

WILL COUNTY 9-1-1 EMERGENCY TELEPHONE SYSTEM BOARD MEETING

Thursday, April 28, 2011– 9:00 a.m.
Will County Office Building
****2nd Floor, County Board Room****
302 N. Chicago Street, Joliet, IL 60432

TENTATIVE AGENDA (AMENDED)

I. CALL TO ORDER

II. ROLL CALL

Pam Buzan	Harold Damron	Chuck Exner	Kim Knutsen
William Mort	Julie Ponce-Doyle	Robert Puleo	Steve Rauter
David Riddle	Tom Ross	MaryJo Seehausen	Mike Shay
Candi Thuringer	Brad Veerman	Tom Weigel	

III. INTRODUCTION OF NEWS MEDIA/GUESTS

IV. PUBLIC COMMENT

V. APPROVAL OF MINUTES

MOTION: To approve minutes from February 24, 2011 as presented

VI. SWEARING IN OF EMERGENCY TELEPHONE SYSTEM BOARD MEMBERS

The reappointments of ETSB members Harold Damron, Nick Palmer, Julie Ponce-Doyle, Mike Shay, Candi Thuringer and Brad Veerman have been approved by County Executive Larry Walsh and confirmed by the County Board. County Clerk Nancy Schultz Voots will conduct the swearing in ceremony. Deputy Chief John McDowell will be sworn in for the Will County Sheriff's position.

VII. PRESENTATION OF TELECOMMUNICATOR OF THE YEAR

Nominations for Telecommunicator of the Year were received from;

Joliet PSAP – Kris Wilkerson

WESCOM PSAP – Sheila Kuehni

Will County Sheriffs PSAP (late entry) – Kathy Wilson

The Personnel Committee reviewed the nominations from Joliet and WESCOM. The Sheriff's Office nomination was received after the selection had taken place on Monday afternoon.

After careful consideration, the Committee selected Kris Wilkerson from the Joliet PSAP as the Telecommunicator of the Year. All three nominees will be invited to attend the Board meeting to be recognized for their accomplishments.

VIII. FINANCE AND EQUIPMENT

The Finance/Equipment Committee has reviewed the enclosed Claims for

February 2011 - \$260,267.62

March 2011 - \$615,783.09

At this time, the Committee presents for approval the April 2011 Cash Report with a balance of \$7,834,327.71 and the February and March 2011 list of Pre-Approved and Pending Claims.

RESOLUTION 042811-01

MOTION to receive and place on file the February and March 2011 claims and the April 2011 Cash Report in the amount of \$7,834,327.71

A. Eastcom Lightning Suppression Project –

Ongoing severe weather events at the Eastcom PSAP have caused multiple failures of a piece of equipment associated with the radio consoles, the Enhanced Audio Enclosure (EAE). This particular piece of equipment cost \$7,528 to replace. Replacements have been handled multiple times through insurance claims made to VFIS. VFIS has indicated that Eastcom undergo a building and equipment grounding and bonding survey to find out why these failures are occurring. Staff has discussed this situation with several radio communication and lightning protection experts as well as VFIS representatives and believes a solution would be to invest in additional suppression equipment at Eastcom to not only protect the EAE;’s but our other communications equipment such as the Uninterrupted Power Supply (\$20K+) (UPS). The cost of the additional suppression equipment is \$10,994.00 and a study cost is estimated at \$10-\$12K.

RESOLUTION 042811-02

MOTION to approve the purchase of additional lightning suppression equipment for Eastcom in the amount of \$10,994.00

B. 9-1-1 Microwave Project –

The Board has approved the concept of interconnecting each of the PSAPs with a redundant method of radio and data communication. This project has involved building a microwave network to inter-connect the PSAPs. The next portion of the project to complete is the microwave hop connection from Laraway Road to Joliet Police to the County Building.

RESOLUTION 042811-03

MOTION to purchase the equipment and installation of the microwave hop from Laraway Road to Joliet Police to the County Office Building in the amount of \$53,493.40

C. VFIS Renewal –

The annual liability insurance policy with VFIS expires at the end of April. Last year’s premium was \$9,551. The renewal premium is \$9,830 (+3%) which includes a new rider for Comprehension and Collision Coverage (+\$250.00) for employees using their vehicles for 9-1-1-business.

RESOLUTION 042811-04

MOTION to renew the annual liability insurance coverage with Volunteer Fireman’s Insurance Company (VFIS) in the amount of \$9,830

D. Reimbursement to WESCOM_-

Wescom has requested reimbursement for the purchase and installation of their Zetron Tone Encoders in the amount of \$36,908.

RESOLUTION 042811-05

MOTION to reimburse Wescom for the purchase and installation of their Zetron tone Encoders in the amount of \$36,908.00

E. Healy Bender Invoice for Wight Study/County Capital Improvements, County Stakeholders –

The Chief Administrator entered into a time and materials contract with Healy Bender, outside the parameters of our existing Architectural/Engineering contract for the Caton Farm Road project, to assist with re-aligning our program to the Wight Study needs assessment being done by the County. The scope of work included removing the Coroners and Warrants office from our project per the County’s request and working with Wight Engineering to right size the Sheriffs PSAP, EOC, and EMA facilities. The end result of this work was presented at the ETSB Retreat and Planning meeting in January. Healy-Benders time on this project was 56.5 hours and they invoiced us for \$6,800.00. ETSB member Brad Veerman has requested that this bill be discussed separately from the list of bills prior to payment.

RESOLUTION 042811-06

MOTION to approve the Healy-Bender invoice in the amount of \$6,880.00

F. IWIN License Reimbursement Requests -

RESOLUTION 042811-07

MOTION to approve \$1,000.00 to Wilmington Fire Protection District for one (1) IWIN License

RESOLUTION 042811-08

MOTION to approve \$12,000.00 to Mokena Police Department for twelve IWIN Licenses

G. Cell Phone Sally Public Education Purchase Request

Caryn DeMarco has been working with other 9-1-1 Public Education Educators to develop a mascot for 9-1-1. They have come up with "Cell Phone Sally". A new Big Book and other promotional products have been developed. A Cell Phone Sally costume has been designed and is now in production. This costume would be worn at special community events and 9-1-1 educational programs (any volunteers!!). The purchase information was finally received after last week's committee meeting. We would request the Board to approve the purchase of a Cell Phone Sally Mascot Costume in an amount not to exceed \$5500. The costume is \$5240 plus an unknown shipping cost. Delivery would be expected in time for Summer events.

RESOLUTION 042811-14

MOTION to purchase a Cell Phone Sally mascot costume in an amount not to exceed \$5500.00

IX. LONG RANGE PLANNING

A. Senate Bill 1240 –

Administrator Figved will give an update of the bill which would allow ETSB to purchase real property if the purchase is made before February 1, 2011. There is current discussion and support for removing the February 1, 2011 date from the Bill or moving the date back even further (March 2006 – date of A/G opinion).

RESOLUTION 042811-09

MOTION to provide letters of support to amend Senate Bill 1240 to remove the February 1, 2011 date from the legislation or have the date changed to March 2006.

B. Will County Radio System –

The LRP Committee will be looking for a time and date to hold a Special Work Session to discuss planning for the replacement of Fire and Police Land Mobile Radio Systems within the County.

C. Will County 9-1-1 ETSB LRP –

The LRP Committee will be looking for a time and date to hold a Special Work session to discuss the Long Range plans of the ETSB.

X. PUBLIC EDUCATION/PERSONNEL

A. ETSB Communications Survey –

A twenty-five question survey was prepared for ETSB members on the topic of Communications. The survey results were reviewed by the committee. Some suggestions received were;

- The website should be utilized. More information should be on the website, especially ETSB information, approved board minutes.

- It was suggested to have an internal sub-committee to provide information and answer questions if needed.
- Possibly have a Q & A on the website for 9-1-1 information.
- It was also suggested to have the Board’s attorney provide an annual overview and clarification of the 725 statute regarding the Boards roles and responsibilities.
- It was also suggested perhaps the Board may need to develop some policies and procedures for the operations of the ETSB.

The survey also indicated that the majority of the Board members completing the survey felt that the Board should not hire a media specialist or liaison to get the 9-1-1- message out. The survey results were;

- Never (5)
- Only for Special Occasions (5)
- Part-time (1)
- Full-time (1)

A discussion and comments followed regarding if the position is necessary for the ETSB. It was determined to request a vote on the matter at the next ETSB meeting.

RESOLUTION 042811-10

MOTION to hire a part-time or full-time media specialist liaison to the ETSB.

B. Address Coordinator Position –

The Address Coordinators Position opening was posted with several resources. We received 30 applications and offered in-person interviews to the top three candidates. The Chief Administrator’s recommendation is to proceed with promoting current GIS Tech Mary Jo Szymanski to the position of Address Coordinator.

RESOLUTION 042811-11

MOTION to approve the promotion of Mary Jo Szymanski to the position of Address Coordinator with an annual salary of \$64,176.27

C. GIS Technician Position -

The GIS Technician Position opening was posted with several resources. We received 61 applications and offered in person interviews to the top three candidates. The Chief Administrators recommendation is to process with hiring Ashley Burghardt to the position of GIS Technician with a starting salary of \$38,500 with a \$3,000 Step Increase at the completion of each of the following three years of satisfactory service.

RESOLUTION 042811-12

MOTION to approve the hiring of Ashley Burghardt for the position of GIS Technician with a starting salary of \$38,500 with a \$3,000 Step Increase at the completion of each of the following three years of satisfactory service

D. Records Report Developer Position (Part-time) –

The Records Report developer Position was posted with several resources. We received five applications and have offered interviews to the top three candidates. The Chief Administrator’s recommendation is to

process with hiring Brian Van to the position of Records Report Developer Position (Part-time) with an hourly pay of \$17.30, no more than 24 hours per week.

RESOLUTION 042811-13

MOTION to approve the hiring of Brian Van to the position of Records Report Developer Position (Part-time) with an hourly pay of \$17.30, no more than 24 hours per week

XI. TECHNOLOGY

- A. CNRR Grade Crossing Reporting System Update
- B. Adashi Mobile Mapping – Agencies requested reimbursement for Adashi
- C. PSAP Upgrade – WESCOM (Harris Corporate Meeting)
- D. 9-1-1 Microwave Project (PSIC Grant Will County / Aurora-Naperville Switch)
- E. Will County Command Van Update
- F. Information Sharing Feasibility Study
- G. Will County Next Generation 9-1-1- IP Network

XII. ADDITIONAL COMMENTS

XIII. ADJOURNMENT

All closed sessions may be held at anytime during the meeting. Anyone requiring special accommodations in accordance with the Americans with Disabilities Act is requested to contact the Administrative Offices of the Emergency Telephone System Board at (815) 725-1911 at least 72 hours prior to the meeting.