

**Jersey County ETSB/E911 Meeting Minutes for
Tuesday, January 17, 2017**

Members Present: Mike Morgan, Heidi Carter, Mike Schlemer, Brian Kanallakan, Don Prather, Rob Hedger, Rhonda Wilson

Members Absent: Ron Floyd, Steve Pohlman, Mike Wendle, Jim Wickenhauser

Public Present: John Scheper, Chris Ginder, Sheriff John Wimmersberg

Mike M. opened the meeting at 7:02 p.m.

Mike M. asked for approval of the November 15, 2016 Regular Meeting Minutes and the November 15, 2016 Executive Meeting Minutes. A motion to approve all minutes was made by Mike S. and seconded by Don.

Motion passed.

Comments or Concerns from the Public

None

Treasurer's Report

Each member was given a copy of a Monthly Budgetary Status Report dated January 9, 2017 showing a fund balance of \$325,544.63 as of December 31, 2016. Rob estimated us making about \$53,000 in the 2015 – 2016 Fiscal Year. A motion was made to approve the Report by Heidi and seconded by Mike S.

Motion passed.

Director's Report

- Rob gave each board member a written graph/report summarizing the 9-1-1 calls received per station beginning January through the end of December. Now with the new system, Rob reported from 12/14/16 – 12/31/16 there were 1874 administration lines and 681 9-1-1 calls answered. From 01/01/17 to 01/16/17 1249 admin lines have been answered. There were 8884 9-1-1 call taken from 01/01/16 thru 12/31/16 alone. Rob also provided data pertaining to the length of each call and how quickly those calls are answered per station for July to December.
- Rob reported the Medora paging site work is moving ahead.
- As for Air Method's One Call Agreement, Rob requested for all calls to come through the dispatch center and Sonny agreed.

Committee Reports:

Finance Report

None

Personnel Report

None

Old Business

Discussion & Possible Action Re: Call Center

Rob stated we can't move yet. By our Telecommunicators being in the center of the Jail, we help the Sheriff's office to meet some DOC requirements. However, we would like to do some remodeling in the future.

Discussion & Possible Action Re: Dispatch Radio Console

John Scheper explained console is the "dispatch center" so to say. Currently, the center is outdated. Right now the radio recently installed does work with the other equipment that has been put into place, but not efficiently. If we upgrade, we can set up an emergency center, which would be compatible with Macoupin County's system. Rob/Mike M have done a lot of research on various different systems and they both really liked Zetron's. The "core" would be able to advance and be easily upgraded from analog to digital as time goes by and the change is needed. Rob would like to see us as a 3-tower system and not just a 1-tower. By expanding to 3-towers, we would be able to reach the river road, Grafton, and Elsay.

Board members reviewed the literature we received from GTSi, which included costs/pricing information. There are leasing options for either 3 years or 5 years. This information would be for 2 positions and possibly a third position at another location outside of the Sheriff's office. Rob would propose going with the 5 year lease. Mike M. would like time to furnish out absent board members with this information before making any decisions. Also, we need to schedule a special meeting soon to have the whole board involved. Said meeting will be set for Tuesday, January 31, 2017 at 7:00 p.m. to meet with GTSi and their proposal. No final decisions at this time. Matter postponed until full board has a chance to discuss this issue.

A motion to go into Executive Session to discuss Employment / Appointment Matters was made by Mike S. and seconded by Heidi.

Motion passed.

The Board went into Executive Session at 7:45 p.m.

A motion to end Executive Session was made by Heidi and seconded by Don.

Motion passed.

The Executive Session ended at 8:59 p.m.

Mike M. re-opened the Regular Meeting at 8:59 p.m.

New Business

Discussion & Possible Action Re: Bi-Annual Review of Executive Session Minutes through December 2016

All board members were given a letter dated January 4, 2017 from Rob listing dates from March 25, 2011 through December 2016 and the reasons for the Executive Sessions along with his recommendation as to which minutes should or should not be released. Said letter is attached hereto and incorporated herein. A motion to accept Rob's recommendations as listed in said letter was made by Don and seconded by Brian.

Motion passed.

Open Meetings Act Training Reminder for New Members, Chairman & Vice-Chairman

Rob asked the new board members, Brian and Don, to take the training offered regarding the Open Meetings Act, if they have never taken said test. Rob stated Mike M. (Chairman), Jim (Vice-Chairman), Rhonda and himself will take the training course/test each year in order to keep current on the rules and regulations associated with the Open Meetings Act. Once the course has been completed, be sure to give Rhonda a copy of your certificate for filing with our office.

Discussion & Possible Action Re: Committee Appointments for New and Returning Members

A motion to temporarily appoint Don and Brian to the Personnel Committee until the March 21, 2017 Regular Business meeting was made by Mike S. and seconded by Heidi.

Motion passed.

March 2016 Officer Election Reminder

No action at this time.

Discussion & Possible Action Re: Review of Testing and Hiring Process and Telecommunicators' Job Description in advance of March 2017 Testing

Rob gave a summary on our procedures regarding annual testing for new applicants. Testing is held in March of each year. Last year, we were able to use a training room at the Jersey Community School District Unit #100 Administrative Building. It was much nicer and more comfortable for the applicants. As for the job application form, Rob would like to add additional training requirements for our Telecommunicators to include (a) APCO Telecommunicator I (or its equivalent), (b) NCMEC Missing Children's Dynamic & Response, and (c) TTY / TDD & CPR required or acquired within six months. The question was asked how to attract others to apply. Don suggested allowing applicants from outside of Jersey County to apply. We should open it to adjoining Illinois counties. However, the board determined that there should be no limitations on residency. We need to get the best qualified people who want to be a Jersey County 911 employee regardless of their residency.

A motion to amend the job description to alleviate the residency requirement and to add under "Qualifications" the additional training requirements as presented by Rob hereinabove was made by Don and seconded by Brian.
Motion passed.

A motion to eliminate the residency requirement for future employees and to make the non-residency requirement retroactive for all current employees was made by Mike S. and seconded by Brian.
Motion passed.

Miscellaneous

Mike M. welcomed Brian Kanallakan (Jersey County Board) and Don Prather (Medora Fire/Ambulance) and thanked both for agreeing to serve on the ETSB. Mike M. asked for introductions from each member so the new members would know everyone.

A motion to adjourn the regular business meeting was made by Mike S. and seconded by Heidi.
Motion passed.

Meeting adjourned at 9:29 p.m.

Next Regular Meeting is scheduled for Tuesday, March 21, 2017.