



Minutes of the Board Meeting of December 7, 2016

CALL TO ORDER

Chairman Leverton called the meeting to order at 3:00 pm.

BOARD MEMBERS PRESENT:

Bianchi, Hanson, Jones, Leverton, Merritt, and Polarek, and Lowery arrived at 3:05pm.

BOARD MEMBERS ABSENT:

Hicks, Phillips, VanLanduyt

GUESTS PRESENT

Joseph Przybyla, NIU Police Department; Van Bomar, DeKalb County Sheriff Department; Paul Stoffels, Frontier, Mike Hoffman, Frontier; Chris Hansen, DeKalb County Treasurer Department

ALSO PRESENT

Glenna Johnson, E9-1-1 Coordinator

AGENDA

- Chairman Leverton asked for any amendments to the agenda. G. Johnson asked to move the agenda item of "9-1-1 Outage Update from Frontier" be moved to the beginning of the agenda. With that change a motion was made by Hanson and seconded by Bianchi to approve the agenda. The motion passed.

MINUTES

- **General Meeting Minutes:**
 - A motion to approve the minutes of the November 2, 2016 meeting was made by Polarek and seconded by Jones. The motion passed.

Treasurer's Report

- **Monthly Treasurer's Report-** was presented and discussed.
 - A motion to approve the November monthly report was made by Polarek and seconded by Hanson. Motion passed.
- **Bills Not Previously Approved-**

Minutes of the DeKalb County ETSB of December 7, 2016
Page 2 of 6

- Sandwich Police Dept.- IDPH new dispatcher certification fee \$30.00 was presented to the ETSB.

- **Approval of Bills-**

Bills Paid in December 2016

Starved Rock Communications	\$922.50
Starved Rock Communications	\$1,145.00
Starved Rock Communications	\$831.25
Voiance	\$30.87
PowerPhone, Inc.	\$847.00
First National Bank	\$1,006.94
Glenna Johnson	\$245.09
IDPH	\$30.00
Frontier AA0-3030	\$61.47
Frontier 900-9656	\$45.55
Frontier 899-8838	\$227.55
Frontier QL4-9093	\$232.09
Frontier QL0-4779	\$232.09
Frontier QL4-7793	\$307.49
Total	<hr/> <hr/> \$6,164.89

A motion to pay the December bills with the addition of the IDPH fee was made by Bianchi and seconded by Hanson. A roll call vote was taken: Bianchi-Y, Hanson- Y, Jones- Y, Lowery- Y, Merritt-Y, Polarek- Y, and Levertton-Y. Motion passed.

OLD BUSINESS

- **Fire Radio Report- No report**
- **Mapping Software**
 - Progress is being made on the interagency agreements.
 - We are waiting to order equipment until agreements are closer to being signed.

NEW BUSINESS

▪ **2017 Budget Adoption**

- Hanson covered the 2017 budget in C. Johnson absence.
- Items discussed was the addition of a Consolidation expense line item in capital, recorder purchase amounts stayed the same, budgeted for all 4 PSAPs to stay alive until NG 911 is live which includes PSAP reimbursement fees, NG 9-1-1 expense left with current figures until NG 9-1-1 is live, 9-1-1 Coordinator contract was to be updated after closed session.
- A motion to approve the 2017 budget was made by Hanson and seconded by Polarek. A roll call vote was taken: Bianchi-Y, Hanson- Y, Jones- Y, Lowery- Y, Merritt- Y, Polarek- Y, and Leverton-Y. Motion passed.

▪ **Closed Session- Personnel Matters**

- A motion was made to go into closed session by Jones and seconded by Lowery at 3:30pm. A roll call vote was taken: Bianchi-Y, Hanson- Y, Jones- Y, Lowery- Y, Merritt- Y, Polarek- Y, and Leverton-Y. Motion passed.
- A motion to go back in to open session was made by Hanson and seconded by Bianchi. A roll call vote was taken: Bianchi-Y, Hanson- Y, Jones- Y, Lowery- Y, Merritt- Y, Polarek- Y, and Leverton-Y. Motion passed.

▪ **Action Items from Closed Session**

- A motion was made by Jones and seconded by Polarek to increase G. Johnson contract by 2.5% for 2017. Motion passed.

▪ **2017 Meeting Dates**

- G. Johnson covered the proposed meeting dates for 2017. A motion was made by Jones and seconded by Merritt to approve the 2017 meeting dates. Motion passed.

▪ **Radio Sub Committee**

- G. Johnson discussed that the budget committee recommended setting up a radio committee to review the radio items discussed during the November ETSB Meeting.
- It was decided to table until the February Meeting.

▪ **CritiCall computer purchase**

- G. Johnson explained the need to purchase laptops for the CritiCall software at the price not to exceed \$4200.00 for 6 laptops.
- Many options were discussed of where these laptops could be used and stored. Also the laptops could be using them for additional software.
- A motion was made to purchase the 6 laptops by Polarek and seconded by Bianchi. Motion passed.

▪ **Recorder Pricing**

- G. Johnson stated she is still gathering the final pricing. Will provide during the next ETSB Meeting.

▪ **NG911 Update**

- Johnson stated she is working on the DeKalb NG-911 report to be filed Dec 15, 2016
- There may possibly a delay as stated by AT&T at the IPSTA Conference
- Johnson is working on the data for the system, will be a long process
- Met with NIU Telephone to discuss possible MSAG issues with the current addressing scheme at the university.

▪ **Consolidation Subcommittee Report**

- Leverton provided an update from the committee
- There was a discussion of which PSAP would take the calls from the PSAPs that will be consolidating and how would the calls be handled.
- There was a discussion of the consolidation impact on the number of positions that were purchased for NG911 since the contract was signed when there were 4 PSAPs and 15 positions.
 - Lowery made a motion and seconded by Bianchi to continue to support 15 positions to be purchase but reconfigured to full positions and portable positions. Motion passed.
 - Johnson needs to file a status report on the consolidation with the ISP by 12/31/16. Johnson would like to file the consolidation plan with ISP by the end of March 2017.

Minutes of the DeKalb County ETSB of December 7, 2016
Page 5 of 6

- **Legislation**
 - State Advisory Board Meetings
 - The SAB is working on proposed legislation for 2017- need to increase the surcharge to fund all items in the current law is the stance of the 911 Systems
 - Hearings status- no waivers have been approved so far, just extensions of consolidation have been granted

- **Participating Agency Request-** No report

- **PSAP Managers Report-** No Report

- **Persons to be heard from the floor-**
 - Paul Stoffels reported that Frontier has been working with their vendor Genband to complete additional work to finish the repair work on the DeKalb central office equipment. The installation of an update failed that was attempted in November 15, 2016. They had reviewed an additional software fix but they rejected it so they are waiting for an updated program at this time. They anticipate another software update in January 2017.
 - 911 is a priority to them and they will not make any changes until any software changes are stable. They are monitoring the current hardware would fail.
 - Bianchi asked what the backup plan was and they stated they would need to go to 10 digit numbers again.
 - They will provide an update at the next ETSB Meeting.

- **Coordinator's Report**
 - Most items have already been covered on items on the agenda
 - Johnson stated she attended NG 9-1-1 training in Springfield hosted by ISP on December 6.
 - She also attended a 211 Meeting December 7
 - She stated she will be on vacation in January for one week

ADJOURNMENT

Lowery moved to adjourn the meeting and the motion was seconded by Jones. The motion passed. The meeting adjourned at 4:45pm.

Respectfully submitted,

Glenna Johnson, Coordinator

Minutes of the DeKalb County ETSB of December 7, 2016
Page 6 of 6

<u>OFFICERS</u>	<u>NAME</u>	<u>TERM (Two Year)</u>
Chairman	Mr. Jason Leverton	January 01, 2016 – December 31, 2018
Vice-Chairman	Mr. Todd Merritt	January 01, 2016 – December 31, 2018
Secretary	Mr. Polarek	January 01, 2016 – December 31, 2018
Treasurer	Mrs. Christine Johnson	Per Statute, County Treasurer
Coordinator	Ms. Glenna Johnson	At-Will Employee, Board Appointed, Start date 02/11/2008

CURRENT Members	Entity Represented	ORIGINAL APPOINTMENT	TERM EXPIRES
Jim Bianchi	Sandwich Police Chief	1/01/2016	12/31/2019
Gary Hanson	County Administrator	01/19/2000	12/31/2017
Eric Hicks	DeKalb Fire Chief	08/15/2012	12/31/2019
Tracy Jones	County Board Member	04/01/2014	11/30/2018
Jason Leverton	DeKalb Police Commander	03/20/2013	12/31/2017
Gene Lowery	DeKalb Police Chief	06/20/2012	12/31/2019
Todd Merritt	Member At Large North Fire Departments Retired Sheriff's Deputy	12/01/2010	12/31/2017
Thomas Phillips	N.I.U. Police Chief	01/01/2014	12/31/2017
Pete Polarek	Sycamore Fire Chief	01/01/2015	12/31/2019
	Previous – DK Fire Chief	01/19/1994	11/30/2000
Jay VanLanduyt	Member At Large South Fire Departments Hinckley Fire Chief	12/01/2009	12/31/2017

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