



**Minutes of the Board Meeting of
May 4, 2016**

CALL TO ORDER

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

BOARD MEMBERS PRESENT:

Hanson, Hicks, Jones, Merritt, Phillips, Polarek, VanLanduyt and Leverton

BOARD MEMBERS ABSENT:

Bianchi, Lowery

GUESTS PRESENT

Joseph Przybyla, NIU Police Department; Lisa Winckler, DeKalb County Sheriff Department; Wendy Flowers, Sandwich Police Department; Jeff Stowasser, Motorola

ALSO PRESENT

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

AGENDA

- Chairman Leverton asked for any amendments to the agenda. The motion was made by Jones and seconded by VanLanduyt to approve the agenda. The motion passed.

MINUTES

- **General Meeting Minutes:**
 - A motion to approve the minutes of the April 6, 2016 meeting was made by Hanson and seconded by Polarek. The motion passed.

Treasurer's Report

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

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▪ Bills Not Previously Submitted:

- G. Johnson submitted a bill for payment to IDPH for EMD renewal for a Sheriff's Office Telecommunicator for \$20.00.
- A motion to add this bill to the May bills was made by Phillips and seconded by Hicks. Motion passed

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Bills Paid in May 2016

Voiance Language Service, LLC	\$18.90
Sikich	\$1,000.00
Housing Authority of the County of DeKalb	\$200.00
DeKalb County Treasurer	\$9,000.00
Glenna Johnson	\$27.00
PowerPhone, Inc.	\$3,950.00
PowerPhone, Inc.	\$469.00
PowerPhone, Inc.	\$260.00
First National Bank	\$415.75
Word Systems, Inc.	\$2,634.00
IDPH	\$20.00
Frontier	\$61.37
Frontier	\$45.51
Frontier	\$227.16
Frontier	\$231.70
Frontier	\$231.70
Frontier	\$306.97

\$19,099.06

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

▪ 2015 Audit Report

- Treasurer Johnson thanked G. Johnson for her assistance during the audit process, and recognized C. Hansen in her office who works with the auditors and handles the 911 accounting.
- The Treasurer pointed out the board's net position exceeded its liabilities by \$2,181,255. This was \$3,988 more than the previous year.
- Of that total net position, the ETSB has unrestricted funds of \$1,663,930. Of that amount, \$1,030,802 was assigned for capital outlay, namely for the implementation of Next Generation 911.

- The Treasurer also pointed out:
 - The board has no outstanding debt.
 - The unassigned fund balance in the General Fund as a percentage of General Fund expenditures is very high. This indicates good financial health. The FY 15 percentage is 250% versus the 25% standard recommended fund balance.
 - The Board's investments over and above FDIC insurance were all fully protected by collateral pledged to the ETSB by local banks.
- There was one auditor comment regarding the concentration of deposits in one financial institution. The auditors recommend that the Treasurer adopt limits as to how much of the ETSB's funds may be invested in one financial institution. Christine pointed out that the Board's funds are currently held at four different banks. The Treasurer will be monitoring the balances at each financial institution, and will be reviewing her investment policy regarding the issue.
- The Treasurer encouraged the Board members to read the management discussion and analysis. It discusses ETSB's financial position, what factors affected last year's budget, and what economic factors are anticipated to affect this coming year.
- **Closed Session Minutes from December 2015 for Coordinator Salary Considerations**
 - C. Johnson discussed the minutes from the December 2015 Closed Session. A motion was made to approve the minutes by Polarek and seconded by VanLanduyt. Motion passed.

OLD BUSINESS

- **Fire Radio Reports – No Report**
- **Mapping Software-**
 - Johnson stated she needs to order the hardware to connect to the fiber and the new computers and waiting on inter agency agreements.

NEW BUSINESS

- **Purchasing/Procurement policy**
 - C. Johnson reported that she is working on this document and hopes to have a copy for August ETSB Meeting to review.
- **Recorders-**
 - G. Johnson reported that she has requested pricing quotes for 3 new recorders DeKalb County Sheriff Department, DeKalb Police Department, and Sandwich Police Department. These are budgeted replacements for 2016.
 - There was a discussion on whether the recorder for Sandwich Police Department should be delayed to see what happens with the report for Illinois State Police.
 - There was one demo held already and one scheduled during May.

- **NG911 Update-**
 - System Integrator Contract
 - Meeting for Negotiation with NG-911 Inc. was April 21- 22
 - G. Johnson stated that the NINGA Coordinators had all agreed to contract with NG-911 Inc. based on the meeting in April.
 - G. Johnson passed out a document of timeline of the history of the NG 9-1-1 equipment purchase and estimates of the costs for DeKalb County ETSB.
 - The DeKalb ETSB monthly amount paid from ETSB funds will be more monthly but it will cover all maintenance for hardware and software and services for 5 years and State paid funds will be less.
 - This contract will also be for help on implementation of the NG 9-1-1 project with the State approval of the NG 9-1-1 plan.
 - A motion was made to approve the contract for NG911 Inc. for DeKalb County ETSB with DeKalb County States Attorney wording approval by Jones and seconded by Hanson. Motion passed.
 - Consultant Contract Continuation
 - G. Johnson discussed the continuation contract for Kimball Consultant to help with the completion of the implementation of the NG911 System.
 - She stated that they were very instrumental in helping with the negotiation process.
 - A motion was made by Jones and seconded by Hanson to approve the contract. Motion passed.

- **Sub Committee Report-**
 - Johnson stated last meeting was April 26, 2016.
 - Leverton is working on the waiver document to be filed which includes financial information for the PSAPs and the ETSB along with a 3 year plan.
 - The committee is still gathering information
 - G. Johnson stated that the report needs to justify every comment made of why the waiver is reasonable.

- **Legislation-** Johnson stated:
 - G. Johnson mentioned the report that the INENA/IAPCO lobbyist has been sending out and Johnson has been forwarding a copy to the ETSB.
 - SB461 that is exempting Deerfield, IL and Madison County IL is still setting in the rules committee and not moving forward at this time.
 - State 911 Advisory Board:
 - The Advisory Board did not meet in April
 - Waiver requests have been filed and are being reviewed by ISP Staff to make sure it meets all requirements.

- **Participating Agency Request-** none
- **PSAP Managers Report-** G. Johnson reported they discussed, today, training, Critical software locations, Consolidation/waiver, NINGA RFP status and IDPH or EMD changes in processes and people.
- **Persons to be heard from the floor –** none
- **Coordinators Report-**
 - **Wireless Check-** Johnson stated a check for \$49,457.70 was received this past month and that brings the payments through November 2015 for wireless surcharge billing.
 - No payments on the 2016 surcharge collections have been received from the State.
 - **Frontier Billing-**
 - Johnson stated that Frontier had completed the billing move to the state for payment and there are billing errors of excise tax on the ETSB bills but was corrected as of April billing.
 - The ETSB does have a large credit on the current billing and G. Johnson has sent an email to Frontier to find out how will the credits is to be handled.
 - **TC Week-** G. Johnson reported what was delivered during TC week and she had a copy of what was handed out.
 - **NIU Outage-** G. Johnson explained the outages that the NIU PSAP has been experiencing starting on 04/23/16.

ADJOURNMENT

Hicks moved to adjourn the meeting and were seconded by VanLanduyt. The motion passed. The meeting adjourned at 4:10pm.

Respectfully submitted,

Glenna Johnson, Coordinator

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

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	11/30/2016
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.