



**LIVINGSTON COUNTY
EMERGENCY
TELEPHONE
SYSTEM BOARD**

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**MINUTES OF LIVINGSTON COUNTY ETS BOARD
MEETING OF JUNE 18, 2013**

Chairman Tim Henson called the meeting to order at 10:16 a.m.

Roll call showed the following present: Tim Henson, Joe Stock, Judy Campbell, Cindy Knight, John McGlasson, Marty Meredith, Jeremy Stoller and Jim Woolford. Absent was Chad Brown. Also present were Alina Hartley, Livingston County Resource Specialist; Candi Bradshaw and Randy Wittenberg.

Chairman Henson led the Pledge of Allegiance.

A motion made by Meredith, a second by Campbell to approve the May 21st minutes. Voice vote was unanimous.

A motion made by Woolford, a second made by Meredith to approve the May financial reports. A roll call vote was unanimous.

OLD BUSINESS:

- a. Henson handed out a draft copy of the agreement between the county and ETSB. He asked board members to read over the draft and let him know of anything in the agreement they see that needs to be changed. He hopes to bring this back to the next board meeting so we can get a resolution to this agreement. Henson stated the next agreements to be worked on would be between the municipalities, county, fire & EMS agencies.

NEW BUSINESS:

- a. Stoller asked about the chairs in dispatch. He stated he was informed they are wearing out and asked about getting some new ones. It was also stated maybe we could go through HR's safety grant. Alina asked if they were the same chairs the county had ordered for the Sheriff's

Dept. and they are not. She stated that if they were, they would have been purchased from Widmer and some of the parts on them are warranted for life. Henson asked Wittenberg to check into the warranty aspect.

- b. Wittenberg asked about getting 3 wireless headsets for the supervisors on each shift to test and see how they perform before we would order enough for everyone. The cost would be \$2,469.00. Henson said to put it on the agenda for the July meeting and bring it to the board.

COORDINATORS REPORT:

Other than her report Bradshaw reported on the Odell Tower lights. She reported on 6/10/13 Hi-Tech sent a crew up to work on the lights. They came back and said that they had to order new parts again. Bradshaw contacted Tobie and asked him what was wrong this time. Tobie stated he was waiting to hear back from TWR to see if they wanted us to send them the whole control box back for them to test it. Bradshaw believes if that happens we will have no lights at all on the tower. Also Tobie wanted to know if we wanted to have our own electrician take the box out to save costs or have them take it out. Wittenberg stated he and Bradshaw talked and he would like to have a conference call between Hi-Tech, TWR and us because we have had them to the tower approximately 5 times since the new lighting box was installed. There is a big concern with the bills for them coming in and it never being fixed. Bradshaw said the grounding has been tested by Durham Electric and Hi-Tech's crew and it is good. Meredith questioned if we should bring the insurance company back into this. Alina stated she will make the initial contact with the insurance company. Wittenberg stated he has sent a copy of his e-mail and the bills to the State's Attorney for review in case we have some litigation with them.

MANAGER OF COMMUNICATIONS REPORT:

Meredith asked how the dispatchers were doing. Wittenberg stated he thinks they are all getting used to each other and they are doing good. He said he continues to spend time sitting on all 3 shifts. Wittenberg stated the new PT is doing well and is probably a little ahead at this time. He is hoping to have her on the power shift by October. He said she will be going to second shift in another month and that will be the real test because it is the busiest shift. Wittenberg stated they have about a half dozen applications at

this time and will start to test and interview after July 4th. He will then make his eligibility list and hopefully have someone started around September 1st.

Meredith stated he had asked dispatch the morning of the storm with all of the weather threats to let him know if they received any reports of anything happening so he could get ready. He stated TC Snow called him and left him a voice message of a possible siting and he was pleased with the notice.

Finance – Knight stated they have been working hard on the equipment replacement schedule. She stated they discussed other items, like wages not being where they would like them to be but having to put that on hold for now until negotiation contracts. Also they have discussed additional towers due to narrow banding for areas within the county that are having communication issues.

Knight said in the finance committee meeting just before this board meeting they think the biggest problem is dispatch. She stated there is not enough money coming into dispatch to fund dispatch and are robbing money from 911 and wireless more than they would like to in order to keep dispatch running. Knight said the problem with this is eventually those accounts will run out and have nothing. She stated we need to fix dispatch and we need to do it quickly. A lengthy discussion was held and three ideas were discussed; increase fees for users, a levy of some sort or just ask the county for more funding. It was asked if anyone else had any other ideas. Henson thanked the finance committee and stated Knight was correct in her statements. He said people are going to see that 911 specifically will be at a negative balance and it is due to the current funding for centralized communications and not due to mismanagement of money or anything else. He stated the 5.5 positions being paid to dispatch cannot be sustained.

Knight said they had two options to finish up the rest of this budget year for 911. One option was to not pay the transfers to dispatch as budgeted, cash in the 911 CDs and 911 would have would have approximately \$57,483.00. The second option was to pay the transfers to dispatch as budgeted, cash in all the 911 CDs. This would leave 911 with a negative balance of approximately \$66,835.00 for expenses still needing to be paid. Bradshaw told them there was \$35,000 in new equipment in the budget which was put in for narrow banding costs. The budget was done so early we didn't know if all the costs for narrow banding would be paid by the end of that year. She stated they have not used any of that money to date and right now doesn't

look like it will be spent so they could take that off of the \$66,835 negative balance.

Meredith explained a motion he was going to make to do a transfer from wireless to 911. He also stated this may not cover it all due to any unknown expenses that may arise. Henson stated he wanted to make it clear to the board understands this means we cash every CD 911 has including the ones marked depreciation. Henson stated we are going to show on the books at the end of the year that we have done an interfund transfer from wireless of \$31,835.20 to 911.

Henson stated one of the big things they will have to talk about in fixing centralized dispatch. He said centralized dispatch is going to have to pay for dispatch because they can't continue to rob from one fund to pay the other. He also stated there is the potential they have to start off the next year in 911 with zero dollars which could mean they may have to make another transfer to keep things going.

Meredith made a motion to amend both 911 and wireless budgets to make a transfer of \$31,835.20 from wireless to 911 to complete this year's budget. A second was made by Judy Campbell. A roll call vote was unanimous.

A discussion was held on how to get some figures for what it would cost each entity for the next meeting. Henson said he will work with Bradshaw and Wittenberg to get that put together and then let Knight know so they can have another finance meeting.

Personnel – Henson stated there will be a personnel chairman made at the next board meeting.

Public Safety – Woolford stated in talking with other members of the board there seems to be no need for this committee and be used as an as needed committee. A few examples were given of how this committee was used in the past. A discussion took place and Chairman Henson asked everyone to think about this and the board could make a decision on whether to keep or abolish the committee at the next meeting.

Technical – Stock – No report.

Closing comments from public – None.

Executive Session – 5ILCS 120/2)(c)(1) personnel matters – not needed.

There were no closing comments from other board members.

There being no other business, Meredith made a motion to adjourn with a second by Stock. Meeting adjourned at 11:10 a.m.

Respectfully submitted by Candi Bradshaw Candi Bradshaw