

# LAKE COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

January 5, 2016 ETSB Meeting Minutes

The meeting was called to order by Chairman Dato, at 1:34 p.m. at the Lake County EOC 1303 N. Milwaukee Ave., Libertyville, IL.

## **ROLL CALL:**

D. Dato, Wauconda Fire Dept.  
M. Gregory, Lake County Sheriff's Office  
K. Klahs, Lake County Police Chief's Assoc.  
S. Huffman, Antioch Police Department  
S. Husak, Lake Zurich Police Department  
J. Lang, Lake County Citizen  
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  
L. Nordstrom, Lake County IT

## Absent:

Bender - Excused  
McKenzie - Excused  
Malcolm - Excused  
Nixon  
Byrne

## Staff:

J. Thompson  
S. Winnecke  
M. Fronk - LCASA

## Guests:

D. Hansen, Mundelein Police Department  
J. Stowasser, Motorola  
J. Lilly Lilly & Associates  
D. Golubski

## **PUBLIC COMMENT: None**

**APPROVAL OF MINUTES: Motion Klahs, second Husak to approve the minutes of the December 1, 2015 regular meeting. Discussion – None.** All in favor. Motion Carries.

**CORRESPONDENCE:** As presented.

**TREASURER’S REPORT: Motion McEwan, second Gregory to approve the December 2015 Treasurer's report. Discussion** – Steingart inquired if the wireless surcharge money has been restored. Thompson stated the wireless surcharge payments have been restored. To date we have received 4 wireless checks (May, June, July and the annual “overage” check) from CMS totally \$524,984.74. All in favor. Motion carries.

**COMMITTEE REPORTS:**

**FINANCE – Motion McEwan, second Steingart to approve payment of bills in the amount of \$115,523.83 Discussion – None.**

Roll Call:

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

Motion Carries.

**TECHNOLOGY** - No Report

**POLICY** – No Report

**CAD** – Next meeting will be at 1:30 p.m. on January 13, 2016 at Countryside Fire 801 Midlothian Rd., Mundelein. Topics to be discussed; SQL transition, Solacom CPE, and Shared Voice Logging.

**COORDINATOR’S REPORT** - Defer to Old Business.

**ATTORNEY’S REPORT** – None

**OLD BUSINESS:**

**Advanced Consolidation Study** – 911 Consolidation Workshop has been scheduled by County Board Chairman Lawlor in cooperation with the Lake County ETSB to present initial findings of IXP’s Consolidation Study. Attendees will consist of Mayors, Managers, Chiefs, Dispatch Supervisors and ETSB members. Through this process Lake County hopes to achieve a countywide effort and consensus to move forward with consolidation efforts. The Workshop will be held on January 25<sup>th</sup>, 3:00 p.m., Gurnee Convention Center.

**Microwave** – Winnecke reported Solacom will be performing network testing for the Next Gen 911 system. Waukegan PD will be added to the network for the shared voice logging project. Additional fiber was installed at Fox Lake to allow for mirrored configuration at all sites.

**County wide P25 radio system** – Stowasser (Motorola) advised there will be a meeting on January 12<sup>th</sup> to configure a deployment plan.

**Sharing of Voice Logging Equipment** – ETSB staff had a meeting with Motorola and Waukegan PD to review and finalize the shared pricing.

**Open position** – Documentation was prepared and distributed by Coordinator Thompson. A correction was noted regarding FTE figures to reflect per pay period from monthly. Thompson asked the board for consideration to hire additional staff and presented her ETSB Staffing Needs Identification and Proposal. It was agreed that each position would be evaluated separately. Discussion regarding the Administrative Assistant position, explanation was provided this position would be replacing the CAD/GIS Analyst. McEwan advised the pay scale reflects appropriate compensation for an Administrative Assistant. Discussion regarding Technology Specialist, this position would be splitting “on call” duties, preparing hardware and performing other IT support duties. Venturi inquired if we need to hire both positions at the same time. Lang feels that both positions should be hired simultaneously. Discussion regarding map files and associated GIS tasks. Thompson advised that our CAD maps are more detailed and have special use for CAD agencies. Further discussion regarding the GIS tasks was put on hold. Steingart inquired regarding the hiring process. Thompson stated Lake County HR will post the positions, gather applications and turn over to Coordinator Thompson. **Motion by Steingart, second by Lang to approve hiring of the two positions. Discussion – McEwan asked if the positions could be job shared. Thompson advised that we need the staff in-house. Recommendation by Maplethorpe to modify the motion to give Coordinator Thompson authorization to hire two positions, McEwan asked about staffing levels being temporary. Steingart advised the Consultant’s report recommended a staff of four. Thompson added, with consolidations underway, current/pending projects and potential requests to form Joint ETSBs workloads will increase. Maplethorpe requested the Chair to call the question. Motion by Steingart, second by Lang to authorize Coordinator Thompson to hire two positions as presented in Thompson’s ETSB Staffing Needs Identification and Proposal.**

Roll Call:

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

Motion Carries.

**NEW BUSINESS** – None

**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, February 2, 2016

**Motion Klahs, second Steingart to adjourn.** There being no further business to discuss, the meeting was adjourned by Dato at 2:34 p.m.

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