

VERMILION VALLEY
REGIONAL EMERGENCY COMMUNICATIONS
JOINT AUTHORITY

VERMILION VALLEY REGIONAL E.T.S.B.

**MINUTES OF VERMILION VALLEY REGIONAL EMERGENCY
COMMUNICATIONS JOINT AUTHORITY / ETS BOARD**

MEETING OF NOVEMBER 28, 2017

Vice-Chairman Metzke called the meeting to order at 11:05 a.m.

Roll call showed the following present, Al Metzke, William Flott, Paul Johnson, Mark Travis, Robert Turner, Scot Wrighton and Mike Ingles. Absent were Jim Woolford, Jerry Causer. Alternate filling in for Causer was Chief Runyon. Also present were Candi Bradshaw and Randy Wittenberg.

Metzke led the Pledge of Allegiance.

Metzke stated the Board Minutes had been presented from the October 11th meeting and if there were no comments he would entertain a motion to approve. A motion was made to approve the October minutes by Wrighton with a second by Ingles. Voice vote was unanimous with all ayes. Motion carried.

Metzke asked for a motion to approve the bills for October. A motion to approve was made by Flott with a second by Wrighton. A roll call vote was unanimous with all ayes. Motion carried. A motion was made to approve the financial reports for October was made by Ingles with a second by Johnson. A roll call vote was unanimous with all ayes. Motion carried.

OLD BUSINESS:

Crime Stoppers – Turner asked to talk about Crime Stoppers. Wittenberg stated he has talked about this topic throughout the county and with Turner. He stated he didn't think there would be a cost other than for the telephone line to bring it in. He stated he felt they could answer the phone line which should only be from 10—50 calls a month and would be a good service for them and beneficial to the whole county. Wrighton stated he felt it should be called the Vermilion Valley Crime Stoppers, which Wittenberg and the

board agreed. Wittenberg stated they would get the details and have them ready for the next meeting and if they get it approved they could then put it in place in February. Turner stated he should go the Crime Stoppers next meeting in Streator and Wittenberg stated he should go with him also. A discussion was held on what the Streator Board for Crime Stoppers actually does, where the money comes from, etc. A discussion was held on some of the things that will need to be done. Wrighton stated the Streator Crime Stoppers doesn't actually oversee Crime Stoppers, but only supplies the money that would be paid out on tips that lead to an arrest. Turner stated yes they are the ones who either approve or disapprove the payout. A discussion was held on costs such as putting information in the local papers. Wrighton stated another cost could be for staff time for a liaison between the current Streator Crime Stoppers Board to evolve into the Vermilion Valley Crime Stoppers. Wittenberg stated at some point they would have to put together a Crime Stoppers Board. Wrighton asked if Turner would be willing to take the lead on this task along with Wittenberg to take the core of what Streator has now and make it Vermilion Valley. Turner said yes. The board was in agreement.

NEW BUSINESS:

FY2018 Budget – Wittenberg started with the 911/wireless budget. He stated the estimated at the top should be \$175,350 as the beginning fund balance. Wrighton stated these 2017 numbers were for 11 months. Wittenberg reported they would come in under budget. He reported the 2018 budget remains relatively flat. He said the one thing he can't get a handle on is the Money Market money. He doesn't think that money is in there but is not sure of it. He is trying to get it confirmed with Clemmer. Wrighton stated he thought there should be a bigger beginning fund balance than what they have due to things happening such as unfunded mandates, towers coming down, etc. His recommendation to the board is they need several different board policies on what to do with investments, how to manage finances, purchasing etc. He feels it is good financial practice to have around 25% of your budget as a beginning balance / ending balance, etc. He stated there are several ways to get to this goal and recommend that to be a part of their budget adoption. Ingles agreed with saying they also need to set aside a certain amount of money every year for inevitable capital expenditures. Wittenberg stated he feels going forward they need to be more active with the finance committee and the finance committee needs to spend more time meeting monthly going through the budget and going back to the board to make those proposals as to how we should go forward and operate. A long discussion was held on this and what will be coming

down the road for expenses. Flott brought up the Spillman maintenance of \$57,000.00 coming down the road in 4 years. Ingles brought up the user fees and with that being their only source of income they will have to look at possible increases to help get revenue up. A long discussion was held on this and several other options to get this done. Wrighton stated he was in favor of Wittenberg's recommendation of having the Finance Committee make recommendations to him for the next meeting in January for some of the policies and initial response of an incremental increase. A discussion was held on incremental increases and how to go about doing this, including talking to all of the agencies.

Wrighton made a motion that the maximum amount allowed under the cost of living adjustment in the Governmental Agreements be implemented for the new fiscal year, beginning January 1, 2018 and that the Finance and Budget Committee be requested to come back to the next meeting with recommended Financial Policies and a draft long range plan for achieving the financial goals. Ingles seconded the motion. Travis stated he thought they needed to get comparisons from other counties also. A lengthy discussion was held. Roll call vote was unanimous with all ayes. Motion carried.

Wittenberg went through the dispatch budget. He went through the revenue saying it includes the CPI increase. Wittenberg stated the EAV in Livingston County is for the fire departments and does not include the EAV for those fire departments with area outside of Livingston County his numbers. A long discussion was held. Wittenberg reported that in their next cycle they probably will be going to a fire desk. Wittenberg also reported that Fire and EMS will have their own dispatcher due to their calls tend to be longer. He explained why they need this. He also reported the \$39,500 he has to the side of the budget is what is cost to support their legacy UHF radio system this year so far. It was discussed that the finance and budget committee needs to discuss this and what they need to do with the UHF issues. A discussion was held on trying to get the fire departments to migrate over to Star Com and the costs of the UHF system. Wittenberg also explained the problem with having an old voter system and not being able to get new parts anymore. Johnson stated one thing that they need to get from Motorola is the actual user fee costs for the fire departments. Metzke stated also the paging is another piece of the pie for the fire departments. A discussion was held on how many portable radios each fire department truly needs. Wittenberg stated this is another function of the finance and budget committee to help come up with that plan.

Wittenberg talked about the maintenance agreements within the budget. He said they would come out with a positive end fund balance. A motion was made to approve the budget to put the budget on display for 30 days and approval at our January meeting with the understanding there are some policy items embedded in this that have to be decided by the board later was made by Wrighton with a second by Travis. A roll call vote was unanimous with all ayes. Motion carried.

Renewal of Liability Insurance - Wittenberg stated it remained flat from last year. He stated it is with the Illinois County's Risk Management and is \$20,338.00. A little more than last year because last year but was for 10 months. A motion was made to renew the liability insurance by Flott with a second by Ingles. A roll call vote was unanimous with all ayes. Motion carried.

Adopt 2018 Meeting Schedule – Wittenberg presented the monthly meeting schedule for 2018. A motion was made to adopt the 2018 monthly meeting schedule by Ingles with a second by Travis. A voice vote was unanimous with all ayes. Motion carried.

Revision of By-Laws – Not needed.

ICOP – Wittenberg stated Chief Woolford and he negotiated the agreement with ICOP. He said they did this in 2 meetings. Wittenberg went through the contract and pointed out the all of the changes within the contract and gave explanations where necessary. A motion to approve the ICOP contract contingent upon the dispatchers approve it was made by Travis with a second by Turner. A roll call vote was unanimous with all ayes. Motion carried.

A discussion was held on whether to have one budget instead of two budgets.

Coordinator's Report – Bradshaw reported nothing other than her report.

Director's Report – Wittenberg stated he had nothing further.

Closing comments from the public – None

Closing comments from Chairman or board members – Runyon asked when Wittenberg would continue with the Spillman part for the fire departments. He said it was his very next project after the budget.

There was no need to go into executive session for (5ILCS 120/2)(c)(1)
Personnel Matters

There being no further business a motion to adjourn was made by Ingles
with a second by Travis. Voice vote was unanimous. Meeting adjourned at
1:00 p.m.

Respectfully submitted by Candi Bradshaw *Candi Bradshaw*