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MINUTES OF LIVINGSTON COUNTY ETS BOARD
INFORMATIONAL MEETING OF JANUARY 11, 2017

Chairman Woolford called the meeting to order at 11:03 a.m.

Roll call showed the following present, Jim Woolford, William Flott, Mark Travis, Robert Turner and Scot Wrighton showed up at 11:10 a.m. Absent were Al Metzke, Mike Ingles, Bob Meiner, Paul Johnson and Tony Childress. Also present were Robert Young, Livingston County Board Chairman; Alina Hartley, Livingston County Administrative Specialist; John Clemmer, Livingston County Financial Specialist; Ginger Harris, Livingston County Bookkeeping; Ben DuBois, Supreme Radio Communications; Candi Bradshaw and Randy Wittenberg.

Woolford stated there were not enough board members present for a quorum so this would be an informational meeting only.

Woolford led the Pledge of Allegiance.

Woolford stated they would not be voting to approve the board minutes but asked if there were any questions or corrections on the December 14th & 20th Minutes presented to the board. There were none.

Woolford asked if there were any comments or corrections on the December Financials. There were none.

OLD BUSINESS:

Dwight Radios – Wittenberg stated they had good conversations with Motorola and Grundy County. He reported it looks like they picked a site in southern Grundy County and will begin moving forward with that site. He stated the way the engineering report came back it should solve the portable problem in Dwight for the most part. Flott inquired about radios in some of the schools. Wittenberg reported it is a test program going on called Safe Schools. He explained how those work.

Governance Agreement – Wittenberg stated they did get a revised copy back from the attorney yesterday. He stated he has not had time to review it however, he and Hartley are planning on reviewing it today and barring any changes he would ask the board to vote on it today. He also stated any

changes they have to make will be sent over to the State's Attorney and have him make any additional changes needed.

NEW BUSINESS:

UPS Maintenance Agreement – Bradshaw reported the annual maintenance agreement they do every year for the big UPS downstairs went up \$136.83 from last year. She stated last year it was \$4,561.00 and this year it is \$4697.83. She stated they do 2 PM checks every year and the current agreement ends in February. Bradshaw also reported they came on January 6th and replaced the bad battery cable they found in the last maintenance inspection.

Purchasing Scheduling Software – Wittenberg explained the new scheduling software system and how it would save paper, time, possible errors etc. He explained how it would work electronically. He stated they could grow up to 31 employees before the price would go up. The cost is \$4,017.60.

Power Phone Software – Wittenberg stated he is going to table the Power Phone Software due to the possible grant they are going to apply for from bringing in Streator. He did report how our current system is a flip card system. He stated the new system works with their CAD and as soon as they type in "chest pain" it pops up on their screen telling them step by step what to do. Wittenberg stated it is expensive but he feels this would help tremendously on getting people help. Travis agreed this would help and Turner stated they had it previously and liked it.

COORDINATORS REPORT: Bradshaw reported she has been working on the Call Handling Agreements and making all the requested changes. She reported she deposited the Reconciliation Check from Streator. She stated she deposited it into 911 since it was 911 funds and then she transferred it into dispatch to cover expenses. She stated in talking it over with Clemmer they felt this would make it easier for the auditors to track. Bradshaw reported all 3 generators have had their maintenance check and all checked out good however, one battery has a few years on it and they will have to keep an eye on it. She also told the board about the annual LCMAA dinner hosted by LIV COM on January 26th at Bernardi's II at 6:00 p.m.

MANAGER OF COMMUNICATIONS REPORT: Wittenberg reported that he and Woolford have spent the last week interviewing all of their current employees. This will be discussed further in the Vermillion Valley meeting. He reported most of his time has been taken up with taking care of the Vermillion Valley Governance Agreement and the Tower up in Dwight area. He stated they have had some problems with their radios. Yesterday was

really bad but he thought it was due to the winds they were having. A discussion was held on the burning up of time by employees but either way Wittenberg stated they will have to pay them out. He stated overtime has been down the past couple of weeks. A discussion was held on the buy-out of vacation time and comp time of employees and if it could possibly be paid out over a 3 month period. Harris of bookkeeping stated she thought legally they would have to pay out these two within 30 days, preferably the next pay check. Wittenberg stated the employees are concerned about the amount of taxes taken out all at once and he said he would try to help them out with this if possible which is why he was asking. It was stated these payments would go out on the last pay checks from Livingston County ETSB. Wrighton stated unless Vermillion Valley assumes the obligation to pay out.

Closing comments from the public – Young inquired if the Vermillion Valley budget needs to be publicly displayed for 15 -20 days. A discussion was held on the tight time frame they are working on with getting the proposed budget adopted before they can spend money out of Vermillion Valley.

There was no need to go into executive session.

Closing comments from Chairman or board members – Chairman Woolford stated they will need to have a quorum to get a lot of business for the Livingston County ETSB completed.

There being no further business a Woolford stated they would adjourn this Informational Meeting of the ETSB. Meeting adjourned at 11:20 a.m.

Respectfully submitted by Candi Bradshaw Candi Bradshaw