

**WILL COUNTY 9-1-1 EMERGENCY TELEPHONE SYSTEM BOARD
SPECIAL MEETING AGENDA**

Wednesday August 12, 2020, 9:00 A.M.

Meeting via WebEx*

**Will County 9-1-1 is concerned about cybersecurity and will not publish information on how to connect to the meeting in an open forum. Members of the public who wish to receive dial-in information in order to listen in to the meeting should send an email to amarzano@willcounty9-1-1.com or call 815-277-2305.*

I. CALL TO ORDER

II. ROLL CALL

Andrea DeLap	Mike Hennessy	Todd Fonfara	Aaron Klima
Meta Mueller	Tom Murray	Nick Palmer	Denise Pavlik
Steve Rauter	Mike Shay	Howard Stephens	Joe Wazny

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENT

Due to present circumstances as a result of the Coronavirus Pandemic, public comment in this virtual meeting will be limited by necessity to those who submit a request to speak in advance and must do so via telephone or computer connection. Please send a request to no later than 10:00 PM CDT on Tuesday August 11 to amarzano@willcounty9-1-1.com or call 815-277-2305 in order to ensure that your request can be processed and call-in / connection information provided to you.

V. APPROVAL OF CONSENT AGENDA

Any member may request that an item be removed from the consent agenda to be addressed in a separate motion.

- A. Approval of the minutes of the ETSB meeting of June 25, 2020.
- B. Approval of the minutes of the ETSB finance committee meeting of July 30, 2020.
- C. Approval of the Treasurer's Report of Receipts and Expenditures for the month ending May 31, 2020 with an ending cash balance of \$3,923,582.11.
- D. Approval of the Treasurer's Report of Receipts and Expenditures for the month ending June 30, 2020 with an ending cash balance of \$5,926,654.27.

RESOLUTION #08122020-01

MOTION: To approve the items listed on the consent agenda.

VI. STAFF REPORT

- A. CARES Act grant proposal
- B. CAD to USDD interface
- C. Records conversion status
- D. Other Items

VII. UNFINISHED BUSINESS

A. **Phone System RFP.** Staff will provide an update on the RFP draft and tentative schedule.

VIII. NEW BUSINESS

A. Long-Range Planning – Chair Joe Wazny

1. **Braidwood Police Department.** The 9-1-1 Office is preparing a new call handling agreement for Braidwood Police as they plan a move from LCC to WESCOM.
2. **Legislative Update.** Staff will provide a brief update on legislative efforts at the SAB.
3. **Policy Updates.** The Chief Administrator requests approval of several policies that have been updated to reflect current practice, as well as a new policy on Surplus and Disposal of equipment which implements current County guidelines.

RESOLUTION #08122020-02

MOTION: To approve the policy updates submitted by the Chief Administrator.

4. Comments from the Chair.

B. Finance and Equipment Standards – Chair Andrea DeLap

1. **Declare Miscellaneous Equipment Surplus.** The equipment included on the attached list is no longer of operational use and is recommended to be declared as surplus and authorized for appropriate disposal.

RESOLUTION #08122020-03

MOTION: To declare the items listed on the Transferable Assets / Surplus Form as surplus equipment and authorize disposal in accordance with policy.

2. **Declare 2009 HHR Surplus.** The vehicle has approximately 84,400 miles and has been out of service for several months after developing a fuel system leak. Significant maintenance is likely required to bring the vehicle back to operation. Staff recommends the vehicle be declared surplus and disposed of in accordance with policy.

RESOLUTION #08122020-04

MOTION: To declare the 2009 Chevy HHR surplus and authorize disposal in accordance with policy.

3. **Replacement Vehicle.** Staff has obtained a quote on an in-stock 2020 Ford Interceptor SUV from Currie Motors at a price of \$35,046 on the Northwest Municipal Conference Suburban Purchasing Cooperative contract 152. This vehicle will be assigned to the Operations Manager, whose current vehicle will be assigned to the fleet for general staff use (replacing the 2009 HHR).

RESOLUTION #08122020-05

MOTION: To authorize the purchase of a 2020 Ford Interceptor SUV in the amount of \$35,046.

4. Comments from the Chair.

C. Personnel and Public Education – Chair Todd Fonfara

1. **Training Coordinator.** Staff recommends the creation of a part-time training coordinator position, as discussed in previous meetings and as recommended previously in the Matrix Report. This position is of much greater importance due to the challenges now presented by COVID-19 and the resulting increase in demands placed on virtual training delivery.

RESOLUTION #08122020-06

MOTION: To authorize the creation of a part-time Training Coordinator position, and to authorize the Chief Administrator to advertise, hire, and set compensation for an employee to fill this role.

2. Comments from the Chair.

D. Technology – Chair Mike Shay

1. **I.T. Security & Infrastructure Assessment.** The Board budgeted funds this year for a third-party cybersecurity assessment. After talking to several firms, staff recommends contracting with Prescient Solutions in the amount of \$30,000 plus travel expenses.

RESOLUTION #08122020-07

MOTION: To accept the proposed services agreement with Prescient Development, Inc. for a cybersecurity assessment in the amount of \$30,000, and to authorize the Chief Administrator to negotiate specific terms on the scope and extent of the assessment as proposed in Attachment A.

2. Comments from the Chair.

IX. MOTION TO ADJOURN TO CLOSED SESSION

A motion to move to a closed meeting in accordance with 5 ILCS 120/2 Sec. 2 (c)(1) to consider specific possible action(s) relating to the appointment, employment, and compensation of specific employees of the ETSB.

1. Information Security Administrator – New Hire
2. Support Technician – New Hire

X. MOTION TO RETURN TO OPEN SESSION

A motion to return to open meeting to discuss Board action if any, upon return to open session: Possible action(s) relating to the appointment, employment, or compensation of specific employees of the ETSB.

RESOLUTION #08122020-08

MOTION: To authorize the hiring of the Support Technician candidate as recommended by the Chief Administrator.

XI. ADDITIONAL COMMENTS

XII. ADJOURNMENT

The next Will County ETSB meeting is Thursday August 27, at 9:00 a.m.

Public Comment is welcome when indicated on the agenda and is limited to three (3) minutes per speaker, in accordance with ETSB Policy 101: Addressing the Board at Open Meetings, dated October 27, 2011. Closed sessions may be held at any time 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 to ensure timely delivery of the necessary accommodations.

