

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 MAY 16, 2018

Vice-Chairman Metzke called the meeting to order at 11:04 a.m.

Roll call showed the following present, Jim Woolford, Al Metzke (11:09), William Flott, Mark Travis, Scot Wrighton, Scott Runyon filling in as alternate for Jerry Causer, Gary Bird filling in as alternate for Robert Turner, Paul Johnson and Mike Ingles. Absent were Robert Turner and Jerry Causer. Also present were Dave Lander, Supreme Radio; Erica Blumberg, Mack and Associates; Alina Hartley, Liv. Co. Executive Director; Diane Schwahn, Liv. Co. Director of Finance; Colleen Fogarty-Metzke; Candi Bradshaw and Randy Wittenberg.

Woolford led the Pledge of Allegiance.

Woolford asked everyone to continue standing for a moment of silence for William Martin Travis.

Woolford stated the Board Minutes for April 11th were in their packets and asked if there were no comments he would entertain a motion to approve. A motion was made to approve the Board Minutes of April 11th by Flott with a second by Runyon. A voice vote was unanimous with all ayes. Motion carried.

Woolford asked for a motion to approve the financial reports and bills for April. A motion to approve was made by Ingles with a second by Bird. A roll call vote was unanimous with all ayes. Motion carried.

OLD BUSINESS:

Crime Stoppers – Wittenberg stated he is still waiting to hear back from the attorney. He said it is still on hold. Wrighton asked if once it was complete would there be some publicity in which Wittenberg stated yes. He also stated there will be a finance committee meeting to discuss the funding of Crime Stoppers. Wittenberg stated he has already talked to a few police agencies about getting some money out of their drug funds for start-up money. A discussion was held on

this topic. He stated they would have to pay for the phone line and an occasional reward.

As brought up on the floor –Flott asked about Dwight radios. Wittenberg stated they are supposed to be up and running by May 14th. He said they were waiting on a part and Wittenberg stated he has no recent contact with them.

NEW BUSINESS:

Update on New Financial Policies – Wittenberg stated there were no updates at this time but said they need to start back having meetings beginning next week.

Audit – Erica Blumberg from Mack and Associates gave her report for the 2017 audit. She passed around the bound copies of the audit. She stated overall the audit was very smooth and was able to get everything they needed in a timely manner. She stated they did have to wait for some reports from IMRF due to this being the first year for IMRF with the new entity. She stated since they had done the LIV COM audit in the past it made this transition a little easier for them.

She ran through the audit and pointed out some things in the financial statements. She explained what the "Independent Auditors' Report" is. She went on to explain the Statement of Net Position. Erica explained the difference on this audit from before is the long term items which would be pension (IMRF) and payroll related. She reported it was up significantly due to this is the 1st year of operation for Vermilion Valley and because IMRF has not had a chance to get funded yet for employees. She reported she expects over time for this to remain the same or go down and explained why. Flott asked if they should be budgeting more to get this figure down. She replied no and explained IMRF will make adjustments as we go. She also added that currently Vermilion Valley has no assets of its own. The county retained ownership of the assets per agreement. She reviewed the Statement of Revenues, Expenses and Changes in Fund Net Position. She explained the amount of approximately \$300,000 was transferred over from the old entity to the new entity and what receipts were transferred over. Finally she went over the Statement of Cash Flows and Agency Funds. She went over Internal Controls. She stated they came up with 2 findings primarily having to do with a new entity. The first dealt with Policies and Procedures. She stated by default we operated under accounting procedures and policies of the county and the old Liv Com, but we do need formalized specific policies and procedures to our new organization. The 2nd was to do with what was going on at the accounting office at the county related with documentation and procedures which are under way. She explained the significant audit adjustments and that those adjustments were almost all related to the new organization and IMRF pension adjustments which were talked about earlier.

A discussion was held on whether this new organization if needed due to some major catastrophe would they be able to borrow money with having no assets. Wrighton stated they would have to use their revenue stream or the auditor said

you would have to work with the county for collateralization or something along those lines. Wrighton asked if there were any recommendations other than the financial policy and procedures and collateralize our assets. She stated nothing that was significant enough to warrant attention of the board. She stated overall the day to day operations, controls and processes around the accounting functions are very strong. They did not find any compliance issues regarding expenditures that were not allowed etc.

Wrighton led a discussion was on the agreement between Vermilion Valley and the County being reimbursed for overhead expenses is accurate. He stated there was good faith on both parties. He asked if they evaluated that reimbursement to see if it was accurate. She stated they did not and it was beyond the normal scope of an audit but could be done as extra procedure by being asked to do.

Wrighton asked if having two funds with the transferring of fund between them the right way to do this or should they be one fund combined. She stated she has seen it done both ways. They have left it up to the discretion to the ETSBs. And she did explain why. She did state if they wanted to change that in the future they could work with us on that.

Alina reported that John Clemmer is no longer with the county and Diane Schwahn is now the new Director of Finance for the County. She reported the County has worked with this current auditing company for quite a while now. She reported on a few of the items they are working on their developing oversight issues for the department. Another discussion was held on the division of the two Vermilion Valley accounts and whether it was the best way to do this. Wrighton stated they in the future should re-evaluate this way of doing this. A discussion was held. Ingles also asked if being a new entity is it safe to assume that as the county develops their policies and procedures we can take advantage of that and not have anything unique to our situation. The auditor stated that would be a good beginning point but make any unique adjustments as necessary. Another discussion was held. Flott asked the auditor if since they do other ETSBs could she share the rates they charge. She stated off the top of her head she could not because she doesn't know them. She they could get it for us. She stated her company does the audits for LaSalle, Grundy and Kendall Counties.

Wittenberg stated he has met with Grundy and one of the things discussed was how we are funded with our agencies and are going to share information between them. They will also do some training together. A discussion was held.

A motion was made to accept the auditor's report was made by Wrighton with a second by Flott. A roll call vote was unanimous with all ayes. Motion carried.

UPS Capacitors – Wittenberg reported the latest maintenance check for the UPS system downstairs showed some issues with the capacitors, which are 14 years old and the technician said they need to be replaced. He explained what the UPS does. He stated to replace them the labor and parts would \$3,039.21. He discussed as to

whether this was a proprietary repair issue or if they could get a competitive bid. He said there is also a warranty issue. Ingles asked if there was another company that could give us a maintenance agreement. Wittenberg stated he would have a conversation with some people he knows in the electrical field to see if this needs to be done and maintenance agreements. A discussion was held on this issue. A motion was made by Ingles that if and when Wittenberg and Bradshaw are satisfied the capacitors need replacing to go ahead and do it with a second by Flott. Woolford said they need to follow the spending requirements of the board. A roll call vote was unanimous with all ayes. Motion carried.

EMD – Wittenberg stated EMD is Emergency Medical Dispatch. He went on to explain what EMD is. He stated they currently are certified through Power Phone. He reported the dispatchers do a great job of this and also talked about what requirements and training are needed. He stated there are some additional state statute requirements to do some additional reporting. He is working with Grundy County and OSF to be certified with the Dept. of Health. A lengthy discussion was held on this topic as well as more training for a type of triage for calls. Wittenberg stated this should also help with our liability insurance. Another discussion was held on possible costs and advantages. Wrighton stated it was his recommendation that the board goes down this road. Woolford asked Wittenberg to explain what if any authority does the OSF medical director bind us to. Wittenberg stated by having protocols in place and the medical director periodically reviewing some of our calls and procedures it will limit liability for us. It allows us to have a more effective and efficient service.

Wittenberg gave an example of EMD used recently with a shooting victim. He stated he believed the dispatchers probably helped saved her life. Woolford stated it is the board's direction for him to continue working on EMD certification.

As brought up on the floor - Employee recognition policy – Woolford stated he thought they should think about an employee recognition policy. Wittenberg stated they used to do this on a regular basis. Travis agreed with Woolford.

Coordinator's Report – Bradshaw reported she put into the packets that they started getting the new \$1.50 surcharge. She explained what the sheets contained and reported how much her last check was for. She also reported the state certification for telecommunicators has been put on pause and the state had released its sexual assault curriculum for telecommunicators to go through.

Wrighton asked about the annexations from LaSalle County into the city in regards to surcharge being switched from LaSalle County into Vermilion Valley. Bradshaw stated she would be talking to her contact from Frontier to get those changes made.

Director's Report – Wittenberg stated he has gotten some push back from some fire departments about the new EAV charges. He explained it to them and most understood. He also explained how some FD's have some sections in their districts

that they are not receiving tax monies for. He stated we will be working with the Assessor's Office to try to get this straightened out. A discussion was held on this topic and how they will have to talk with the fire departments about this because they are who we got those original district lines from.

Runyon asked about the Spillman Modules with Wittenberg responding they are waiting on Spillman at the moment. He did report they get all of their updates caught up. He was asked if the bugs within the Spillman system have been fixed. Wittenberg stated he had some telecommunicators at a conference in Galena with Spillman and he would check with them when they get back.

Closing comments from the public – None.

Closing comments from Chairman or board members – None.

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

Wittenberg stated at the next meeting we would do our semi-annual review of closed minutes. A discussion was held on whether Vermilion Valley would take on the closed minutes of Livingston County ETSB. Wittenberg is to check with the State's Attorney's Office.

There being no further business a motion to adjourn was made by Flott with a second by Ingles. Voice vote was unanimous. Meeting adjourned at 12:18 p.m.

Respectfully submitted by Candi Bradshaw 