

# LAKE COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

December 1, 2015 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. Chairman Dato thanked everyone for their service and thanked staff for their work.

## **ROLL CALL:**

J. Byrne, Lake County Sheriff's Office  
D. Dato, Wauconda Fire Dept.  
M. Gregory, Lake County Sheriff's Office  
S. Huffman, Antioch Police Department  
S. Husak, Lake Zurich Police Department  
J. Lang, Lake County Citizen  
J. Malcolm, Lake Zurich Fire Department  
P. Maplethorpe, Lake County Fire Districts  
A. McEwan, Lake County Administrators Office  
J. Steingart, Lake County Fire Chief's Assoc.  
D. Venturi, Lake County Citizen

## Absent:

Bender – Excused  
McKenzie – Excused  
Nixon  
Klahs

## Staff:

J. Thompson  
S. Winnecke  
M. Fronk - LCASA

## Guests:

D. Hansen, Mundelein Police Department  
J. Stowasser, Motorola  
J. Lilly Lilly & Associates  
L. Nordstrom, LCIT

## **PUBLIC COMMENT: None**

**APPROVAL OF MINUTES: Motion McEwan, second Steingart to approve the minutes of the November 3, 2015 regular meeting. Discussion – None.** All in favor. Motion Carries.

**CORRESPONDENCE:** As presented. Dato recognized the recent ETSB re-appointment & welcomed the new appointees, Steve Huffman & John Malcolm.

**TREASURER’S REPORT: Motion Gregory, second McEwan to approve the November 2015 Treasurer's reports. Discussion - None.** All in favor. Motion carries.

**COMMITTEE REPORTS:**

**FINANCE – Motion McEwan, second Lang to approve payment of bills in the amount of \$159,135.02 Discussion – None.**

Roll Call:

Bender	absent	Husak	Yes	McKenzie	Yes
Byrne	Yes	Klahs	absent	Nixon	absent
Dato	Yes	Lang	Yes	Malcolm	Yes
Gregory	Yes	Maplethorpe	Yes	Steingart	Yes
Huffman	Yes	McEwan	Yes	Venturi	Yes

Motion Carries.

**TECHNOLOGY** - Lang stated the Fire Station alerting and Paging projects are currently on hold due to the multitude of projects ETSB staff is currently handling.

**POLICY** – Venturi reviewed the Lake County ETSB Employee Compensation Adjustment Policy. Discussion regarding CPI verbiage, consensus was to remove the word “shall” Section 2 and make a few grammatical corrections. **Motion Venturi, second Maplethorpe to adopt the policy with the discussed changes.**

Roll Call:

Bender	absent	Husak	Yes	McKenzie	Yes
Byrne	Yes	Klahs	absent	Nixon	absent
Dato	Yes	Lang	Yes	Malcolm	Yes
Gregory	Yes	Maplethorpe	Yes	Steingart	Yes
Huffman	Yes	McEwan	Yes	Venturi	Yes

Motion Carries.

**CAD** – Next meeting will be at 1:30 p.m. January 13, 2016 at Countryside Fire 801 Midlothian Rd., Mundelein.

**COORDINATOR’S REPORT** - Thompson stated the sharing of fire units on EnRoute CAD governance still needs to be discussed at the fire Chief level. Thompson asked if this conversation can take place pre/post MABAS division meeting. Chief Steingart will assist Coordinator Thompson in scheduling this meeting. Thompson briefly discussed the AT&T global outage that affected the MDC’s the week of 11/22/15. Thompson stated Winnecke worked with AT&T and kept all users and ETSB members apprised of the situation.

**ATTORNEY’S REPORT** – S/A Fronk discussed the correspondence that he and Thompson worked on regarding T/C reimbursements and Riverwoods funding. After a brief discussion Fronk was asked to adjust this correspondence to reflect the financial restructuring of LCETSB. Chairman Dato discussed the proposed IGA with the Illinois Tollway acknowledging their dispatch center as a secondary PSAP. Chairman Dato feels no action is needed at this time and

will be putting the IGA on hold at this point in time for an indefinite period of time. The board members agreed with putting the IGA on hold.

**OLD BUSINESS:**

**Advanced Consolidation Study** – Thompson stated IXP hosted a Workshop on November 13, 2015 at Countryside FD #1 for all participants. IXP presented their findings to date and stated the next phase would be delving into the financial aspects of the systems. McEwan would like to have IXP present to the Mayors/Managers/Chiefs. McEwan, Dato and Thompson to discuss the possible presentation with Kevin Kearns of IXP.

**Microwave** – Winnecke reported the system will be turned up tomorrow (12/2/15). All PSAP’s have been notified and the changeover will begin at approximately 1000 hrs.

**County wide P25 radio system** – Stowasser (Motorola) stated the project is in progress.

**Sharing of Voice logging Equipment** – Thompson advised a cost sharing spreadsheet for the shared voice logging equipment has been produced with the dollar amounts provided by Stowasser (Motorola). Upon initial review by Waukegan PD further discussions are needed, therefore ETSB staff, Stowasser & Dave DeBauer (Waukegan PD) will be meeting on 12/4/15. The NICE Inform shared logging system will be cost shared with any Lake County departments wishing to join. **Motion McEwan, second Byrne to purchase the NICE Inform shared logging system. Discussion – None.**

Roll Call:

Bender	absent	Husak	Yes	McKenzie	Yes
Byrne	Yes	Klahs	absent	Nixon	absent
Dato	Yes	Lang	Yes	Malcolm	Yes
Gregory	Yes	Maplethorpe	Yes	Steingart	Yes
Huffman	Yes	McEwan	Yes	Venturi	Yes

Motion Carries.

**Elections** – Dato asked Thompson if she received any correspondence from the membership regarding elected positions. Thompson stated she had received one correspondence from Dato requesting to run for re-election, Chairman LCETSB. **Motion Maplethorpe, second Byrne to retain all persons currently holding office on the ETSB the same, i.e. Dato – Chairman, Venturi – Vice Chairman and Steingart – Secretary. Discussion – None. Chairman Dato called for any other nominations 3 times. There were no other nominations and nominations were closed.**

Roll Call:

Bender	absent	Husak	Yes	McKenzie	Yes
Byrne	Yes	Klahs	absent	Nixon	absent
Dato	Yes	Lang	Yes	Malcolm	Yes
Gregory	Yes	Maplethorpe	Yes	Steingart	Yes
Huffman	Yes	McEwan	Yes	Venturi	Yes

Motion Carries.

**Open position** – Thompson met with Chairman Dato to discuss and review ETSB staffing needs, identification and proposals. Thompson will disseminate a finished document prior to the January 2016 ETSB meeting. Thompson briefly detailed the amount of work being done by the two current employees, amount of after-hours work, call outs, etc. Thompson stated the deficit is affecting day to day office operations, technical support and customer service. Winnecke shared that reducing the staff from three to two is causing an increase in forced after-hours workload. In the month of November Winnecke had 63 overtime hours. Venturi advised that Winnecke is a salaried employee so the extra time worked is not compensated. Winnecke advised that the current ETSB staffing is also making completion of the normal day-to-day tasks difficult.

**NEW BUSINESS** – Adjustments of Employee compensation, benefits and job classifications funding from line item 51110. **Motion McEwan, second Venturi to give base raise of 2.85%.** Discussion – Members asked if this would be considered an interim raise or the annual increase. Venturi reminded members of the ETSB, regardless of their positions outside of this board their responsibility is to the ETSB board while effecting ETSB business. McEwan advised the County has approved raises at 2.85% and she would like to utilize this number and submit to the County. McEwan also stated that if the board decides to take further action at a future meeting to increase ETSB staff compensation, they may do so.

Roll Call:

Bender	absent	Husak	Yes	McKenzie	Yes
Byrne	Yes	Klahs	absent	Nixon	absent
Dato	Yes	Lang	Yes	Malcolm	Yes
Gregory	Yes	Maplethorpe	Yes	Steingart	Yes
Huffman	Yes	McEwan	Yes	Venturi	Yes

Motion Carries.

**INFORMATIONAL ITEMS** – Gregory and LCSO staff are working with Thompson regarding noise on the line (intermittent) when transferring wireless calls to Northwest Central Dispatch. Gregory also informed members AT&T made notification that 911 operators will no longer have the ability to request a “break in” on a phone line at March 18, 2016.

**EXECUTIVE SESSION** – None

**NEXT MEETING DATE:** Tuesday, January 5, 2016

**Motion Maplethorpe, second Lang to adjourn.** There being no further business to discuss, the meeting was adjourned by Dato at 2:48 p.m.

Respectfully submitted,  
 Jeannine Thompson, ENP, RPL  
 911 Coordinator/Manager