



**LIVINGSTON COUNTY  
EMERGENCY  
TELEPHONE  
SYSTEM BOARD**

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**MINUTES OF LIVINGSTON COUNTY ETS BOARD**

**MEETING OF NOVEMBER 19, 2013**

Chairman Joe Stock called the meeting to order at 10:00 a.m.

Roll call showed the following present: Joe Stock, Mike Ingles, Cindy Knight, Al Lindsey, John McGlasson, Al Metzke and Jeremy Stoller. Absent were Mike Frickey, Jim Woolford and Chad Brown. Also present were Carl Borngasser, Livingston County Board; Scott Runyon, Pontiac Fire Chief; Tim Henson, Dwight Police Chief; Earl Rients, Livingston County Board; Carolyn Gerwin, Livingston County Board; Joan Bullard, Livingston County Board; Candi Bradshaw and Randy Wittenberg.

Chairman Stock led the Pledge of Allegiance.

A motion was made by Knight, a second by Stoller to approve the October 15<sup>th</sup> board minutes. Voice vote was unanimous.

A motion made by Metzke, a second made by Lindsey to approve the October financial reports. A roll call vote was unanimous.

**OLD BUSINESS:**

- a. Stock stated they had their users meeting on November 7<sup>th</sup> with about a dozen agencies attending. He stated everyone should understand they are asking for a 25% increase in dispatch fees. He opened it up for discussion with the board members. Metzke stated that Dwight had wondered if they could break up the 25% so it wasn't all in one year. Ingles stated in talking to some of the smaller agencies at the meeting they had wondered the same thing. Ingles stated that we would have to get intergovernmental agreements signed with all the agencies. He also stated the agreements would have to include annual increases within the agreements. He thought this would take quite a while to get done due to the agencies needing to formally adopt the

new agreements. He stated he thought the board needed another meeting and should perhaps attend some of the agencies meetings to answer any questions they may have concerning the increase. Lindsey stated he and Wittenberg had discussed going to town meetings and making a small presentation and asking if they had any questions. Joan Bullard brought up that Odell was going to have to put in a city tax if they want ambulance service due to Duffy's having to provide service to Odell.

It was discussed that the SA has the agreements worked up with the exception of the increases which will need to be plugged in. Further discussion was held on contacting the different agencies to see if they wanted anyone to come and give a presentation or answer questions. Carolyn Gerwin asked if the increase was already in the county's budget. Ingles stated it was not and it would take an amendment to the budget if the increase went through. McGlasson stated he would like the county to change the formula and find a way for the county to find a way to fund as much as possible other than from the general fund and tying our needs with their ability to invest in capital improvements.

Several discussions were held on the formulas used for dispatch fees and how they came to be. Another lengthy discussion was held on what to put into the agreements regarding annual increases and alternative funding options.

A motion was made to ask the State's Attorney to prepare the new intergovernmental agreements to include a 25% increase in dispatch fees with an annual increase of CPI or 5%, whichever is greater by McGlasson with a second by Ingles. A roll call vote was unanimous. Ingles said he would talk to the State's Attorney about making the new agreements.

It was decided that the board would contact agencies to make the offer to come to their meetings.

A meeting was set for a Finance Committee meeting for Tuesday, November 26<sup>th</sup> at 10:00 a.m. in the Historic Courthouse. This meeting would be to look at the agreements, go over the presentation and if any of them have any other thoughts. It was also decided they would attend the Ag and Zoning Committee Meeting for the county on Tuesday, December 3<sup>rd</sup> at 6:00 p.m. Ingles stated he would have Alina put it on the agenda. Lindsey stated he would be able to attend



along with Wittenberg. Ingles would be there but thought maybe the finance chairman should also go if possible. They would decide after the finance meeting to see who all they may need to attend.

The ¼% sales tax issue was discussed again and which election they would like it to be in, either the spring or the fall. Stock set up an Ad-Hoc Committee to work on the sales tax issue. He stated he had copies of the election calendar and would send copies out to everyone. The committee will consist of Knight as chairman, Lindsey, Ingles, Stoller and Metzke. Stock stated he also would be there and they need to get going.

#### NEW BUSINESS:

- a. Stock stated they had gone without a vice-chairman for several months and he would like for the board to elect a new one. He asked if anyone was interested or if anyone had a nomination. A motion to nominate Metzke as vice-chairman was made by Stoller with a second by Knight. Voice vote was unanimous.  
Stock also passed around a list of the new committees he had assigned. He stated if anyone had any objections to please let him know.
- b. Bradshaw stated the annual maintenance agreement from GeoComm is due. She stated it is for \$7,000.00. It has gone up \$120.00 this year. She stated it is in the budget. Bradshaw said they talked to GeoComm at the INENA Conference and they were told if they go with them for the upgrade they would take in consideration what we have already paid for this maintenance. A motion was made by Stoller to accept the maintenance agreement for GeoComm with a second by Lindsey. A roll call vote was unanimous.
- c. Stock stated it was time to vote on the Chamber Bucks for the employees for Christmas. They are for \$55.00 for each employee. A motion was made by Metzke with a second by Lindsey. A roll call vote was unanimous.
- d. Wittenberg stated he had been working with Tri-Tech on the CAD. He stated once we upgrade GeoComm we will have to update the CAD. He reported to update the system would be \$2,850.00. He said he would also need to replace the servers but does not yet have a price. Wittenberg stated he asked them to give him a price for 3 days of training and that was a little over \$7,000.00. He thought he may be

able to do some negotiating with them over that price. He also reported that at conference Stacen Gross from GeoComm talked to them about being a beta site but Wittenberg said he wanted a price first. He stated he is still waiting to hear back from GeoComm. He thinks between the two things we will save some money. Stock asked if Tri-Tech had a train the trainer program. Wittenberg stated they can do it remotely however, he said it's hard to train on software that way. He reported he hopes to get the training price cut down.

- e. Ingles brought up the past topic of their meeting room not being ADA compliant. He researched the issue and doesn't believe it meets those requirements and suggested we change the meetings place over to the Historic Courthouse in the committee rooms. He stated he asked Alina about the availability and she didn't see any conflict with our meetings. After a discussion on this subject the board was in agreement to move the ETSB Meetings over to the Historic Courthouse beginning with the November 26<sup>th</sup> Finance Committee meeting.
- f. Lindsey stated everyone needs to give some thought to the union contracts because that affects us directly on our cost to operate.

COORDINATORS REPORT: Bradshaw stated they had transferred another \$20,000.00 on October 10<sup>th</sup> to dispatch. She also stated the treasurer is working on cashing 911's last two CDs which total approximately \$16,338.06. She stated after those are cashed there are no more CD's for 911.

Bradshaw reported at conference she learned from ICC under Administrative Code Part 725 a section was added to the annual filing requirements, which would require her to do some additional work to gather that information. The information required is total of wireless and wire-line surcharge collected, number of calls, our expenditures etc. Bradshaw stated she is getting ready to send out call handling agreements to be reviewed and then begin her ICC filing.

She reported about the problems she had trying to get a monitor replaced on radio console 3. She said she finally had to call Ragan's in to fix the problem.

MANAGER OF COMMUNICATIONS REPORT: Wittenberg reported Charrissa Hensel has finished her training and is working the power shift. He stated her performance has been more than satisfactory from his stand point. He



stated he is going to recommend and write to the board that a letter of commendation be written to each of the telecommunicators that worked the event of October 30<sup>th</sup>. Wittenberg stated all five of them who worked that night did a great job. He said while listening to the recordings during all of what was going on they continued to handle all the other calls coming in seamlessly while their world was falling apart.

Wittenberg stated he is working with David Tuttle from Peoria to find a better way to test applicants. He said there is some new testing out and he wants to look at it before he hires the 11<sup>th</sup> telecommunicator.

Wittenberg stated they began a ride-a-long program for the telecommunicators with officers. He said he would like to reverse it after the first of the year and have officers come and sit in the communication center to see our end.

Wittenberg stated he learned a lot at the INENA Conference. He learned quite a bit from talking to other communication managers. He stated he also talked to Jason Barrickman, Josh Harms and Dan Brady while he was in Springfield about the wireless situation.

Wittenberg reported about 1/2 the staff are using the wireless headsets and are becoming more accepted as time goes on. He said he has two new dispatch chairs ordered and they will be in some time in December.

Wittenberg reported on several equipment problems which occurred and have been resolved. He stated the Fairbury tower is down at the moment but they can still page off the Chatsworth tower. He said Ragan's are extremely busy right now with the recent tornados that went through Washington. They will come and look at it as soon as they can. He also reported the Chatsworth tower is running on generator and he will be checking on it to see if there is a power loss over there. He also reported we lost the APC battery backup at Dwight and are in the process of replacing it.

Finance – Knight stated no report.

Personnel – Woolford was not present.

Public Safety – Lindsey stated no report.

Technical – Metzke stated no report.

Closing comments from the public – There were none.

Executive Session – (5ILCS 120/2)(c)(21) Semi-Annual Review of Executive Session Minutes and (5ILCS 120/2)(c)(1) personnel matters – Ingles made a motion to disregard (5ILCS 120/2)(c)(21) Semi-Annual Review and go into executive session under (5ILCS 120/2)(c)(1) personnel matters with a second by Lindsey. A roll call vote was unanimous. Regular meeting was suspended at 11:32 a.m.

Regular session resumed at 11:47 a.m.

There was no action resulting from executive session.

In closing comments from other board members, Metzke stated he was glad to be back on the board and is looking forward to working with everyone. Ingles asked Bradshaw to get the board list updated as soon as possible.

A motion to adjourn was made by Ingles with a second by Lindsey. A Voice vote was unanimous. Meeting adjourned at 11:49 a.m.

Respectfully submitted by Candi Bradshaw

Candi Bradshaw