



**LIVINGSTON COUNTY
EMERGENCY
TELEPHONE
SYSTEM BOARD**

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**MINUTES OF LIVINGSTON COUNTY ETS BOARD
MEETING OF AUGUST 20, 2013**

Chairman Tim Henson called the meeting to order at 10:02 a.m.

Roll call showed the following present: Tim Henson, Joe Stock, Mike Frickey, Cindy Knight, John McGlasson, and Jeremy Stoller. Marty Meredith and Jim Woolford arrived after the meeting started. Absent was Chad Brown. Also present were Alina Hartley, Livingston County Resource Specialist; June Slagel, Livingston County Finance Resource Specialist, Mike Ingles, Livingston County Board, Marty Fannin, Chairman Livingston County Board, Seth Uphoff, Livingston County State's Attorney, Carl Borngasser, Livingston County Board, Candi Bradshaw and Randy Wittenberg.

Chairman Henson led the Pledge of Allegiance.

A motion was made by Woolford, a second by Stoller to approve the July 16th minutes with a name correction for Cindy Knight under the finance report. Voice vote was unanimous.

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

OLD BUSINESS:

- a. Wittenberg stated the need to replace 2 chairs in dispatch for the telecommunicators which are inoperable. He stated the cost of the chairs we currently have is \$1,012.00 per chair with a lifetime warranty on the mechanics of the chair. He stated they will etch a date and serial numbers in the new chairs so we can better track for warranty purposes. A discussion was had about whether to purchase or try for a grant through the HR office. He stated he would rather try to get the rest of the wireless headsets from that grant later. He will

check out a couple of other options/vendors which were made during the discussion.

A motion was made to allow Wittenberg to purchase 2 chairs for dispatch, not to exceed \$2,500.00 by Stoller with a second by McGlasson. Roll call vote showed all ayes with the exception of Meredith and Woolford voting no. Motion carried.

- b. Henson stated he wanted to thank Mike Ingles on working on the Intergovernmental Agreement with him. He stated once they had most of the concepts back to the State's Attorney's Office they met one last time with Seth Uphoff and County Board Chairman to finalize the agreement. Henson stated there was give and take on everyone's part and he feels it is a fair agreement. Meredith questioned in the funding section there didn't seem to be anything about funding from other agencies to keep LIV COM going and formats of how it would be broken down. Henson stated the formula used was a per capita and for fire and ems it was an assessed evaluation and those agreements would be separate from this agreement. Uphoff stated this was a governance agreement and funding would be taken care of in the separate intergovernmental agreements with the other agencies themselves. He said those agencies signing their individual intergovernmental agreements would adopt this governance agreement; agree to abide by its terms and in exchange they will agree to a certain amount of funding. He stated this will allow for a re-negotiation for funding if required and all they would have to do is re-do their individual intergovernmental agreements and not the entire governance agreement.

Knight stated she had a concern at the bottom of page 3 with the wording in the line which states all of our funds come "exclusively" from 3 forms. She wanted to make sure they did not sign an agreement stating if a need came up and they needed extra funding for something, they could not go to the county board to ask for additional funding. A lengthy discussion was had on this issue between board members, Uphoff and Ingles. Ingles stated the governance agreement does not preclude the ETS Board from coming to the county to ask for a capital equipment request such as needing another tower. Bradshaw asked as an example to what Knight was asking, if

this also would not exclude a sales tax increase as was suggested in the past as a possible future funding avenue. Ingles stated it would not, due to it would have to go through the county also. Uphoff stated if they changed anything it perhaps would be changing the word contract fees to dispatch funding.

Knight also asked if all the county departments charged a bookkeeping fee and any fees for legal representation. Uphoff stated as it stands now the bookkeeping is provided by the county without a charge to the ETSB. He stated the State's Attorney's Office is the attorney for the ETSB; and those services would come out of his budget. He also stated there is a caveat under the collective bargaining depending on issues with negotiations in the future and if the ETSB would utilize services other than the State's Attorney's Office then the ETSB would have to pay for those services.

Woolford thanked Chairman Henson for all the work he has put into this agreement. A motion was made by Woolford to adopt the governance agreement for providing 911 and non-emergency telephone services, centralized dispatching services for Livingston County, Illinois. A second was made by McGlasson. A roll call vote was unanimous.

Uphoff asked if now that the ETSB has passed the governance agreement he would be receiving information regarding individual agencies involved and funding amounts that are anticipated for them to pay in. Henson stated he is anticipating once the budgets are passed then the next issue to be addressed will be the future funding of centralized communications. He said they promised the agencies that contribute to centralized communications we would get done quickly and they could plan that for their budgets. We wanted to give them a year's head start but unfortunately that will not be possible. He will get something from the ETSB to put into those agreements as soon as those numbers are crunched. He said they looked at several ways to do this and the per capita and the assessed evaluations are the appropriate formula to use. Uphoff stated the agreements are basically prepared and once he gets the figures he can put them into the agreements along with a provision for increases for the future and get the agreements back to the ETSB. Henson said that they have a

provision when they put the agreements together for a one-time adjustment to get everything smoothed out.

- c. Henson stated the finance committee met to go over the 911 and wireless budgets and he went over them with Bradshaw. He said under the line item of audit he zeroed out. Meredith asked if that line item could be removed but Slagel stated it would have to be once prior years show zero, then she can hide it. Henson suggested to lower legal fees but Meredith thought we should leave it at \$5,000.00. A discussion was held and it was decided to leave it at \$5,000.00. Henson stated they put \$10,000.00 in depreciation. He said he wanted the board to be aware that if you look at the current 2013 budget you will see if we spend everything budgeted for, we will start 2014 with \$70,444.00 in the negative. He wanted to let everyone know 911 fund is not looking good.

Woolford questioned the line item for electricity has gone down when the actual for last couple of years was higher. Bradshaw stated she went back and calculated all of the bills to date, got an average and then pro-rated to the end of the year and came up with \$14,000.00. She stated she didn't know if rates lowered or not but that was how she got her figure.

A motion was made to approve the 911 budget with the amendment of the legal line item being changed from \$1,500.00 to \$5,000.00 by Stock with a second by Knight. A roll call vote showed all ayes.

Henson stated in the wireless budget, line item 4313-323, equipment repair/maintenance this is a new line item. He also called attention to 4504-502 New Equipment/Zetron Upgrade has \$30,000.00 and 4599-000 has \$40,000.00 this year for mapping upgrade and new recording equipment and if this does not get completed by the end of this budget year this will have to be addressed in 2014. He also stated they put \$25,000.00 in depreciation.

McGlasson asked when they would have a depreciation figure. Bradshaw stated she was hoping to have a figure by the next meeting. Henson restated we are not the only county having funding issues. He said he read an article on Iroquois having similar issues.

A motion to approve the wireless budget was made by Meredith with a second by Woolford. Roll call vote showed all ayes.

- d. Stock stated on the request from IDOT that Wittenberg and he tried to get together without any luck so Stock called IDOT. He stated he will re-send their letter stating what vehicles he wants these in, and it was for 3 technicians and 2 communications vans. Stock also stated what he recommended was F1, P1 Channel 7 (talk around). He said we should be receiving the letter shortly. Wittenberg stated the letter should be coming to the Sheriff.

NEW BUSINESS:

Woolford stated we need to start talking about the mapping update. Stock will be calling a technical meeting to get started with this issue.

Henson stated that he has heard concerns that we are not compliant with fair accessibility under ADA and may have to move the meetings. Sheriff discussed this issue with board members concerning the elevator which was put in for this purpose. A decision to table and research this issue further regarding the moving of the meeting place. Woolford also stated moving the meeting would require an amendment to the governance agreement.

COORDINATORS REPORT:

Bradshaw reported she has been cashing 911 CDs as directed by Henson and the board to cover transfers to dispatch. She said they have a mapping computer problem, which Louis corrected. She stated the Odell Tower lights are still working. Bradshaw also stated the UPS maintenance has been performed and is working well.

MANAGER OF COMMUNICATIONS REPORT:

Wittenberg stated PT Hensel is doing well and is at EMD training. He discussed where she will be over the next couple of months. He stated he has identified some candidates and Woolford has done some initial background checks. He said they will be closing this at the end of the month and the first of next month he will begin contacting those applicants and bringing them in for testing. Wittenberg is anticipating PT Hensel will be off of training in the middle of October, at which time he will bring a new person on.

A discussion was held about holding at 11 telecommunicators or keeping our staffing level at 12.

Wittenberg stated they had a meeting with the ambulance services. He said he wants to start having meetings with them on a quarterly basis. He tries to get to MABAS meetings to meet with fire chiefs and wants to meet with police chiefs also to make sure dispatch meets their needs. Wittenberg reported on the issue that was discussed at that meeting and his plan to help correct the issue.

Finance –

Personnel –

Technical –

Executive Session – 5ILCS 120/2)(c)(1) personnel matters – None.

Closing comments from other board members -

Due to a police emergency Meredith made a motion to adjourn with a second by McGlasson. Meeting adjourned at 11:38 a.m.

Respectfully submitted by Candi Bradshaw Candi Bradshaw