

**EMERGENCY TELEPHONE SYSTEM BOARD MINUTES  
NORTHEAST LAKE COUNTY CONSOLIDATED ETSB  
FIRST REGULAR MEETING 08/08/2017  
10:00 AM, GURNEE VILLAGE HALL**

**Administrative**

Call to order at 10:00 am

Present: Campbell, Dumyahn, Gosnell, Hood, Kavanagh, Lewis, Mann, Troy, Velkover

Also present: Communications Supervisor Phil Brunell and Gurnee Village Administrator Pat Muetz

**Designation of Chairman & Secretary Pro Tem**

Motion by Campbell to nominate Velkover as Chairman Pro Tem and Mann Secretary Pro Tem, 2<sup>nd</sup> by Hood

Aye- Campbell, Dumyahn, Gosnell, Hood, Kavanagh, Lewis, Troy, Velkover

Nay- Mann

Motion Carried

Formal appointments to be done at the next meeting

**Consideration of By-Laws**

By-Laws for the Northeast Lake County Consolidated Emergency Telephone System Board - DRAFT  
Adoption of Meeting Schedule for 2017

Chairman Pro Tem Velkover asked that members review the document so it can be adopted at the next meeting. It was recommended that it be reconciled against the state legislation and the enabling ordinances for each community. It was also recommended to allow attendance for members to be done remotely. Lewis also stated some of the wording for appointment needed to include the Mayor Gurnee and the Mayor of Zion.

**Notice of 2017 Meeting Schedule – Draft**

The schedule will cover the remainder of 2017, with each meeting being every other month. The 2018 schedule to be set and adopted at the December meeting. Due to a conflict with multiple members, the October meeting date will be changed to October 17<sup>th</sup>.

Motion by Gosnell to approve as amended, 2<sup>nd</sup> by Hood.

Aye- All

Nay- None

Motion carried.

**Correspondence and Communications**

Velkover briefly highlighted two articles included in the packet.

Attackers can make it impossible to dial 911 – Government Computer News – January 05, 2017

Attacks, crashes underscore need for new 911 system – Government Computer News – March 24, 2017

**Reports**

**Treasurer's Report**

Gosnell went over a preliminary report and presented how the report will look and the format. He opened it up to any suggestions on changes. At this time there is only one transaction to report. The budget numbers in the report are based on the 5 year plan going forward. One side is revenue and expenses, including year-to-date. The other side is standard financial information and a balance sheet type report. Banking has been setup at First Midwest in an interest bearing savings account. The only real transactions that are expected are ACH transactions to Zion or internal transfers between Gurnee accounts. The current balance is \$49,339.45. The balance transfers from both Gurnee and Zion ETSB accounts will be moved over and audited sometime in September or October. This should be done by the October meeting.

**Communications Statistics**

Communications is working on putting together some revised stats that are more concise and on-point. That is in process and should be available for the October meeting.

**Gurnee - Zion ETSB and PSAP Consolidation**

Enabling Ordinances

City of Zion Ordinance 17-O-2 – Adopted January 3, 2017

Village of Gurnee Ordinance 2016-86 – Adopted December 19, 2016

Intergovernmental Agreement

Intergovernmental Agreement Establishing a Joint Emergency Telephone System Board –

Executed January 3, 2017 – Commencing June 28, 2017

Consolidation Plan Filing – filed February 27, 2017

Illinois State Police - Department Review of Consolidation – Case 16-C-157 – March 13, 2017

Administrative Law Judge Recommended Decision - Case 16-C-157 – May 19, 2017

Consolidation Plan Order of the Statewide 9-1-1 Administrator – Case 16-C-157 - June 28, 2017

Wireless 9-1-1 Implementation Plan Filing – no later than August 31, 2017

AR-911 Closeout Reports – no later than August 31, 2017  
Shared Zip Code Intergovernmental Agreements for Wireless Fund Distribution

Chairman Pro Tem Velkover gave an overview of the above listed completed items. Highlighted was the AR-911 Closeout Reports which detail the final financial accounting for both ETSB's that no longer exist. Gosnell advised he would get the Gurnee side to a point where it can be reviewed. Lewis advised they were aware of it and will be completed on their end.

## **2017 Consolidation Grant**

9-1-1 System Consolidation Grant Program Application – February 24, 2017  
Programmatic Risk Assessment Questionnaire – May 8, 2017  
IL Grant Accountability and Transparency Notice of State Award 1166-1516 - June 9, 2017  
Inter-Governmental Agreement – ISP & Village of Gurnee 493-60-1166-0107-C (1)  
Uniform Grant Budget Template - Final Budget Amount Approved  
Consolidation Grant Performance Report through July 31, 2017

Included in the packet is a copy of the application. The State followed up with some supplemental questions, one of which was the risk assessment questionnaire. Velkover noted that we were to report back to them on a fraud awareness program that was a condition of the grant. This outlines that we are required to have some type of training once a year. Gosnell advised he was aware of the requirement and will get something together. The approved amount is approximately \$10,000.00 less than what we applied for. As part of the refinement process they asked for actual costs and we did have actual PSSI costs that were \$10,000.00 less than what we submitted at the time of the grant application. The amount is approximately \$554,000.00. Chairman Pro Tem Velkover acknowledged Communications Supervisor Brunell's work on the Consolidation Grant Performance Report. At this time we are prepared to submit for reimbursement approximately half of the grant amount.

## **9-1-1 Answering Equipment & Trunks**

### **CPE Changes**

The 911 trunks are now spread over additional cards and shelves. This allows for less impact on trunk answering should a card or shelf go down. The 10-digit emergency lines are also terminated on the cards.

### **Call Volume Study**

No new information was available.

### **CAD System**

VOI/POI Changes & Unit Location History Addition

PSSI changed/added functionality whereby Persons Of Interest and Vehicles Of Interest could be added directly from the mobile application. This was something Zion PD had the ability to do with their previous CAD system. Also some new logging of Unit Location History was enabled, which in turn had an impact on Firehouse ingested information. This caused some issues with the amount of data coming over and has since been corrected.

### **Mobile Data Computers (MDCs)**

Operational Status of Zion Units

Troy advised that most everything is up and running. He is waiting on the Sierra Wireless MP70 in-vehicle modems to arrive. They were slightly delayed and should arrive any day now. On the fire side this should help eliminate any connectivity issues they have been having. Dumyahn advised the only issue they have is needing more training on the mobiles for the officers. Velkover advised that we can factor in mobiles and related equipment into next year's budget and the 5-year plan.

### **Supplemental MDC training for Zion Police**

Mann will going to Zion PD to conduct follow up training with each of the shifts to get them more comfortable with the PSSI mobile application.

### **Radio Systems**

Quad 1 & Gurnee Fire Radio System Design

Troy expressed concerns with the time required to pursue additional frequency licensing as it would relate to any options to separate the Quad 1 north and south systems. Adding that at least 6 months would be added to the process. He continues to be concerns with potential equipment failures with the current Quad 1 North equipment. He cannot speak to the long term reliability of their equipment at this time.

Hood asked what a failure would look like. Troy advised if their system went down they would be left with the tower at the Gurnee PD to talk to Zion FD units with no repeating functionality. Units would have difficulty in functioning effectively. It was outlined to bring the Beach Park water tower into the Gurnee voting system and taking the equipment from there and moving it to the Zion Police Department. Troy advised not all equipment is bad, only some components. The tentative plan would be to replace the core of the system, which is more compatible with the connection to dispatch, add redundancy and then take the other parts and build out more receive sites that overlap the systems. This would allow switch over from one system to the other should any single site be out of service.

## Radio Channel Multiplexer

This is to bring in all the radio resources at the Zion PD back to Gurnee. Still waiting on Chicago Communications on this. In the interim single channel configuration has been set up. Radio tests done have shown much improved quality. Dumyah advised Radicom was out yesterday and checked the facility at 9<sup>th</sup> and Green Bay and there were no issues. They went up to 34<sup>th</sup> and Gabriel. The overgrowth was too great for them to look at the equipment and that is getting cleaned up shortly for better access. Since changeover the radio quality at State Line and Green Bay has decreased. Some discussion was made about the dump site increasing in size over the years and creates a land block of the tower. Some further discussion was made about alternate tower sites/locations.

## PSAP Metropolitan Area Network

Comcast had an outage last week due to a pole being taken down in an accident. This required a 12 hour multi-fiber repair. This caused connection back to Zion being effected and presented another good reason for adding the microwave link creating a redundant network path.

## Network Equipment – Routers / Switches / Firewalls

All equipment has been purchased and installed with the exception of Northwestern water tower and the Beach Park water tower which both are waiting for installation.

## Point to Point Microwave Network

Velkover noted that Current Technologies was not waiting for additional information from our end, and that we are anxious to get a completed proposal in hand. After which we will work with the Village of Beach Park for specific requirements for mounting on their water tower. We have a deadline to get this work completed by May 2018 in order to get reimbursed through the grant for this.

## Logging Recorder

The redundant equipment has been installed and the software is being installed. This will give full redundancy on the logging recorder and additional channel capacity and was covered in the consolidation grant. Dumyah asked if they were still recording at Zion PD and Velkover advised they are. Velkover advised it should be looked at for budget discussion to see what the maintenance is for that system and as an ETSB we should continue to maintain that as both a backup and to monitor some channels that do not come over to Gurnee.

## 9-1-1 Legislation

Illinois Public Act 100-0020 - House Bill 1811

Velkover gave a brief overview. This bill was enacted and doubles the surcharge amount in January 2018 from .87 cents to \$1.50 to subscribers. This will nearly double the ETSB's revenue as well. There were no changes in population requirements for consolidation. There were some administrative changes related to handling of grants. They closed a loop hole where some counties were designating a PSAP as secondary to avoid consolidation requirements. It updates some definitions for Next Generation 911 and VOIP services. They changed the annual financial filing date to coincide with the authority to operate filing. There were also some changes in the advisory board make up.

Lake County Emergency Telephone System Board (ETSB) Consolidation Study  
Final Report – April 20, 2017

Copy of the study was provided in the packet for reference.

## **Business Items**

Discussion / Consideration of Financial Procedures  
Preliminary Financial Procedures Memorandum

Gosnell went over and walked through the above items. Discussion was made with Zion's finance director about funds. The JETSB fund will reside on the Gurnee financial system and Gosnell will handle the auditing. From a budgeting stand point, each entity would bring forward budget requests by the October time frame to be considered by the board. Each individual entity can take those approved items back to their agency for inclusion in the budget, to later be reimbursed by the JETSB budget. Reimbursements requests will go through Gosnell and include all paperwork necessary. After review it will be brought to the board for approval. When approved, Gosnell will then initiate the reimbursement from the JETSB to the appropriate account, either via internal transfer or ACH back to Zion. Lewis discussed scenarios where equipment is needed but were not budgeted for. These items will follow the same system of reimbursement and there should be some money built into the budget for items that cannot wait for the following budget year. Discussion was also made about including in the by-laws about the Chairman or Co-Chairman being able to authorize minor expenditures outside of complete board approval. Discussion was also made about updating the Memorandum to more of financial policies document to be adopted at the next meeting. Velkover thanked Gosnell for getting all of this together.

## Designation of 5-Year Financial Plan Committee

Velkover looked for volunteers for the committee and would like to see members from both Zion and Gurnee. Kavanagh and Lewis volunteered and requested if Gosnell could assist them on the committee.

Motion by Hood to assign members Kavanagh, Lewis and Gosnell to the 5 Year Financial Plan Committee, 2<sup>nd</sup> by Campbell

Aye- All  
Nay- None  
Motion carried.

**Authorization to Execute Wireless 9-1-1 Implementation Plan & Intergovernmental Agreements for Shared Zip Code Wireless Fund Distribution**

Motion to authorize Velkover to execute the agreements by Kavanagh, 2<sup>nd</sup> by Lewis

Aye – All  
Nay – None  
Motion carried

**Approval of Expenditures / Reimbursements / Invoices / Bills**

Nothing was brought forward.

Public Comment

None

Adjournment

Motion to adjourn at 11:06 AM by Mann, 2<sup>nd</sup> by Gosnell

Aye – All  
Nay – None  
Motion carried, meeting adjourned.