



Minutes of the Board Meeting of June 4, 2014

CALL TO ORDER

Chairman King called the meeting to order at 3:30pm.

BOARD MEMBERS PRESENT:

Hanson, Hicks, King, Jones, Leverton, Merritt, and Lowery arrived at 3:35pm

BOARD MEMBERS ABSENT:

Phillips, Thomas, VanLanduyt

GUESTS PRESENT

Lisa Winckler, DeKalb County Sheriff Department; Wendy Flowers, Sandwich Police Department;
Jim Feyerherm, Starved Rock Communications

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 Leverton and seconded by Merritt to approve the agenda. The motion passed.

MINUTES

A motion to approve the minutes of the May 7, 2014 meeting the motion was made by Hicks and seconded by Leverton. The motion passed.

Treasurer's Report

- **Monthly Treasurers Report-** was presented and discussed.
 - A motion to approve the May monthly report was made by Hanson and seconded by Merritt. Motion passed.

- **Bills Not Previously Submitted:** None

Minutes of the DeKalb County ETSB of June 4, 2014

Page 2 of 6

Bills Paid in June 2014

| | |
|-----------------------------------|-----------------------------------|
| Language Line Services, Inc. | 173.10 |
| Sandwich Police Department | 14,000.00 |
| Starved Rock Communications, Inc. | 750.00 |
| Sikich | 499.00 |
| NICOMM LLC | 1,750.00 |
| City of DeKalb | 76,000.00 |
| Glenna Johnson | 29.22 |
| PowerPHone, Inc. | 729.00 |
| Castle Bank | 68.72 |
| Starved Rock Communications | 807.50 |
| IDPH-Dianna Roman | 20.00 |
| IDPH-Karen Grum | 20.00 |
| IDPH-Debbie Rosenberg | 20.00 |
| IDPH-Steven Johnson | 20.00 |
| IDPH-Laura Flink | 20.00 |
| IDPH-Zachary Oltmanns | 30.00 |
| Frontier AA0-3030 | 61.28 |
| Frontier 900-9656 | 15,828.27 |
| Frontier 899-8838 | 38.88 |
| Frontier QL4-9093 | 212.70 |
| Frontier QL0-4779 | 231.38 |
| Frontier QL4-7793 | 231.47 |
| Frontier QR0-4142 | 306.55 |
| Total | <u><u>\$111,847.07</u></u> |

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

- **2013 Audit:**

- Christine handed out the Financial Statements and Independent Auditor's Report and the Auditor's Communication to the Emergency Telephone System Board. She thanked Glenna for all her assistance during the process, and recognized Chris Hansen in her office who worked with auditors.

All funds are balanced, and the Board's investments over and above the FDIC-insured amount of \$250,000, were all fully protected by collateral pledged to us by local banks.

- There were several Items of note:
 - The Board's net position (formerly net assets) exceeded its liabilities by \$2,172,142. This was \$67,000 less than the previous year due to the loss of hard and wireless lines fees.

- Of that total, the Board has unrestricted funds of \$1,517,909. Of that number, \$903,604 was assigned for capital outlay which is the amount that the Board has dedicated to the upcoming implementation of the Next Gen 911 system.
 - The board has no outstanding debt.
 - The unassigned fund balance in the General Fund, as a percentage of General Fund expenditures, is high indicating good financial health.
 - We had one auditor comment regarding the posting of prior year audit adjustments, which was addressed while they were still on-site.
 - Christine encouraged the Board to read the Management Discussion and Analysis. It discusses the Board's financial position, what factors affected last year, and what economic factors we anticipate will affect the Board this coming year. Those factors include legislation recently passed, investment income, and the implementation of Next Generation 911.
- **Closed Meeting Minutes from December 2013-** A motion was made to approve the closed session minutes from December 2013 by Lowery and seconded by Merritt. Motion Passes.

OLD BUSINESS

- **Fire Radio Reports**
 - Feyerherm reported-
 - No major issues.
 - Feyerherm did visit all microwave sites and three sites need UPS batteries replaced. He will order and install. He still needs to visit three of the PSAPs and that will be done next week.
 - He also reported that there are three locations that internet providers have installed equipment at. He has contact names for the providers and will watch to see if there is any interference with our infrastructure in the future.
- **Mapping Software-**
 - G. Johnson Reported: County PSAP is live with the new map software. There were some minor issues. They have been working through them as they surface. The microDATA software will stay working until Sandwich Police PSAP and Northern Illinois University PSAPs moves to the CAD map software.
- **Ogle County Back up for 911 calls**
 - G. Johnson stated that the request is still on hold at this time. She will remove this from the agenda until any requests are made in the future.

Minutes of the DeKalb County ETSB of June 4, 2014
Page 4 of 6

NEW BUSINESS

- **July Meeting- vote to approve to cancel**
 - After discussion a motion was made by Hanson and seconded by Merritt to cancel the July ETSB Meeting. Motion passed

- **NG911 Consultant RFP**
 - G. Johnson covered the RFP detail documents that she had sent to the ETSB Members earlier in the week. G. Johnson asked for a motion to approve going into contract negotiations for a NG9-1-1 Consultant with L. R. Kimball. A motion was made by Lowery and seconded by Hicks. . A roll call vote was taken: Chairman King- Y, Hanson- Y, Hicks- Y, Jones- Y, Merritt- Y, Leverton- Y, and Lowery- Y. Motion passed.

- **Texting 911**
 - G. Johnson stated she is gathering documentation for education on texting to prepare for implementing and to address possible questions and concerns.

- **Legislation**
 - **9-1-1 Services Advisory Board-** G. stated that with the HB2453 being passed that she may be asked to continue on the board.

 - **HB2453-** G. Johnson covered the documentation dealing with the approval of the legislation by the General Assembly. Johnson will pull together how this legislation will impact the ETSB wireless checks. Poison Control wording was pulled and they will be acquiring money from another area other than the wireless fund.

- **Participating Agency Request-**
 - **DeKalb Police Department-** Lowery discussed a bill from Word System for the PSAP move October 2013. His concern was the hourly rate seemed a little high. Leverton stated he had sent the bill to G. Johnson to review. G. Johnson stated she will review and get back to the ETSB.
 - Feyerherm said he works on recorders on a regular basis and his hourly rate seemed to be a lower rate.

- **PSAP Administrators' Report-** No report

- **Persons to be heard from the floor –** None

Minutes of the DeKalb County ETSB of June 4, 2014
Page 5 of 6

- **Coordinators Report**
 - **Frontier-**
 - **Billing issues-**
 - Johnson stated she is still working on bill issues.
 - **Power issue-**
 - Johnson will provide an update
 - **Repair issues at Sheriff Dept. May 17, 2014-**
 - Johnson stated five of the seven positions were down for almost 12 hours. Johnson has requested an explanation of the outage.
 - **New Employee-** Paul Stouffels is a new employee
 - **Jackson County, IL NG9-1-1 ICC Application-**
 - G. Johnson stated their ICC application is approved.
 - This approval is a good thing to help the NINGA NG9-1-1 project.

ADJOURNMENT

Leverton moved to adjourn the meeting, and was seconded by Hanson. The motion passed. The meeting adjourned at 4:20pm.

Respectfully submitted,

Glenna Johnson, Coordinator

Minutes of the DeKalb County ETSB of June 4, 2014
Page 6 of 6

| <u>OFFICERS</u> | <u>NAME</u> | <u>TERM (Two Year)</u> |
|-----------------|------------------------|---|
| 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> |

| CURRENT Members | Entity Represented | ORIGINAL APPOINTMENT | TERM EXPIRES |
|----------------------------|--|---------------------------------|-------------------------|
| 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 | 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 | 12/31/2017 |

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