

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

Chairman Joe Stock called the meeting to order at 10:02 a.m.

Roll call showed the following present: Joe Stock, Mike Ingles, Dee Woodburn, Cindy Knight, Al Lindsey, Al Metzke and Jim Woolford. Jeremy Stoller and Mike Frickey arrived at 10:08 a.m. Absent was John McGlasson. Also present were Marty Fannin, Livingston County Board Chairman; Scott Runyon, Pontiac Fire Chief; Earl Rients, Livingston County Board; Bob Young, Livingston County Board; Alina Hartley, Administrative Resource Specialist; John Oltman Jr., Tax Payer; Matt Wittenberg, Candi Bradshaw and Randy Wittenberg.

Chairman Stock led the Pledge of Allegiance.

Stock introduced Dee Woodburn as the newest ETS Board Member. He stated Chad Brown had resigned and Woodburn would be taking his place on the board.

A motion was made by Metzke, a second by Lindsey to approve the November 19<sup>th</sup> board minutes. Voice vote was unanimous.

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

**OLD BUSINESS:**

- a. Stock stated the number one thing they are working on is raising dispatch fees. He also stated they are going to attend meetings to discuss this and they had attended the Ag & Zoning Committee Meeting this month. He informed the board they will be attending Fairbury City Council Meeting in Fairbury at 6:30 p.m. and asked everyone on the board to please attend if possible.

Wittenberg passed out a 2014 capital expenditures sheet that he and Bradshaw have been working on. He stated it is not complete and they need to keep refining this sheet and gathering information needed for the meetings. He hopes to have it completed by the next Ag & Zoning meeting in January. It was asked if any of the capital expenditures are in the 2014 budget. Bradshaw stated the mapping and recording system are in this year's budget, \$70,000.00. Wittenberg stated he thought we hopefully will be below that figure. Bradshaw stated they are working on future years break down of capital expenditures also.

Ingles presented a paper (called exhibit A) he had prepared with the current formulas used for the agencies to pay to dispatch. He went through the sheet and showed how the four municipalities and county are paying per capita but the percentage amounts per capita for each municipality / county over the years have differentiated. He explained how this same differential has occurred with the fire departments EAV and the ambulances. He took the highest percentage for municipalities and the same for fire departments and used those figures. Ingles stated by resetting the base so each formula (per capita and EAV) everyone is paying the same percentage. He started by doing this we would gain approximately \$43,368.37 annually. He thought maybe this would get approved by the agencies to be in affect by April 1<sup>st</sup> before we could get a 25% increase passed. He thought this would get us a little more money and buy us another 6 months. A long discussion was held on this. It was discussed that no one wants to go backwards in time because centralized dispatch works very well and costs less than each entity doing their own dispatching. Ingles suggested that the board have the State's Attorney make out the new agreements with resetting the base for the amounts for each agency and then sending along a cover letter with agreements explaining this increase. He stated he would contact the State's Attorney and write the cover letter. He then said he would forward the letter on the Chairman Stock. Knight asked if we would still be asking for an increase besides this resetting the base. It was discussed that we would still be moving forward with some kind of increase because this alone will not be enough to sustain dispatch. Woolford stated we need to get a good solid figure on what we need to keep dispatch running



yearly so we know what we need to ask for in increases. It was also discussed that they need to look at a permanent solution to fund dispatch. A lengthy discussion was held on the ¼% sales tax issue and how that would work. A discussion was held on the Livingston County Host Fund as being used for capital expenditures because it would benefit all the citizens of the county. Wittenberg discussed the increasing of wireless fees not happening due to the legislation not moving on this issue.

A motion was made by Ingles to ask the SA to prepare the new agreements for all the agencies stating fees are being adjusted as presented in exhibit A, along with a cover letter explaining the resetting of the base percentages, have the effective date April 1, 2014 and keep the same language for annual increases as already in the old agreements with a second by Woolford. A roll call vote was unanimous.

Ingles stated as Wittenberg said earlier he would see Slagel and work with her on getting figures / information to bring back to the board.

Stock set up a Special ETS Board Meeting for Tuesday, January 7, 2014 at 10:00 a.m. to discuss centralized dispatch general increase.

#### NEW BUSINESS:

- a. Wittenberg reported they have had some issues in the last couple of weeks with animal calls. He stated he talked to Major Davis & Chief Henson about this issue. He said if LIV COM gets a call on a loose or vicious dog they will dispatch to the agency that call. He said it takes the liability off of LIV COM. He stated unless someone on the board had a problem with this he would re-instate this policy.
- b. Wittenberg also said he has had several telecommunicators who have gone above and beyond the call of duty within the last couple of months. He stated Chief Woolford sent a letter of commendation for TC Rodriguez who helped a lady in a burning house to get out of her house. He also read a couple of letters of commendation regarding the fatal accident involving Officer Kohlmeier and Officer Draco. The first was written by Sgt. Bohm for the exceptional performance of TC Kemnetz and TC Higgins in their handling of that incident. Sheriff

Lindsey also sent a letter of commendation for the same incident for their exceptional performance and dedication for TC Kemnetz, TC Higgins, TC Rodriguez, TC Kelly and TC Hensel, which he also read. He also read the letter of commendation written by himself to TC's Higgins, Kemnetz, Kelly, Rodriguez and Hensel for their professional and dedicated performance during the same fatal incident. Wittenberg stated these letters of commendations will be placed in each of their personnel files. Wittenberg stated he had to listen to that particular call many times due to having to make recordings for several agencies and the TCs did an extremely professional job.

COORDINATORS REPORT: Bradshaw reported that the last of the 911 CDs have been transferred to dispatch. She reported that the annual call handling agreements have gone out and she has received a couple dozen of them back already. She also said as soon as those are done she will start working on the annual ICC filing. Bradshaw reported she met with the new auditors on December 5<sup>th</sup> and gave them the information they requested. She stated she had mailed out the GeoComm maintenance agreement which was approved by the board. Bradshaw reported she had the annual LCMAA meeting for January all set up at Bernardi's for January 16<sup>th</sup> to thank the agencies for their assistance and manning the call boxes throughout the year. She also stated she and Wittenberg were working on getting the information ready for the next Ag and Zoning meeting and the town meetings coming up. She informed the board they will have 4 radio licenses coming up for renewal in 2014, 2 in March and 2 in July. She stated she had already contacted Ragan Communications and Neal already has them flagged in his computer. Neal stated they could not renew them any earlier than 90 days before they expire.

MANAGER OF COMMUNICATIONS REPORT: Wittenberg state TC Hensel is working the power shift and pretty much on her own. He said they are working on smoothing out some rough edges with her, which is natural. He stated they tested 14 applicants and 6 passed the test. He reported 2 took jobs elsewhere and one took a job at the jail. Wittenberg stated they are in the observation stage right now. Wittenberg reported the ride-a-longs have been completed and the feed-back from officers and telecommunicators has been good. He stated he will try to do this again in about 6 months. He also stated he will be talking to the Sheriff and Chiefs about getting some of



their officers into LIV COM to observe for about 4 hours to get a better understanding of the dispatch side of the job.

Wittenberg said he along with Knight, Stoller, and Stock went to the Ag & Zoning Committee to discuss dispatch increases. He said they asked for the capital improvement plan which they are working on.

Wittenberg stated he and Lindsey have met with Supreme Radio, who are the Star Com provider for Illinois for this area. He said they have some areas within the county that have bad radio coverage. He stated they are going to take a hard look at what is best for everybody as far as a radio system. He didn't know if that would mean keeping the current system we have or getting a different one. He thinks this a matter of long term costs, narrow banding coming down the road again, having to possibly add towers, etc. He stated they need to look at all the alternatives to make sure they are doing the right thing for LIV COM and all the agencies involved. He stated there are parts of our county that have little or no coverage and that creates an officer safety issue.

He stated the 2 new chairs are in. He reported on a couple of tower issues, one being in Fairbury from the bad storms a couple weeks ago and that we lost the UPS's at Dwight and Manville. They have been replaced and the Fairbury problem has been fixed. He said after the first of the year they would go around and look at all the UPS's at all the tower sites and replace those that need replacing.

Wittenberg reported they are starting the process to look at a new recording system. He also stated they continue to work with GeoComm on a new mapping system. He stated he wanted to institute a new policy that if they have 3 telecommunicators on duty working that on their break one can go outside for their break as long as they take a portable radio to monitor what is going on and come back in if needed. He stated if anyone has a problem with that they can contact him to discuss it. He will wait a couple of days before he makes the policy.

Stock asked about the new headsets. Wittenberg stated they are working and the telecommunicators are starting to use them more and more.

Another lengthy discussion was held on Star Com and towers.

Finance – Knight stated no report.

Personnel – Woolford stated no report at this time.

Public Safety – Lindsey stated no report.

Technical – Metzke stated no report.

Ad-Hoc – Knight, no report.

Closing comments from the public – John Oltman just reported several years ago the Mazon elevator had trouble with Motorola radio coverage and they used Nextel direct connect with their cell phones to solve their problem.

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 for this month and put it on the agenda for the regular January 2014 agenda with a second by Metzke. Voice vote was unanimous. Executive session under (5ILCS 120/2)(c)(1) personnel matters was not needed.

There was no action resulting from executive session.

In closing comments from other board members, Stock stated he hoped everyone has a nice holiday and to be safe.

A motion to adjourn was made by Frickey with a second by Woolford. A Voice vote was unanimous. Meeting adjourned at 11:35 a.m.

Respectfully submitted by Candi Bradshaw Candi Bradshaw