

MINUTES OF VERMILLION VALLEY REGIONAL EMERGENCY COMMUNICATIONS JOINT AUTHORITY / ETS BOARD

MEETING OF DECEMBER 20, 2016

Woolford stated since the new board has no officers at this time if no objections he would go ahead and start the meeting. Woolford called the meeting to order at 11:13 a.m.

Roll call showed the following present, Jim Woolford, Al Metzke, William Flott, Paul Johnson, Mark Travis, Robert Turner and Scot Wrighton. Robert Young is sitting in for Mike Ingles. Absent were Mike Ingles and Jerry Causer. Also present were Alina Hartley, Livingston County Administrative Specialist; John Clemmer, Livingston County Financial Specialist; Colleen Fogarty-Metzke, Candi Bradshaw and Randy Wittenberg.

Woolford led the Pledge of Allegiance.

NEW BUSINESS:

Election of Chairman and Vice-Chairman – Wrighton stated he values continuity and with all the changes taking place he talked to Woolford to see about his willingness to be chairman of the new board. He stated he would like to put in the name of Woolford as Chairman. Flott requested if they could do a joint nomination with Metzke as Vice-Chairman. Wrighton stated he would like to make an amended motion to nominate Woolford as Chairman and Metzke as Vice-Chairman with a second by Travis. Nominations were closed. A voice vote was unanimous with all ayes.

Adopt By-Laws – Woolford stated they were not quite ready to adopt the by-laws. Wittenberg reported the by-laws were approved by the county board pending attorney approval of some changes made the week before in a meeting with Hartley, Clemmer, Sear and himself. He stated they are with the attorney and hopefully he will have them back for the next meeting. Wrighton suggested they go ahead and use the by-laws as they have them to guide them through the balance of the current meeting if it was

acceptable to the rest of the board. The board members stated they were all in agreement.

Appoint other officers of the board – Woolford started a discussion on appointing the secretary of the board and the Vermillion Valley Treasurer. A motion was made to appoint Livingston County as Treasurer as well as they would like to appoint Bradshaw as Secretary to the Vermillion Valley Board by Flott with a second by Metzke. A roll call vote was unanimous.

Wrighton asked about whether they would need to get a bond in regards to the Treasurer. Clemmer stated he would check on that and let them know.

Assignment of terms – Wittenberg requested to the Chairman to table the assignment of terms until the next meeting after the adoption of the by-laws. A short discussion was held with the Chairman asking Wrighton to explain how the terms are laid out within the by-laws. Chairman Woolford stated they would table assignment of terms until the next meeting to do after the adoption of the by-laws.

Name Executive Director – Woolford stated the Director would be the overseer of Vermillion Valley to have one top person and that person will hire the 911 Coordinator as well as the employees. Woolford stated at this time he would entertain a motion to hire Randy Wittenberg as Executive Director. Wrighton stated he would second the motion however he would like to add that at the next meeting Wittenberg bring a job/position description. A discussion was held on whether to hire the Director before the assignment of terms and on the by-laws not matching the same title as in the other agreements. An amended motion to appoint Wittenberg as Emergency Communications Director with a recommendation he hire Bradshaw as 911 Coordinator was made by Wrighton with a second by Metzke. A roll call vote was unanimous with all ayes. Wittenberg stated he will have position and job descriptions available at the next meeting. A discussion was held on this. Wittenberg stated he appreciated the board's confidence they have in him. He gave the board some of the things he will be trying to accomplish moving forward.

Adopt 2017 Meeting Schedule – Woolford recommended they stick with the same schedule they have now but try to move the location closer to where the business is located. Woolford also stated while they are having dual meetings they would stay at the courthouse. A motion was made to adopt the same meeting schedule adopted for Livingston County ETSB by Turner with a second by Travis. A voice vote was unanimous with all ayes.

Clemmer stated he wanted to make sure they knew they would have to have a budget in place and ready so they would need to have a meeting after January 11th but before February 1st in order to start doing business on Feb 1st. He stated they would have to do a proposed budget and then come back and approve the budget before the time frame because you can't spend any money until you have a budget.

Wittenberg stated he will not need an executive session at this meeting but will have one at the next meeting.

Wrighton stated since there will now be alternates for the board members that they should also be put on the distribution list for all notices and packets. Wittenberg requested they get that information to Bradshaw. Bradshaw stated she would need e-mails and cell phone numbers for all the alternates. Wrighton stated Gary Bird is Streator's alternate. Wittenberg stated he would call Dwight to get that information for their alternate. Woolford stated Runyon is Pontiac's alternate.

Closing comments from the public – None.

There was no need to go into executive session.

Closing comments from Chairman or board members – Chairman Woolford thanked the board for their confidence in him to begin this new process. He stated he looks forward to this venture and feels it will help us to move forward.

Wrighton asked if there were any updates on other units of governments since the last meeting. Wittenberg reported he is continuing to have some discussions with several other counties. He stated it is getting close to the deadline for other counties to consolidate so he believes he will hear from more. He stated some that don't have to consolidate are having money troubles. A discussion was held on this topic.

Flott inquired about an article he saw in the paper about life alert. Wittenberg and Woolford gave him an explanation of how that works. It was discussed how the addresses for these customers change and they do not update our information. Flott stated he thought we should have some positive PR for the new group. Woolford thought one of the big positives is the new CAD System due to the very useful information that comes up with an address especially for new officers and other towns they may have to go to. Flott inquired about the blue lights at the new train station. Bradshaw

stated she had a phone call about that and she stated she has tried to call the person back to no avail. Bradshaw stated it is illegal in Illinois for those telephones to directly dial 911 because they are considered automatic dialers.

Wittenberg stated he could put together a press release about the new entity. It was also suggested that he and Woolford go on the Community Forum in Pontiac and also in Streator at WSPL by telephone.

There being no further business a motion to adjourn was made by Wrighton with a second by Flott. Voice vote was unanimous. Meeting adjourned at 11:45 a.m.

Respectfully submitted by Candi Bradshaw 