

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 OCTOBER 10, 2018

Chairman Woolford called the meeting to order at 11:00 a.m.

Roll call showed the following present, Jim Woolford, Al Metzke, William Flott, Mark Travis, Mike Ingles, Robert Turner, Scot Wrighton, and Scott Runyon (arrived 4 minutes late). Absent was Paul Johnson. Also present was Diane Schwahn, Liv. Co. Director of Finance; Sheriff Childress, Sheriff of Livingston County; Dave Lander, Supreme Radio; Candi Bradshaw and Randy Wittenberg.

Woolford led the Pledge of Allegiance.

Woolford stated the Board Minutes September 12th and Finance Minutes for September 12th and September 27th 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 September 12th, Finance Minutes for September 12th and 27th were by Wrighton with a second by Travis. A roll call vote was unanimous with all ayes. Motion carried.

Woolford stated financials were in their packets and if no discussion he asked for a motion to approve the financial reports and bills for September. A motion to approve was made by Metzke with a second by Turner. A roll call vote was unanimous with all ayes. Motion carried.

OLD BUSINESS:

Approve VV ETSB Financial Policies - Travis asked everyone to look over the Restricted Capital Projects Reserve Policy and the Restricted Operating Reserve Policy. Wrighton stated on the Restricted Capital Projects Reserve Policy there was an attachment which is the 5 year equipment replacement plan. A discussion was held on the equipment plan. Wittenberg was asked a few questions concerning consoles. Woolford asked if there was any discussion on the "Restricted Operating Reserve Policy". He stated they have a final goal of having 25% total of all annual funds budgeted less reserve and interfund transfers. Wrighton stated having a

policy like this is good to have as it helps demonstrate our financial stewardship and we already need it as they will see in the budget. Woolford asked if there was any discussion on the Restricted Capital Projects Reserve Policy. He stated if no discussion he would entertain a motion to approve both of the Financial Policies. A motion was made to adopt both the Restricted Capital Projects Reserve Policy as well as the Restricted Operating Reserve Policy by Flott (all 3 pages including equipment plan) with a second by Wrighton. A roll call vote was unanimous. Motion carried. Woolford thanked Travis, Wrighton and Flott for all the work they put into the financial policies as well as Livingston County for helping us to get into a position we need to be going forward.

Approve 2019 VV ETSB Budget – Wittenberg stated if they looked at the bottom of the dispatch budget they are transferring money to the Restricted Capital Projects Reserve Fund as well as the Restricted Operating Reserve Fund. He also pointed out both funds have a positive fund balance. He said at this point they are holding the fiscal line and able to replace some equipment they need to replace. Wrighton stated it is time to make a report to the Big 5 and with the budget assuming a 2% increase instead of CPI being a little higher it shows we are being prudent, meeting our reserves and capital and didn't take all that we could have taken from the CPI. A discussion was held on a few line items. A motion to adopt the 2019 budget was made by Travis with a second by Ingles. A roll call vote was unanimous with all ayes. Motion carried. Wittenberg stated to let the minutes show that they will put the budget on display for the next 30 days and approve the final budget at the next board meeting. A discussion was held on where the budget would be displayed for the 30 days.

Woolford stated he and Wittenberg will get together and put together a communications plan for the Big 5.

As brought up on the floor - None

NEW BUSINESS:

Welcome Scott Runyon as new board member – Woolford welcomed Scott Runyon as a new full member of the board replacing Jerry Causer.

Welcome Major Dan Davis as new alternate to board – Woolford also welcomed Major Dan Davis as the new alternate board member for Pontiac.

Approve VV ETSB Generator Maintenance Auto Renewal Plan - Wittenberg explained the maintenance was already in the budget and that didn't need to be approved however, the new option of doing auto renewal, which would mean no more than a 4% increase a year. He also stated they could opt out of this agreement at any time. Bradshaw reported they would also get a discount this year if they choose to do the auto renewal. A discussion was held. A motion was made to approve the Generator Maintenance Auto Renewal Plan by Travis with a second by Metzke. A roll call vote was unanimous with all ayes. Motion carried.

As brought up on the floor – Travis brought up the topic for discussion concerning the current UHF radio system. He stated they had talked about by January 1, 2019 giving notice to all the fire protection districts that by January 1, 2022 we would be off line. Wrighton stated they had discussed this before but thought now is the time to finalize it so they have plenty of advance notice. A discussion was held with Wittenberg stating who is currently on Star Com, going to Star Com at this time and are now down to the smaller fire departments within the county and SELCAS. He stated it's to the point if they are going to maintain that radio system it will cost them hundreds of thousands of dollars beginning in 2020 due to having to replace equipment. He stated his recommendation in the finance meeting was to put an end of life to it and give them plenty of notice to make the adjustment. He also stated he talked to Chief Johnson and he is willing to help them write grants to get them what they need. He stated they are having conversations with Motorola about flattening out the price so instead of every time they add a radio to the system somebody has to pay for that. Wittenberg stated with everything going on he thinks this is the prudent thing to do. A discussion was held. Wittenberg stated he would send them a letter within the next 30 days and tell them this is the direction we are headed and if they would like to discuss with us to please come to a board meeting. A lengthy discussion was held on this and who will pay for any costs for repairs of the current radio system until the end of life date. Ingles stated once the letter goes out, earlier than 30 days, invite them to the next board meeting and put it on the agenda to adopt this end of life plan. Metzke stated he can send it out once Wittenberg gets the letter drafted. Wittenberg stated he would send out a copy to the board to review and then he will get it out. Another discussion was held and it was agreed upon to send out a letter of intent and have a draft policy ready to discuss in November and let the fire departments come to the meeting to discuss this and listen to their input. Then the board could adopt the policy in December concerning this decision along with what it entails. More discussion was held on radios.

Coordinator's Report – Bradshaw reported she had nothing new to report.

Director's Report – Wittenberg reported telecommunicator Guth returned to work today so that was good. He still has one out and she will try to come back to work Friday. He stated he has started having some conversations with OSF on EMD. He is working with Andy Larson to get some additional training for the dispatchers.

Wittenberg also reported that Crime Stoppers is moving forward and he has asked for names, e-mails and phone numbers of potential board members from each one of the police chiefs. He has not put a deadline on that but, he stated he will send out an e-mail and ask them to get this information to him by the end of the week.

Wittenberg reported Nixle is going well. In November they will do some training for each of the individual cities and people involved with the project and then do a blitz on getting everybody out so they are on the system and get it going.

Closing comments from the public – None.

There was no need to go into executive session.

Closing comments from Chairman or board members – None.

There being no further business a motion to adjourn was made by Flott with a second by Turner. Voice vote was unanimous. Meeting adjourned at 11:33 a.m.

Respectfully submitted by Candi Bradshaw

Candi Bradshaw