



**Minutes of the Board Meeting of  
August 6, 2014**

**CALL TO ORDER**

Chairman King called the meeting to order at 3:40pm.

**BOARD MEMBERS PRESENT:**

Hanson, Hicks, King, Jones, Lowery, Merritt, and VanLanduyt

**BOARD MEMBERS ABSENT:**

Leverton, Phillips, Thomas

**GUESTS PRESENT**

Lisa Winckler, DeKalb County Sheriff Department; Wendy Flowers, Sandwich Police Department; Charlotte Rangel, Northern Illinois Police Department; Tracy Smith, DeKalb Police Department; Pete Polerek, Sycamore Fire Department; Jim Feyerherm, Starved Rock Communications; Jeff Stowasser, Motorola Inc.

**ALSO PRESENT**

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

**AGENDA**

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

**MINUTES**

A motion to approve the minutes of the June 4, 2014 meeting the motion was made by Lowery and seconded by Hanson. The motion passed.

**Treasurer's Report**

- **Monthly Treasurers Report-** was presented and discussed.
  - A motion to approve the June monthly report was made by Hicks and seconded by Jones. Motion passed.
  - A motion to approve the July monthly report was made by VanLanduyt and seconded by Lowery. Motion passed.
  
- **Bills Not Previously Submitted:** G. Johnson discussed the bills received for the DeKalb Police Department Move for a total of \$12,794.40. They were added to the current bills for payment.

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**Bills Paid in July 2014**

Language Line Services, Inc.	\$301.45
Fire System Maintenance	\$1,917.50
The Housing Authority of the County of DeKalb	\$200.00
Word Systems, Inc.	\$358.00
Genoa-Kingston Fire District	\$1,750.00
Starved Rock Communications, Inc.	\$427.50
Starved Rock Communications, Inc.	\$1,558.75
Starved Rock Communications, Inc.	\$2,831.25
Glenna Johnson	\$63.87
Castle Bank	\$1,317.65
Frontier AA0-3030	\$61.28
Frontier 900-9656	\$15,838.62
Frontier 899-8838	\$38.87
Frontier QL4-9093	\$212.70
Frontier QL0-4779	\$231.38
Frontier QL4-7793	\$231.47
Frontier QR0-4142	\$306.55
<b>Total</b>	<b><u><u>\$27,646.84</u></u></b>

A motion to pay the July bills was made by Hanson and seconded by Lowery. A roll call vote was taken: Chairman King- Y, Hanson- Y, Hicks- Y, Jones- Y, Lowery- Y, Merritt- Y, and VanLanduyt- Y. Motion passed.

**Bills Paid in August 2014**

Language Line Services, Inc.	\$95.20
Power Phone	\$258.00
Leland Fire Protection District	\$1,750.00
Starved Rock Communications, Inc.	\$427.50
Starved Rock Communications, Inc.	\$3,082.50
Starved Rock Communications, Inc.	\$4,212.50
NICOMM LLC	\$1,750.00
Earlville Community FP	\$1,750.00
Communications Direct Inc.	\$1,750.00
Glenna Johnson	\$104.25
Critical Uptime Services	\$2,401.00
Word Systems, Inc.	\$5,805.00
Frontier	\$6,989.40
Frontier AA0-3030	\$61.28
Frontier 900-9656	\$15,841.52
Frontier 899-8838	\$39.32
Frontier QL4-9093	\$212.70
Frontier QL0-4779	\$231.38
Frontier QL4-7793	\$231.47
Frontier QR0-4142	\$306.55
	<b>\$47,299.57</b>

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A motion to pay the July bills was made by Hanson and seconded by Merritt. A roll call vote was taken: Chairman King- Y, Hanson- Y, Hicks- Y, Jones- Y, Lowery- Y, Merritt- Y, and VanLanduyt- Y. Motion passed.

**OLD BUSINESS**

○ **Fire Radio Reports**

▪ Feyerherm reported-

- During June and July there were lightning strikes that impacted the radio site equipment.
  - ETSB spares made is easier to bring the sites back up quickly
  - All spares have been replaced
  - There was a fiber outage at the Genoa Site. Jim notified DATA repair department and the site was only down 2 to 3 hours

○ **Mapping Software-**

- G. Johnson Reported- She had been working with DATA to get final pricing to bring the mapping live on the fiber for Sandwich PSAP and NIU PSAP. Sandwich PSAP and NIU PSAP are considering their options for mapping.

**NEW BUSINESS**

○ **NENA Conference**

- Johnson stated that she spent 2 days in the Vendor area talking to 39 different vendors dealing with NG911, Language Translations, Training
- She also attended breakout sessions dealing with NG911 and Texting
- She attended a free class on Thursday the last day of the conference on NG911

- **Language Translation Services-** G. Johnson covered the handout on pricing for different companies to reduce the rates that the ETSB is paying today. The ETSB Members stated that it was part of the day to day business to make this change if she decided to. She stated she is asking for the PSAP Mangers input on the decision. There was to be a webinar with the final choice. There was a discussion that the ETSB approve that no matter what department uses the translation services that the ETSB will pay for the charges. A motion was made by Jones to approve that decision and it was seconded by Lowery. Motion passed.

○ **NG911 Consultant RFP**

- G. Johnson reported that there were three States Attorneys that were concerned with statements in the contract. The DeKalb County States Attorney had reviewed and approved the contract. The contract for consulting will not be signed until all attorneys agree on the final wording. The ETSB gave G. Johnson the power to sign the contract once it is finalized.

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- **Travel Policy-**
  - G. Johnson discussed her travel to the NENA Conference and trying to use the cheapest travel expenses on driving or flying to the conference. There was a discussion to change the current travel policy to state that when traveling for the ETSB that the cheapest solution would be used. The members felt that it was not needed to be stated in the policy that it was a normal decision that the travel would be the cheapest option.
  
- **Texting 911**
  - G. Johnson stated the FCC is proposing legislation on texting implementation to the PSAP with the tier two carriers by the end of 2014.
  - It appears that the only successful carrier at this time in the state that has implemented texting to the PSAP is Verizon. AT&T is working with PSAPs now to implement.
  
- **Legislation**
  - **9-1-1 Services Advisory Board-** G. stated that she reinstated on the 9-1-1 Services Advisory Board. The first meeting will be August 26, 2014.
  
- **Participating Agency Request- None**
  
- **PSAP Administrators' Report- Meeting 07-14-14**
  - Training for 2015
  - Language Services
  - Texting
  - Mapping
  - TDD- keyboards (obsolete)- new solution until NG911
  - PowerPhone tablets
  
- **Persons to be heard from the floor – None**
  
- **Coordinators Report**
  - **Frontier-**
    - **Billing issues-**
      - Johnson stated she is still working on bill issues.
    - **Surcharge Checks-**
      - Johnson stated they issued two checks because of calculation errors
    - **Addressing issues-** working with Greensburg database office to resolve issues
  
  - **Surcharge Arrears Report-** Johnson covered the handout of surcharges for all carriers
  - **Dispatch Subsidy-** Johnson covered the handout of the PSAP reimbursement for wages for 2015. The amounts will not change at this time.
  - **Law and Justice Meeting-** Johnson did attend the meeting on July 21 dealing with charges for dispatch services for police departments in the county. She explained some items dealing with the NG 9-1-1 budget and regulations of adding another PSAP in the county. Johnson will continue to attend the meetings.

- **TBC Questions about Surcharges-** Johnson worked with TBC to explain surcharge applications to business lines.
- **FOIA Request-** C. Johnson handled a FOIA request for the ETSB. The same entity filed requests with other departments in the county and other 9-1-1 Systems in the state.
- **Target's Night Out-** The 9-1-1 simulator was a hit during this event. Thanks to the dispatchers the children were very interested in attempting to make practice 9-1-1 calls.
- **INENA-** G. Johnson attended a meeting about the mandatory dispatcher certification and saw some of the required modules. The INENA and IAPCO Executive Boards were impressed with the work that has been done on this subject. There is still work to be done. There was a discussion on possibly offering this to a person that is applying for the jobs prior to their applications being filed and the applicant would be responsible for the price of the testing. There was also discussion of what existing dispatchers would need to do to become certified.

**ADJOURNMENT**

Jones moved to adjourn the meeting, and was seconded by Lowery. The motion passed. The meeting adjourned at 4:35pm.

Respectfully submitted,

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Glenna Johnson, Coordinator

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<b><u>OFFICERS</u></b>	<b><u>NAME</u></b>	<b><u>TERM (Two Year)</u></b>
Chairman	Mr. Bill King	<i>February 05, 2014 – December 31, 2015</i>
Vice-Chairman	Mr. Todd Merritt	<i>February 05, 2014 – December 31, 2015</i>
Secretary	Mr. Thomas	<i>February 05, 2014 – December 31, 2015</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>

<b>CURRENT Members</b>	<b>Entity Represented</b>	<b>ORIGINAL APPOINTMENT</b>	<b>TERM EXPIRES</b>
Todd Merritt	Member At Large North Fire Departments Retire Sheriff Deputy	12/01/2010	12/31/2017
Tracy Jones	County Board Member	04/01/2014	11/30/2014
Gary Hanson	County Administrator	01/19/2000	12/31/2017
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	12/31/2017
Thomas Phillips	Chief N.I.U. Police	01-01-14	12/31/2017
Bill King	Representing Sandwich Police Department	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	12/31/2017

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