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## **MINUTES OF LIVINGSTON COUNTY ETS BOARD**

### **MEETING OF OCTOBER 15, 2013**

Chairman Joe Stock called the meeting to order at 10:05 a.m.

Roll call showed the following present: Joe Stock, Tony Childress, Mike Ingles, Cindy Knight, and Jeremy Stoller. Absent were John McGlasson, Mike Frickey and Chad Brown. Also present were Carl Borngasser, Livingston County Board; Scott Runyon, Pontiac Fire Chief; Tim Henson, Dwight Police Chief; Josh Harms, Illinois State Legislator; Candi Bradshaw and Randy Wittenberg.

Chairman Stock led the Pledge of Allegiance.

Chairman Stock stated he wanted to recognize Representative Josh Harms as present at the meeting. Stock asked if he would like to address the board. Representative stated he wanted to introduce himself and told the board he met with Wittenberg last Friday to discuss the funding issues. Representative Harms stated there is some legislation in Springfield to try to address it but it does not fully bring the funding level up to where it needs to be. He did tell the board he is aware of the landlines going away and the wireless surcharge is a lot less than the landline surcharge. He stated is aware and is supportive.

Ingles asked about the legislation that is out there now, where would it take the wireless. Representative Harms stated that out of the wireless surcharge he thought .01 cent went to administrative fees, about .15 cents went to wireless carriers for infrastructure and he thought that was now in place and 911 centers get the rest. He stated the bill he thought had the best chance is the one that would shift the extra .15 cents to the 911 side. He also stated there were two other bills out there besides the one he first referred to, but didn't think they would go anywhere.

A motion was made by Knight, a second by Childress to approve the September 17<sup>th</sup> and 26<sup>th</sup> board minutes. Voice vote was unanimous.

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

#### OLD BUSINESS:

- a. Wittenberg stated he had one chair in the dispatch center to test. He stated they would go ahead and order 2 of those chairs. He said it would save us about \$600.00. He said 3 or 4 of the dispatchers liked the chairs and they have plenty of chairs for those who did not like the new chairs.
- b. Stock reported they had no report on the request from IDOT.
- c. Knight reported on budget issues. She stated there was a meeting with Ingles, Wittenberg, Bradshaw, Slagel and herself. She stated they went through 911 and wireless budgets and cut them to bare bones and looked at the capital items; those we will have to buy as needed to get through. Knight stated that we need to get going on getting more money into dispatch. She is sending Bradshaw a draft letter to be typed and the blanks to be filled in by the board. Once that is done a date should be set for a meeting with the users. Ingles stated discussions need to be held on how much to increase and when do we do the increase. A discussion was held with Knight stating her thought was to just set an effective date for the increase. A discussion was held on how and when to initiate the increase. Wittenberg stated we met with the Ag & Zoning Committee and told them by the end of 2015 we would be out of funds and not be able to support the dispatch center and would have to either increase fees or find alternative funding to continue to operate. He also stated that from the time the fees were frozen until now the CPI has increased 20.985%. He also stated he thought the only way we would even come close to funding the dispatch center and be able to go past 2015 is to take that figure to increase fees. A discussion was held on additional ways to increase money for dispatch such as working with legislation to increase wireless surcharge. Another discussion was held between the board and others present about how much to make the increase of dispatch fees at this time and then phasing in increases every year to get us where dispatch needs to be. It was also stated that there are



equipment purchases that need to be made and funded. The board discussed making April 1<sup>st</sup> as the date set for the increase, trying to give agencies about four months' notice. The board discussed what the letter to the agencies should say. After several discussions it was decided the letter should state we are proposing a 25% increase along with looking at other possible options. The date for the users meeting was set for Thursday, November 7, 2013 at 7:00 p.m. Due to the large crowd expected Sheriff Childress said we could use his Sheriff's Training Room across the hall from the 911 Training Room. Knight stated she would send the draft letter to Bradshaw and Stock who would then look at it and make any other changes necessary. It was decided to also send the budgets out with the letters to the users. Knight and Wittenberg asked that as many board members attend as possible to help with the meeting. A motion was made to hold a meeting on November 7<sup>th</sup> at 7:00 p.m. in the Sheriff's Training Room to inform the agencies of a proposed 25% user's fee increase effective April 1, 2014 by Stoller with a second by Childress. Roll call vote was unanimous.

#### NEW BUSINESS:

- a. Bradshaw stated she would like the board to vote on the 2014 generator maintenance agreement. She stated this is a yearly agreement and the cost is \$1,885.35. The maintenance includes the towers of Chatsworth, Odell and Pontiac. Bradshaw stated the agreement is with Cummins CrossPoint and had gone up \$45.00 from last year. She said they check batteries, change oil, clean out mice issues we may have, etc. Knight stated our maintenance people didn't want to take this task on due to liability issues. A motion to approve the generator maintenance agreement was made by Woolford with a second by Knight. A roll call vote was unanimous.
- b. Bradshaw asked the board what they thought about switching from mailing out board packets to sending them out by e-mail. She stated it would save time and money. After a short discussion the board agreed to the change. Bradshaw stated it would take her a month or two to get it switched over to begin the e-mailing process.

COORDINATORS REPORT: Bradshaw reported they had discussed packets, generator maintenance and budget already from her report. She stated they had a technical meeting with GeoComm and Sidwell/Bulbery; however there was not enough for a quorum so it was an informational meeting. Bradshaw stated it was a lengthy meeting. She stated both companies gave their presentations. GeoComm has a new SaaS system which they are just rolling out. She stated Wittenberg and she sat in on a conference call later with GeoCom explaining this system in more depth. She also stated Wittenberg and she would be meeting up with GeoCom at the conference to discuss this further. Bradshaw stated they would also be looking at other mapping systems down at the conference. She said both companies have a lot of the same things to offer and they would just have to look at them along with what else is out there with other vendors. Stock stated he was going to the conference also and would be looking at GeoComm and other vendors too.

MANAGER OF COMMUNICATIONS REPORT: Wittenberg reported that PT Hensel is doing very well. Wittenberg stated he met with her to let her know she would be moving to a power shift and how it would be a little different from what she is used to. Wittenberg stated they were still in a holding pattern on starting to interview new people. He said he's working with Critical on the testing software. He plans on setting up some testing within the next couple of weeks. Wittenberg stated he wants to get to 11 dispatchers and then he believes that budgetary wise it will show that we can operate at that level more efficiently and with less money than we could at 12. He believes with 11 and overtime they would save money on benefits and things like that. He stated if we have to go back to 12 they would. He stated he hadn't been avoiding hiring someone he was waiting till they got Hensel trained and he wants to get the right person in here and they have had a couple of dispatchers out on medical.

Wittenberg stated he met with Duffy's and OSF St. James. He stated they are no longer paging Odell and waiting for them to respond. He said they are stack paging them along with Duffy's and it is Odell's responsibility to call them off if they can take care of the call themselves. He stated they would probably do this same thing with Saunemin during harvest. He said he would meet with them after harvest season to see if they want to continue that going forward. He said he has been giving OSF that information because they are involved with this. He reported on the



meeting with Bradshaw, Knight, Ingles, June and himself and how we cut down the budget as much as possible.

Wittenberg stated he met with Representative Josh Harms to discuss the wireless surcharge. Representative Harms has invited to come next Wednesday while they are in session in Springfield and meet with them.

Wittenberg stated he did tower checks and there are no issues. He talked to MABAS about a generic dispatch plan so everyone is dispatched the same way. He stated they are working with the ambulances now and next they will work with the fire departments. He did the star com radio re-banding last month. Wittenberg said on Oct. 1<sup>st</sup> we had a major modem failure around 2:00 p.m. He stated they could not get Frontier to come out and bring another modem. We were down with CAD for about 24 hours. He commended the dispatchers for doing a great job during the outage and with using the old card system until they were back up. It was discussed about Frontier not coming right away. Wittenberg stated when he goes to conference they would be having a conversation about this issue. He stated the wireless headsets are on in and are currently being used on third shift. Stock added that ICC in Peoria has invited them to talk to a class they have about dispatching. He stated Wittenberg is going and he may also go the meeting.

Finance – Knight stated nothing further.

Personnel – Woolford had no report. Wittenberg stating they would discuss FOP in executive session.

Public Safety – Stock stated no report.

Technical – Stock no report.

Closing comments from the public – Stock thanked Representative Harms for coming to the meeting and supporting our legislation.

Executive Session – (5ILCS 120/2)(c)(1) personnel matters – Woolford 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 11:09 a.m.

Regular session resumed at 11:21 a.m.

There was no action resulting from executive session.

In closing comments from other board members, Ingles asked since we talked about e-mailing out board packets if the draft board minutes could be e-mailed out to board members when they are done rather than waiting for the next month to review them. He stated this way if someone wanted to question something in the minutes they could call in and do it in advance of the next board meeting. He stated this would save time and let us distribute accurate minutes at the meetings. Bradshaw said she could do that. It was also discussed sending out approved minutes to all of those who have requested minutes by e-mail rather than mailing them out. Bradshaw stated she could do that also.

A motion to adjourn was made by Ingles with a second by Woolford.  
Meeting adjourned at 11:23 a.m.

Respectfully submitted by Candi Bradshaw

Candi Bradshaw