

**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 21, 2019**

Chairman Woolford called the meeting to order at 11:02 a.m.

Roll call showed the following present, Jim Woolford, Robert Turner, Jacob Campbell, Tony Childress, William Flott, Jim Hargitt, Tim Henson, and Paul Johnson. Absent was Gary Bird. Also present was Diane Schwahn, Finance Director, Livingston County; and Candi Bradshaw.

Woolford led the Pledge of Allegiance.

Woolford stated the Board Minutes for October 23<sup>rd</sup> were in their packets and asked if there were no comments or corrections he would entertain a motion to approve. A motion was made to approve the Board Minutes of October 23<sup>rd</sup> by Henson with a second by Flott. A voice vote was unanimous with all ayes. Motion carried.

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

**OLD BUSINESS:**

Approve Budget - Woolford stated at the last meeting the budget was set up for display. Woolford stated if there was no discussion he would entertain a motion to approve. A motion was made to approve the budget by Johnson with a second by Flott. A roll call votes was unanimous with all ayes. Motion carried.

As brought up on the floor – Woolford stated one piece of business that has been talked about was the Director’s job description which some have given him some ideas. He stated he would be sending out a revision of that shortly.

Henson reported they did test out their school alarm system it is working, doing exactly what it is supposed to do.

#### NEW BUSINESS:

Approve 2020 Meeting Schedule – Woolford stated everyone should have received the 2020 meeting schedule. He reported the idea behind this is to have a board meeting every other month with a meeting of the whole on the opposite months. He reported the purpose is to make sure everyone is in the loop on things going on. Flott asked if this would affect the payment of bills. Woolford and Bradshaw stated it should not. Woolford stated he also checked the by-laws to make sure it did not stipulate how many meetings they are required to have and it does not. He also stated if they decide this is not working they can go back to the monthly meetings like before.

Flott asked if any of them fall on a holiday. Bradshaw stated only one meeting does not fall on the regular day (Wednesday) which Johnson stated it was July which is a Tuesday. Bradshaw stated she thought it was because Wittenberg would be gone. Diane asked if February 12<sup>th</sup> is a holiday (it is for the county). A discussion was held. It was also brought up that November 11<sup>th</sup> is also a county holiday. Woolford stated they would take a look at those. He stated they could entertain a motion to approve the meeting calendar pending moving the two holiday dates. A motion was made by Hargitt with a second by Henson. A voice vote was unanimous with all ayes. Motion carried.

As brought up on the floor – None.

Coordinator's Report – Bradshaw reported the UPS maintenance was completed. She stated she received a report. It stated everything checked out well and she told him they would be replacing the batteries this next year. She stated they usually get them from Mid-Illinois Electric but the technician stated he would send me a price also.

Flott asked if the budget needs to be displayed for 30 days with Diane stating it only needs to be displayed for 20 days. Diane stated she did not get the final Capital Budget copy with Wittenberg stating he would get it to her.

Woolford asked Bradshaw when the city annexes property the county does the GIS part but does the city need to notify V-Com or does the county do that. She stated it has always been that the cities/towns do their own annexing and they notify V-Com so they can get it annexed on the mapping.

Director's Report – Wittenberg was not at the meeting due to medical reasons.

Closing comments from public - None

Executive Session - There was no need for an executive session.

Closing comments from chairman and board members - Henson inquired about a form he thought they were coming up with in case they have an issue that needs to be addressed, they could fill out the form and submit it. Woolford stated they were going to come up with a protocol and it is included in that job description. He didn't know if they need to have a form but at least a protocol. A discussion was held. Woolford stated in the mean-time to contact Wittenberg with any issues.

Flott asked if they resolved the issue with the cost of the electricity in Dwight. A discussion was held with Woolford stating they would need to talk to Wittenberg about this. A discussion was also held on new rates for the entities for the coming year and if they were notified yet. They usually are increased in April of each year. A discussion was held on how those who paid ahead and how they are adjusted. A discussion was held on when they should notify entities if there is an increase before their budget year. Johnson stated the fire districts have to have their levy in by December. An inquiry was made concerning Crime Stoppers. Woolford stated an e-mail was sent out to board members about setting a meeting. There is a proposed set of by-laws they are working with some changes. He stated there is a demonstration of software package that handles crime stopper calls from assigning number through payout.

Closing comments from the public - None.

Closing comments from Chairman or board members - Woolford state the next meeting is January 15, 2020. He also wished everyone a Merry Christmas.

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 11:21 a.m.

Respectfully submitted by Candi Bradshaw Candi Bradshaw