

MINUTES OF THE REGULAR MEETING OF THE
NORTHEAST LAKE COUNTY CONSOLIDATED EMERGENCY TELEPHONE SYSTEM BOARD
OCTOBER 17, 2017 10:00 AM, GURNEE VILLAGE HALL

Administrative

Meeting was called to order at 10:00 am

Roll Call:

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

Absent: Dumyahn

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

Adoption of By-Laws

The following amendments were made:

Article 3, section 1 amended to reference to the Mayor of Zion and Zion City Council per Chief Lewis's recommendation.

Article 3, section 4 amended the second sentence to clarify the use of the word Treasurer as it related to the JETSB.

Article 4, section 4 to include the word "general" before the accordance in reference to Roberts Rules of Order.

Article 4, section 4 added a sentence that "Members may attend and vote via remote communications method with prior consent of the Chairman."

Article 9, section 2 was just missing the word "report" in the second sentence.

Motion to approve as amended by Kavanagh, 2nd by Gosnell

Roll call vote:

Aye – Campbell, Gosnell, Hood, Kavanagh, Lewis, Mann, Troy, Velkover

Nay – None

Motion carried.

Election of Officers

Motion by Kavanagh to appoint Velkover as Chairman, Lewis as Vice Chairman and Mann as Secretary. Gosnell is appointed as Treasurer based on by-laws. 2nd by Campbell

Roll call vote:

Aye – Campbell, Gosnell, Hood, Kavanagh, Lewis, Troy, Velkover

Nay – Mann

Motion carried

Approval of Meeting Minutes of the 08-08-2017 Regular Meeting

Motion to approve by Troy, 2nd by Kavanagh

Aye – All

Nay – None

Motion carried

Draft Meeting Schedule for 2018

A draft meeting schedule was presented and Velkover asked members to review and forward conflicts prior to the next meeting. Troy asked about publishing the meeting schedule.

Correspondence and Communications

The articles included in the packet were briefly summarized by Velkover for the benefit of the members present.

How to secure 911 systems - GCN - 05-23-2016

Cities states plod toward 'Next Generation 911' - GCN - 07-29-2016
Is an attack on emergency services just one call away - GCN - 09-12-2016

Answering the call for solutions to 911 TDoS attacks - GCN - 09-13-2016

911 State of Iowa Consolidation Study - LR Kimball - Dec 2016

911 Call Location Altitude Tests Scheduled to Begin in January - MCC - 09-26-2017

High Winds Cause Trouble for Florida Agencies During Hurricane Irma - MCC - 09-29-2017

Iowa to Merge 9-1-1 Networks - MCC - 10-06-2017

Reports

Treasurer's Report

Treasurer Gosnell went over the provided treasurer's report. He advised it is a pretty standard format report with revenues at the top and the expenditures section is broken up between Gurnee and Zion. The sub categories are under there. The 1st column list the 2018 draft budget, which will be considered later. The 2nd column is the actuals through September 30th, 2017 with not much to report so far. The remaining columns are budget remaining follow by percent of budget completed. The only activity to report is 3 months of surcharge, totaling \$137,668.92 and \$8.00 of interest. Past the expenditures section is the ending balance and balance sheet reconciliation. Also included is the amounts in the checking account which is listed on page 2. One request was for this report was having the Gurnee and Zion requests for reimbursements to be included in this report. Gosnell advised he will add columns to the report for these items as they come up. Velkover questioned whether that should be approved as the treasurer's report or if it should be a business item. Gosnell advised he would make it a separate business item.

Motion to approve by Lewis, 2nd by Kavanagh
Aye – All
Nay – None
Motion carried

Communications Statistics

August 2017 & September 2017

Velkover asked Phil Brunell to highlight the reports. Brunell advised we are entering about 10,000 CAD events a month and 13,000 phone calls per month. Since taking on Zion we are up about 55% in calls for service. Velkover complimented the new one page summary format and stated it was much easier to draw comparisons than previously provided statistic reports.

Gurnee - Zion ETSB and PSAP Consolidation

Wireless 9-1-1 Implementation Plan Approval

This plan was approved by the state and there was no issues noted.

AR-911 Closeout Reports

Reports for both prior ETSB's were filed and complete.

Shared Zip Code Intergovernmental Agreements for Wireless Fund Distribution

This included our ETSB, Waukegan ETSB and Lake County ETSB. It was found there were a few 100ths of percent to distribute to equal out to 100%. That was corrected and approved by Waukegan and Lake County ETSB's.

Communications Center Open House & Tour, October 9, 2017

Velkover solicited feedback from those in attendance at the open house. He advised he thought it was well put together and complimented the communications staff for putting this on.

2017 Consolidation Grant

Two Consolidated Grant Performance Reports were noted, the Consolidation Grant Performance Report through August 31, 2017 & Consolidation Grant Performance Report through September 30, 2017

9-1-1 Answering Equipment & Trunks

AT&T Call Volume Study

Brunell stated that AT&T will continue to study until right after Thanksgiving. It is showing that AT&T recommends 1 trunk group and may be reducing down to 6 lines. This is due to having 6 positions and no overflow that can be seen. AT&T wants PSAPs to consolidate wireline and wireless into 1 group. Velkover did not believe AT&T is the one who would be able to solely decide that and it may fall to the State 9-1-1 Board.

CAD System

VOI/POI Changes & Unit Location History Addition

Mann advised the ability to add Vehicles Of Interest and Persons Of Interest from the mobile has been added. There were some initial issues to work through, but that has been corrected and the features are currently fully functional. For the unit location history, the information was not previously recorded into the database tables and was only in log files. The system has been updated to allow the logging of that info to be properly populate into database tables, making it easier for data retrieval as needed.

Budget Request for Software Feature - Attachments through Message Switch

This request is to get the mobiles the same LEADS/Message attachment functionality that CAD has. It would reduce the amount of work created when information needs to be attached and allow the officers to attach at the same time they run the information, as opposed to Communications staff having to re-run the information and attach. The quote for this came in at a one-time cost of \$7500.00.

Mobile Data Computers (MDCs)

Operational Status of Zion Units

Troy advised the MDC's are doing better. They are still having some issues with several rigs. It is believed that one unit needs to be replaced. A terminal was added to the reserve engine. All of the fire apparatus and command car have terminals. The staff vehicles do not. The MP70's are in place and the connection has been good. Troubleshooting will continue. Troy did not know anything about the Police units. Discussion was made about some functionality issues and the request for different button functionality.

Supplemental MDC training for Zion Police

Mann advised training was completed for each one of the shifts.

Radio Systems

Quad 1 & Gurnee Fire Radio System Design

Chicago Communications is putting together a simulcast option together to see what that relative cost would be. This has not been provided but they are working on it.

Radio Channel Multiplexer

Chicago Communications provided a quote for that in the amount of \$77,388.34, included in the packet. Velkover had some questions about the quantities and whether the gateways could be located at the Zion Police Station and reduce some of the cost. He would like to see those answered prior to moving forward on this.

PSAP Metropolitan Area Network

Network Equipment – Routers / Switches / Firewalls

Regarding the network equipment, the only items left to be installed are at the water towers. They are configured and ready.

Comcast MetroE Facilities

Velkover spoke with a representative and we may get a service credit for the outage we experienced in August.

Point to Point Microwave Network

A proposal from Current Technologies is in the packet and is around \$90,000.00. The amount in the consolidation grant estimate was in-line for the equipment but low for the labor. Velkover solicited input regarding competitive quotes. He also wants to put together a committee to work on the Beach Park water tower agreement. Kavanagh and Troy volunteered to work on this.

Logging Recorder Installation Status

Both recorders are in service at Gurnee PD and the only items left are adding some of the administrative Cisco phones in the Communications Center. Velkover questioned if there were funds allocated to maintain the recorder at the Zion Police Department and advised he recommends that the Zion recorder be maintained.

Lake County Emergency Telephone System Board (ETSB) Consolidation Study

Phase 3 Meeting – Tuesday, September 19

Discussion was made by board members who attended.

Business Items

Discussion / Consideration of Financial Procedures

Gosnell highlighted some minor changes from the last meeting. The first change was reimbursements on the 2nd page. Reimbursements are due by the first of the month to be included in the packet for that month. A template was created for reimbursement request, including some new account numbers. Per the by-laws Gosnell will hold the authority to maintain and change the procedures as deemed necessary.

Review of Draft Budget & 5-Year Financial Plan

Gosnell noted the report is similar in format to the Treasurers report. This is good at looking at future purchases and budget items. Full receipt of the Grant should be in this fiscal year. The outstanding funds from each individual ETSB is still pending to come through. At the bottom it is noted the fund balance stays positive and significant reserve is built up over the 5 year time period. Velkover advised he had discussions about keeping \$10,000.00 in the budget for CAD updates/upgrades and the consensus is to keep that amount in. He also asked if the amount for Help Key was accurate. It was decided to solicit additional comments and input, with the intent of finalizing at the December meeting.

Approval of Shared Zip Code Wireless Fund Distribution Agreement

Motion to authorize by Lewis, 2nd by Kavanagh
Aye – All
Nay – None
Motion carried.

Approval of Expenditures / Reimbursements / Invoices / Bills

No items to approve at this time. The first full year of maintenance for the radio console and 9-1-1 equipment invoice was included but not ready for approval. This will be up for reimbursement approval at the December meeting.

Public Comment

Troy brought up an IEMA memo in reference to Starcomm mobile radios. Discussion was made about the program and if we wanted to partake in the program.

Adjournment

Motion by Lewis to adjourn at 11:13 am , 2nd by Campbell
Aye – All
Nay – None
Motion carried, meeting adjourned.