

# LAKE COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

December 4, 2012 ETSB Meeting Minutes

The meeting was called to order by Chairman Dato, at 1:30 p.m. at the Lake County EOC 1303 N. Milwaukee Ave., Libertyville, IL.

## **ROLL CALL:**

J. Byrne, Lake County Sheriff's Dept. out @ 2:47  
D. Dato, Wauconda Fire Dept  
P. Finlon, Lake Zurich Police Dept.  
G. Gorr, Lake County Radio  
W. Hunter, Lake County Sheriff's Dept. in @ 1:36  
J. Lang, Lake County Citizen  
P. Maplethorpe, Lake County Fire Districts  
A. McEwan, Lake County Administrators Office  
K. McKenzie, Lake County EMA  
J. Nixon, Antioch Fire Dept.  
J. Steingart, Lake County Fire Chief's Assoc.  
K. Talbott, Lake County Information and Technology  
D. Venturi, Lake County Citizen  
D. Wheelock, Lake Zurich Fire Dept.  
Absent:  
T. Hennessy - excused  
S. Sinacore - excused  
C. Somerville - excused  
Staff:  
J. Thompson  
L. Jacobson  
S. Winnecke  
S. Rice  
Guests:  
J. Lilly, Lilly and Associates  
M. Gregory, Lake County Sheriff's Office  
B. Concialde, Chicago Comm

Dato wished everyone happy holidays and thanked everyone for all their work throughout the year.

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:** Motion Finlon, second Steingart to approve the minutes of the November 2012 regular meeting. Discussion – none. All In Favor. Motion Carries.

**CORRESPONDENCE:** As presented. Thompson advised the letter from Lake Villa is requesting the same type of connection that was originally requested by Lindenhurst. Staff is already working with Lake Villa on the proper connection.

**TREASURER’S REPORT: Motion Wheelock, second Lang to approve the November 2012 Treasurer's report. Discussion none. All in Favor. Motion carries.**

**COMMITTEE REPORTS:**

**FINANCE – Motion McEwan, second Finlon to approve payment of bills in the amount of \$91,657.53 Discussion – None.**

Roll Call:

Byrne	yes	Dato	yes	Finlon	yes
Gorr	yes	Hennessy	absent	Hunter	absent
Lang	yes	Maplethorpe	yes	McEwan	yes
McKenzie	yes	Nixon	yes	Sinacore	absent
Somerville	absent	Steingart	yes	Talbott	yes
Venturi	yes	Wheelock	yes		

Motion Carries.

**TECHNOLOGY** - No report.

**POLICY – Istatus** - Venturi advised policy is being re-worked and will be sent to all members for review/approval at January meeting.

**CAD** – Next meeting will be at 1:30 p.m. January 9, 2013 at Countryside Fire 801 Midlothian Rd., Mundelein. Thompson advised at last meeting Call Answering/Routing was discussed. Held an adhoc meeting only one person that was invited advised that they wouldn't be able to make meeting. Those who had asked for this item to be discussed were not in attendance therefore, Thompson will have another adhoc meeting for this discussion.

**COORDINATOR’S REPORT** - Thompson will be meeting with Gurnee tomorrow to discuss and start the process for the CAD fusion project. Lake Bluff is currently reviewing the CAD fusion MOU.

**ATTORNEY’S REPORT** - Rice advised there are two people that need to supply staff with a copy of their Open Meeting Act certificate. Rice stated closed sessions need to be reviewed and asked that this be put as an agenda item at the January meeting. Rice reminded everyone when replying to an e-mail pertaining to ETSB meeting information do not reply to all as this could become a violation on the Open Meeting Act.

**OLD BUSINESS:**

**Vision CAD** – Hunter advised there is a kick-off meeting with Tri-Tech tomorrow.

**Interoperability project** – Thompson advised there was no weekly update available, but will forward to members when it becomes available from FATPOT.

**Verizon Connectivity** - Thompson advised that we have left this item on agenda however have received no further information on problem areas. Maplethorpe advised connection issues at Washington/Lancer, 19351 W. Washington which is the drive for CLC. Thompson will advise Verizon of location. Talbott inquired if Verizon was waiting for information from us or were they working independently. Thompson stated they have done both.

**NG 911 phone system** - Dato reviewed what occurred at the county level and the discussion at the last meeting. McEwan advised members of the discussion within the county on PSAPs consolidating. Dato stated that this didn't have any relevance to our purchase as none of our PSAPs were looking to consolidate. Dato reminded members that our current phone system is not in good shape and if there is a failure parts are impossible to obtain. Lengthy discussion ensued. Dato asked McEwan who at the county level needs to be contacted and if a letter should be sent to put this item back on the agendas. McEwan advised Barry Burton puts items on the agendas for the county. Dato reviewed again with members what the law states in regards to ETSBs and that we go through the county committees as an informational process only. Maplethorpe inquired if there were possible underlying reasons this item was pulled from the county agendas. Discussion ensued. Dato and McEwan will work to set up meeting with the county.

**NEW BUSINESS:**

**2013 EnRoute Conference - Motion Steingart, second Maplethorpe to send no more than 5 persons to the 2013 EnRoute Conference not to exceed \$2,000.00 per person from line item 71500. Discussion - none.**

Roll Call:

Byrne	yes	Dato	yes	Finlon	yes
Gorr	yes	Hennessy	absent	Hunter	yes
Lang	yes	Maplethorpe	yes	McEwan	yes
McKenzie	yes	Nixon	yes	Sinacore	absent
Somerville	absent	Steingart	yes	Talbott	yes
Venturi	yes	Wheelock	yes		

Motion Carries.

**Adjustments of Employee compensation, benefits and job classifications funding from line item 51110.** Dato advised changes are done through the employee evaluations. Dato inquired of Rice if positions and reclassification/grade changes should be done in open or close session. Rice advised anything can be discussed in open session. Employee evaluations/reviews, discipline and compensation can be discussed in closed session.

**INFORMATIONAL ITEMS** - None

**EXECUTIVE SESSION – Personnel - 5 ILCS 120/2(c)(1)** (appointment, employment, compensation, discipline, performance, or dismissal of specific employees)

**Motion Lang, second Steingart to go into executive session at 2:28p.m. On a call of roll all were yes. Motion carries.**

**Motion Lang, second Finlon to come out of executive session at 2:43p.m. On a call of roll all were yes. Motion carries.**

Coordinator Thompson gave brief synopsis regarding her request to re-classify Technology Specialist to Director of IT. Thompson also reviewed the Director of IT job description and why this job description is more in line with the duties performed on a daily basis by the current Technology Specialist.

**Motion Steingart, second Maplethorpe to re-classify Technology Specialist to Director of IT. Discussion: Some members do not feel proper information has been gathered and do not feel comfortable voting on this proposed change. Other members felt very comfortable in supporting the proposal. A member asked if the current budget can support the re-classification and associated salary change. The Chairman indicated that there were sufficient monies in the budget that was previously approved by the Board. There was also some discussion regarding the job title. Some felt more comfortable with the title IT Manager.**

Roll Call:

Byrne	Absent	Dato		Finlon	yes
Gorr	No	Hennessy	Absent	Hunter	No
Lang	Yes	Maplethorpe	Yes	McEwan	No
McKenzie	No	Nixon	Yes	Sinacore	Absent
Somerville	Absent	Steingart	Yes	Talbott	Yes
Venturi	No	Wheelock	Yes		<b>Motion Carries</b>

**Motion McEwan, second Steingart to place Director of IT , at pay grade 15, salaried with a starting pay of \$66,248.00 and a 6 month evaluation. Discussion: Lengthy discussion regarding starting pay based on comparisons presented to board members, money saved due to minimal outsourcing..**

Roll Call:

Byrne	Absent	Dato		Finlon	No
Gorr	Yes	Hennessy	Absent	Hunter	No
Lang	No	Maplethorpe	No	McEwan	Yes
McKenzie	Yes	Nixon	No	Sinacore	Absent
Somerville	Absent	Steingart	No	Talbott	Yes
Venturi	Yes	Wheelock	No		<b>Motion Does Not Carry</b>

**Motion Wheelock, second Finlon to place Director of IT, at pay grade 15, salaried with a starting pay of \$72,000.00 and perform a 6 month evaluation for possible additional salary changes. Discussion: None**

Roll Call:

Byrne	Absent	Dato		Finlon	yes
Gorr	No	Hennessy	Absent	Hunter	No
Lang	Yes	Maplethorpe	Yes	McEwan	No
McKenzie	No	Nixon	Yes	Sinacore	Absent
Somerville	Absent	Steingart	Yes	Talbott	Yes
Venturi	No	Wheelock	Yes		<b>Motion Carries</b>

Due to time constraints the discussion regarding a job classification and grade level review of the ETSB coordinator position will be held at a future date.

**Motion Maplethorpe, second Finlon to award Coordinator Thompson a 3% pay raise of her current salary. Discussion None:**

Roll Call:

Byrne	Absent	Dato		Finlon	yes
Gorr	yes	Hennessy	Absent	Hunter	yes
Lang	yes	Maplethorpe	yes	McEwan	yes
McKenzie	yes	Nixon	yes	Sinacore	Absent
Somerville	Absent	Steingart	yes	Talbott	yes
Venturi	yes	Wheelock	yes		<b>Motion Carries</b>

Dato briefly reviewed Jacobson's evaluation and the discussion that he had with Thompson regarding Jacobson's review. Jacobson has been placed on a 90 day improvement plan and Thompson will re-evaluate Jacobson and bring that information to the ETSB Board in 90 days.

**Motion Maplethorpe, second Finlon to approve the 90 day improvement plan and review Jacobson's performance in 90 days. Discussion: None**

Roll Call:

Byrne	Absent	Dato		Finlon	yes
Gorr	yes	Hennessy	Absent	Hunter	yes
Lang	yes	Maplethorpe	yes	McEwan	yes
McKenzie	yes	Nixon	yes	Sinacore	Absent
Somerville	Absent	Steingart	yes	Talbott	yes
Venturi	yes	Wheelock	yes		<b>Motion Carries</b>

**NEXT MEETING DATE:** Tuesday January 8, 2013

**Motion Finlon, second Lang to adjourn.** There being no further business to discuss, the meeting was adjourned by Dato at 3:26 p.m.

Respectfully submitted,  
Lisa Jacobson  
GIS Analyst  
Lake County ETSB