surcharge amounts not being correct. G. Johnson stated Frontier is aware of the issue and she will follow up with them.
 - **Coordinators Report**
 - **ICC Request-**
 - Letter received to provide a 10 digit number for DeKalb County to be used by other PSAPs to transfer calls to DeKalb County. This is to meet the requirements of one of the laws passed in June. There will also need to be a SOP written.
 - **DeKalb New Police Station Meetings-**
 - G. Johnson attended meetings with Frontier to discuss the issues with the current 911 system and the addition of a position for the new police station.

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- **INENA and IPSTA Conference-**

- The conference is during the week of October 20th until October 23rd.
- **EMD License Process-** This is new because now IDPH will be charging for new and renewing EMD licenses for the dispatchers in the PSAPs.
- **Frontier- Johnson reported:**
 - Frontier and issued incorrect surcharge checks and they were in the process of fixing that error and issuing additional checks to the systems.

ADJOURNMENT

Thomas moved to adjourn the meeting, and was seconded by Mitchell. The motion passed. The meeting adjourned at 4:45pm.

Respectfully submitted,

Glenna Johnson, Coordinator

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<u>OFFICERS</u>	<u>NAME</u>	<u>TERM (Two Year)</u>
Chairman	Mr. Bill King	<i>April 01, 2013 – December 31, 2013</i>
Vice-Chairman	Mr. Todd Merritt	<i>April 01, 2013– December 31, 2013</i>
Secretary	Mr. Thomas	<i>November 7, 2012 – December 31, 2013</i>
Treasurer	Mrs. Christine Johnson	<i>Per Statute, County Treasurer</i>
Coordinator	Ms. Glenna Johnson	<i>At-Will Employee, Board Appointed, Start date 02-11-08</i>

CURRENT Members	Entity Represented	ORIGINAL APPOINTMENT	TERM EXPIRES
Todd Merritt	Member At Large North Fire Departments Retire Sheriff Deputy	12/01/2010	12/31/2013
Julia Fullerton	County Board Member	03/01/2013	11/30/2014
Gary Hanson	County Administrator	01/19/2000	12/31/2013
Gene Lowery	DeKalb Police Chief	06/20/2012	12/31/2015
Eric Hicks	DeKalb Fire Chief	08/15/2012	12/31/2015
Jason Leverton	DeKalb Police Commander	03/20/2013	12/31/2013
Darren Mitchell	Acting Chief N.I.U. Police	09/17/2008	12/31/2013
Bill King	Sandwich Police Chief	12/01/2010	12/31/2015
Don Thomas	Sycamore Police Chief	01/18/2012	12/31/2015
Jay VanLanduyt	Member At Large Hinckley Fire Chief South Fire Departments	12/01/2009	12/31/2013

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