



**LIVINGSTON COUNTY  
EMERGENCY  
TELEPHONE  
SYSTEM BOARD**

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**MINUTES OF LIVINGSTON COUNTY ETS BOARD  
MEETING OF SEPTEMBER 17, 2013**

Chairman Tim Henson called the meeting to order at 10:00 a.m.

Roll call showed the following present: Tim Henson, Joe Stock, Chad Brown, Mike Frickey, Mike Ingles, Cindy Knight, Tony Childress, Jeremy Stoller and Jim Woolford. Absent was John McGlasson. Also present were Alina Hartley, Livingston County Resource Specialist; June Slagel, Livingston County Finance Resource Specialist; Marty Fannin, Chairman Livingston County Board; Carl Borngasser, Livingston County Board; Scott Runyon, Pontiac Fire Chief; Lloyd Ritchey, Supreme Radio; Candi Bradshaw and Randy Wittenberg.

Chairman Henson stated he wanted to welcome Mike Ingles and Sheriff Tony Childress to the ETS Board.

Chairman Henson stated he had submitted his letter of resignation to the County Board. He thanked the County Board and the Village of Dwight for giving him the opportunity to sit on the ETS Board. He also thanked everyone who served with him in this position. A motion to accept Chairman Henson's resignation was made by Stock and a second by Frickey. A voice vote was unanimous.

A motion was then made by Woolford and a second by Childress to elect Stock as the new Chairman of the ETS Board. A voice vote was unanimous.

Stock informed the board that Lyle Wilson has resigned from the ETSB as of August 30, 2013. He stated that Wilson was presented with a plaque on his last day.

Chairman Stock led the Pledge of Allegiance.

Stock thanked the ETS Board for their confidence in him and he stated he would do the best job possible.

A motion was made by Woolford, a second by Frickey to approve the August 20<sup>th</sup> minutes. Voice vote was unanimous.

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

#### OLD BUSINESS:

- a. Wittenberg stated he was working with Widmers and found a Herman Miller chair that he believes is more durable and about \$300.00 cheaper. Widmers will bring in the chair Wednesday and let the dispatchers try it out. Wittenberg stated if they like it he will purchase 2 of them.
- b. Stock reported they had not heard back from anyone on the request from IDOT.
- c. Bradshaw reported she handed out the equipment depreciation schedule and the capital expenditure spreadsheet to the board. She stated it contained the equipment needed within the next couple of years. She explained a little bit about what was on the list. Bradshaw thought the voters were one of the most important pieces of equipment to be replaced. A Special Board Meeting was set for Thursday, September 26<sup>th</sup> at 10:00 a.m. to go through the depreciation schedule and look at figures and budgeting. Ingles stated he would like to see totals for each of the next several of years.
- d. Wittenberg stated the wireless headsets were in. He said they are having a few problems with them but are trying to slowly feed them into the system. He stated originally he believed they would need twelve of them but has found they only need five.

#### NEW BUSINESS:

- a. Wittenberg stated he had received a bill from two fire departments for manning the call boxes for the fiber cut by Nicor. He discussed with Bradshaw about this issue and what was in the statute. This was researched before also. It was decided that since the fiber cut was done by Nicor, they should be responsible for the bills and the fire departments who want reimbursement should file with Nicor. Wittenberg contacted Nicor and received forms for reimbursement and with board approval will be sending them out to all affected agencies.



Ingles made the motion to not pay those two invoices and to notify them and all other agencies how to file the claim with a second from Woolford. Voice vote was unanimous.

- b. Stock stated that on the funding for centralized communications they have scheduled a special board meeting set for Thursday, September 26<sup>th</sup> to talk about this. Knight reported that she ran some numbers for increases at several percentages and handed out sheets with those figures on it. She said even with these increases it would not be enough money to keep dispatch running. She also stated in order to cover all of dispatch expenses it would take a large increase.
- c. Stock reported the Sheriff, Chief Runyon and himself were in a meeting that morning about school emergencies. During a previous incident, fire and ems were not notified. He stated they would like to be notified, possibly by phone. Sheriff stated St. James should also be notified. A discussion was held on setting up protocols within LIV COM. Woolford stated that when making these protocols it needs to be taken into consideration as to how busy dispatch would be with handling emergency services and then trying to add phone calls could be an issue. Wittenberg and Stock stated they would get together with affected agencies and work on a protocol.
- d. Wittenberg discussed some issues within the county to get ambulances to emergencies in a timely manner. Within the next month Wittenberg said he would be working with the hospital and affected agencies to better ambulance services around the county. He stated he hoped he would have a recommendation at the next board meeting. A few issues were brought up from Tanya of OSF and several board members. Wittenberg stated he would insist that whatever they come up with it would be one way for all agencies for dispatch and not tailored to each agency. It was agreed that this is a priority and Wittenberg said they would address those issues at their meetings.

COORDINATORS REPORT: Bradshaw reported on PA 98-0332 from ICC signed into effect by the Governor on August 13<sup>th</sup> requiring 911 systems who receive 911 calls out of their jurisdiction to have policies to transfer those calls to the appropriate 911 system. Bradshaw reported she had e-mailed ICC the requested information and had the policies ready to send out by mail to ICC also. Bradshaw also stated she received Order #12-0349, Part 725 regarding telecommunicator training. It states effective as of July 1,

2013 the training for new telecommunicators has been changed from 40 hours to 80 hours and that EMD is now mandatory. Bradshaw said we meet those requirements. She said she will get with Wittenberg and they will document all the hours and training the new telecommunicators are getting. Once that is done they will bring it back to the board for their adoption or approval to have on record.

Bradshaw also stated they had two 911 phone outages this month. One on August 22<sup>nd</sup> which lasted a short time in the Long Point area and then one on August 28<sup>th</sup> which was the fiber cut by Nicor and it was a long outage lasting from approximately 11:43 a.m. until 20:14 p.m.

Bradshaw reminded the board of the technical meeting on mapping proposals on Tuesday, September 24<sup>th</sup> from Bulberry/Sidwell and GeoCom. It was decided to offer the 3 supervisors to attend the meeting to see the mapping systems since they actually use the system. Ingles thought we should look at other systems besides the 2 proposals we have scheduled. It was decided to look at other systems at the conference in Springfield in October.

MANAGER OF COMMUNICATIONS REPORT: Wittenberg reported that PT Hensel has almost completed her training. She has completed EMD and doing a good job. TC Kelly has come back on light duty and supervising PT Hensel. Wittenberg stated this has slowed down the hiring of the next new hire but it will give the TC's a break from all the overtime they have worked before he hires a new one.

Stock asked if the Odell tower bill had been paid. Wittenberg stated it has been submitted to be paid and the lights are still working.

Finance – Knight stated nothing further than what was said in her earlier discussion.

Personnel – Woolford had nothing to report at this time.

Public Safety – Stock stated they need to revise the committee.

Technical – Stock stated they need to revise the committee.

Closing comments from the public – Lloyd Ritchey from Motorola stated the Chatsworth FD is experiencing a lot of the same stacked pager issues. He said he had talked to their technical staff and they think it could be program



issues at LIV COM through the consoles or user error. Wittenberg asked Ritchey to talk to him about this after the meeting.

Executive Session – 5ILCS 120/2)(c)(1) personnel matters – Ingles made a motion to go into executive session under 5ILCS 120/2)(c)(1) personnel matters with a second by Childress. A roll call vote was unanimous. Regular meeting was suspended at 11:15 a.m.

Regular session resumed at 11:21 a.m.

Action resulting from executive session was for Wittenberg to take the notice from the FOP Demand to Bargain be taken over to State's Attorney office.

Bradshaw stated that she had been asked by Alina who our negotiating ETS Board member would be. Stock stated usually it was the Personnel Chairman so it would be Woolford along with Wittenberg.

There were no closing comments from other board members. A motion to adjourn was made by Woolford with a second by Frickey. Meeting adjourned at 11:22 a.m.

Respectfully submitted by Candi Bradshaw

A handwritten signature in cursive script, reading "Candi Bradshaw", written over a horizontal line.