

# LAKE COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

December 5, 2017 ETSB Meeting Minutes

The meeting was called to order by Chairman Dato, at 1:33 p.m. at the Lake County EOC 1303 N. Milwaukee Ave., Libertyville, IL.

## **ROLL CALL:**

C. Blanding  
J. Cokefair  
D. Dato  
P. Fetherston  
S. Huffman  
S. Husak  
K. Klahs  
S. Kurek  
J. Lang  
J. Malcolm  
P. Maplethorpe  
A. McEwan  
K. McKenzie  
J. Steingart  
D. Venturi

## Absent:

M. Botterman - Excused  
D. Hare – Absent

## Staff:

S. Winnecke  
C. Franco  
M. Fronk

## Guests:

D. Wesley – Lake County Admin  
M. Van Stedum – Fox Lake Police  
L. Stroberg – FoxComm  
J. Lee – Fox Lake Police  
S Saini – Lake County Sheriff Dept.  
L. Kelly – Lake Zurich Police  
L. Berger – Cencom  
N. Lienhardt – CLC Student  
J. Jabastin – CLC Student  
P. Czyzewski – CLC Student  
T. Echtenacher – CLC Student

B. Selbe – CLC Student  
J. Chan – CLC Student  
B. Yee – CLC Student

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES: Motion Steingart, Second McKenzie to approve the minutes of the October 2017 regular meeting. Discussion – None. Voice vote - All in favor, motion carries.**

**Motion Klahs, Second Steingart to approve the minutes of the November 2017 regular meeting. Discussion – None. Voice vote - All in favor, motion carries.**

**CORRESPONDENCE:** None.

**TREASURER’S REPORT: Motion McEwan, Second Malcolm to approve the October 2017 Treasurer’s report. Discussion - None. Voice vote - All in favor, motion carries. Ending balance \$1,739,476.64.**

**Motion McEwan, Second Maplethorpe to approve the November 2017 Treasurer’s report. Discussion - None. Voice vote - All in favor, motion carries. Ending balance \$1,778,293.73.**

**COMMITTEE REPORTS:**

**FINANCE:** No report.

**Approval of Vouchers – Motion McEwan, Second Lang to ratify November payment of bills in the amount of \$255,034.50. Discussion – None.**

Roll Call:

Blanding	Yes	Hare	Absent	Lang	Yes	Steingart	Yes
Botterman	Absent	Huffman	Yes	Malcolm	Yes	Venturi	Yes
Cokefair	Yes	Husak	Yes	Maplethorpe	Yes		
Dato	Yes	Klahs	Yes	McEwan	Yes		
Fetherston	Yes	Kurek	Yes	McKenzie	Yes		

Motion carries.

**Approval of Vouchers – Motion McEwan, Second Lang to approve payment of bills in the amount of \$166,168.01. Discussion – None.**

Roll Call:

Blanding	Yes	Hare	Absent	Lang	Yes	Steingart	Yes
Botterman	Absent	Huffman	Yes	Malcolm	Yes	Venturi	Yes
Cokefair	Yes	Husak	Yes	Maplethorpe	Yes		

Dato	Yes	Klahs	Yes	McEwan	Yes
Fetherston	Yes	Kurek	Yes	McKenzie	Yes

Motion carries.

**TECHNOLOGY:** Land advised USDD is moving forward with several fire stations installs.

**POLICY:** Venturi advised the recommended overall salary increase for 2018 will be 3%. This consists of the approved 2.2% CPI and a .8% merit increase.

**Motion Venturi, Second Klahs to approve recommended salary increase of 3%. Discussion-** None. **Motion Maplethorpe, Second Klahs to leave previous roll. Voice vote** – All in favor, motion carries.

Previous Roll Call:

Blanding	Yes	Hare	Absent	Lang	Yes	Steingart	Yes
Botterman	Absent	Huffman	Yes	Malcolm	Yes	Venturi	Yes
Cokefair	Yes	Husak	Yes	Maplethorpe	Yes		
Dato	Yes	Klahs	Yes	McEwan	Yes		
Fetherston	Yes	Kurek	Yes	McKenzie	Yes		

**CAD** – Next meeting is TBD at:  
 Countryside Fire.  
 801 Midlothian Rd., Mundelein

**COORDINATOR’S REPORT:** Defer to old & new business.

**ATTORNEY’S REPORT** – No report.

**OLD BUSINESS:**

**ETSB Board officer elections** – McEwan advised she has spoken to Dato and Lake County Board Chairman Lawlor about looking at the make-up of the ETSB Board.

**Motion Maplethorpe, Second Klahs to keep the ETSB officers the same as they are. Discussion** – None. **Motion Maplethorpe, Second Lang to leave previous roll. Voice vote** – All in favor, motion carries. *Chairman – Dato, Vice Chairman- Venturi, Secretary – Steingart*

Previous Roll Call:

Blanding	Yes	Hare	Absent	Lang	Yes	Steingart	Yes
Botterman	Absent	Huffman	Yes	Malcolm	Yes	Venturi	Yes
Cokefair	Yes	Husak	Yes	Maplethorpe	Yes		

Dato	Yes	Klahs	Yes	McEwan	Yes
Fetherston	Yes	Kurek	Yes	McKenzie	Yes

**Advanced Consolidation Study Update** – McEwan advised a letter was sent out to Lake County agencies which included ideas for next steps obtained from conversations with municipalities and a financial commitment recommendation. Interested organizations are also being asked to submit data. Maplethorpe inquired if fire districts were spoken with as they operate differently than municipal fire departments. McEwan advised some fire districts gave feedback. Dato asked if McEwan could meet with fire districts at their scheduled meetings. Steingart will reach out to the fire districts to coordinate.

**Deerfield/Bannockburn ETSB Merger** – Dato advised he left a message for Chief Sliozis.

**SQL CAD update** – Go live scheduled for week of January 15-19, 2018.

**Approval of annual raises for ETSB Staff budget line 51110** – Venturi recommended ETSB staff Winnecke and Franco receive 3% base salary increases for 2018. Additionally, with the extra tasks being performed due to the current staff shortage and the existing policy Lake County has in place, Venturi recommended Winnecke receive a 5% stipend retroactive to July 1, 2017 and Franco receive a 5% stipend retroactive to October 1, 2017.

**Motion Venturi, second Husak to approve 3% annual salary increase for ETSB staff retroactive to the beginning of December. In addition, approve 5% stipend for Winnecke retroactive to July 1, 2017 and 5% stipend for Franco retroactive to October 1, 2017.**

**Discussion** – None. **Motion Lang, second Steingart leave previous roll. Voice vote** – All in favor, motion carries.

Previous Roll Call:

Blanding	Yes	Hare	Absent	Lang	Yes	Steingart	Yes
Botterman	Absent	Huffman	Yes	Malcolm	Yes	Venturi	Yes
Cokefair	Yes	Husak	Yes	Maplethorpe	Yes		
Dato	Yes	Klahs	Yes	McEwan	Yes		
Fetherston	Yes	Kurek	Yes	McKenzie	Yes		

**Fox Lake ETSB/FoxComm and Cencom Joint ETSB 2012 9-1-1 call handling agreement** –

Dato asked Chief Lee from Fox Lake if there had been any movement on the Fox Lake ETSB end. Chief Lee advised he was not aware of any. Director Berger from Cencom stated she thought Dato was going to send a letter to both Fox Lake ETSB and Cencom JETSB requesting a meeting. Dato advised he will see if something can be scheduled after the new year.

**ETSB Staff – Database Analyst position** – Winnecke advised there have been several applicants. Dato requested volunteers to be on a hiring committee with ETSB staff. Featherston and Lang volunteered. Winnecke asked McEwan if he could request a Lake County staff member from GIS to assist, McEwan advised yes.

**NEW BUSINESS –**

**Approval of Vernon Hills JETSB/LCETSB shared zip code agreements (60045/60048/60069)**

**Approval of Cencom JETSB/LCETSB shared zip code agreement (60010)** - Dato confirmed with Winnecke there were no changes to any of the agreements. Winnecke advised there was not. Dato recommended all agreements be one motion.

**Motion Kurek, second Klahs to approve the share zip code agreements for 60045, 60048, 60069 and 60010. Discussion – None Voice vote – All in favor, motion carries.**

**Approval of authorization letter allowing ETSB staff to transfer funds when necessary to pay ETSB board approved expenditures** – Dato advised a letter is needed for ETSB staff to transfer money between approved budgeted line items. This has been done annually.

**Motion McEwan, second Kurek to approve letter authorizing ETSB staff to transfer funds to pay ETSB board approved expenditures. Discussion – None. Motion Lang, second Maplethorpe leave previous roll. Voice vote – All in favor, motion carries.**

Previous Roll Call:

Blanding	Yes	Hare	Absent	Lang	Yes	Steingart	Yes
Botterman	Absent	Huffman	Yes	Malcolm	Yes	Venturi	Yes
Cokefair	Yes	Husak	Yes	Maplethorpe	Yes		
Dato	Yes	Klahs	Yes	McEwan	Yes		
Fetherston	Yes	Kurek	Yes	McKenzie	Yes		

**Proposed process to update Lake County “An Ordinance Providing for the Establishment of the Emergency Telephone System Board for the Lake County 9-1-1 Service Area and Setting Forth the Powers and Duties of Said Board” approved as amended May 14, 1996 by the Lake County Board. Discussion and possible action.** – McEwan stated in previous years there has been an effort to reorganize the ETSB board. The recommendation is to have a letter sent reaching out to partner organizations to see what structure would work. Then, after input, have a review of the feedback to better accommodate all agencies and interests. Dato advised he feels strongly that changes to the make-up of the board would be beneficial and has had discussions with McEwan and Lake County Board Chairman Lawlor. Venturi shared that representation needs to be fair and maybe use a scale based approach. Also, some of the recommending authorities no longer exist and that should be considered. Steingart stated a guided approach should be used. Fronk advised the Lake County Board has the ultimate say in appointments and make-up of the ETSB board. Currently, they are asking for input. Maplethorpe

advised there are several factors that should be taken into consideration as the state continues to work through the consolidation of PSAPs and ETSBs. Dato stated the goal at this time is to work through how to make the ETSB board effective for the future. McEwan will work with member agencies to come up with a list of questions to present to the interested parties. Dato advised that based on discussions with McEwan, other non-member agencies could also be requested to provide input into the reorganization of the ETSB board. Dato stated if anyone comes up with ideas, send them to himself, McEwan, Venturi, and copy Lake County Board Chairman Lawlor.

**INFORMATIONAL ITEMS** – None

**EXECUTIVE SESSION** – None

**NEXT MEETING DATE:** Tuesday January 2, 2017

**Motion Maplethorpe, Second Lang to adjourn.** There being no further discussion, the meeting was adjourned at 2:41 p.m.

Respectfully submitted,  
Steven J. Winnecke  
911 Coordinator (Int.)  
Director of IT