

LAKE COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

July 13, 2021 ETSB Meeting Minutes

The remote meeting was called to order by Vice-Chair Venturi at 1:30 PM via Zoom in accordance with revised provisions of the Open Meetings Act.

Pursuant to Section 7(e) of the Illinois Open Meetings Act, Gubernatorial Disaster Proclamation, and the Determination of the Lake County Emergency Telephone System Board Chair, this meeting was held via audio and video conference.

ROLL CALL:

C. Buschick
R. Carani
S. Husak
B. Malkov
J. Paulus
D. Venturi

Absent:

A. Becker – Excused
D. Dato – Excused
K. McKenzie – Excused

Staff:

S. Winnecke
K. McGill
M. Nowakowski

Others present:

Don Hansen – Mundelein Police

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: Motion Malkov, second Buschick to approve the minutes of the June 2021 regular meeting. Discussion – None.

Roll Call:

Becker	Absent	Dato	Absent	McKenzie	Absent
Buschick	Yes	Husak	Yes	Paulus	Yes
Carani	Yes	Malkov	Yes	Venturi	Yes

Motion carries.

CORRESPONDENCE: None.

TREASURER’S REPORT:

Approval of Treasurer’s Report – Motion Buschick, second Carani to approve June 2021 Treasurer’s Report with ending balance of \$11,760,054.46 subject to review by ETSB Executive Director. Discussion – Winnecke advised when filing the AFR and reviewing the audit, discrepancies were found. Lake County Finance then reviewed and stated the balances previously received were inaccurate. This unaudited balance received from Lake County Finance is the correct balance.

Roll Call:

Becker	Absent	Dato	Absent	McKenzie	Absent
Buschick	Yes	Husak	Yes	Paulus	Yes
Carani	Yes	Malkov	Yes	Venturi	Yes

Motion carries.

COMMITTEE REPORTS:

FINANCE:

Approval of Vouchers – Motion Malkov, second Husak to approve payment of bills in the amount of \$245,407. Discussion – Winnecke advised PCard small purchases are purchases less than \$5,000 that are authorized and reviewed by Lake County Finance. Winnecke stated a detailed statement can be sent to board members by request.

Roll Call:

Becker	Absent	Dato	Absent	McKenzie	Absent
Buschick	Yes	Husak	Yes	Paulus	Yes
Carani	Yes	Malkov	Yes	Venturi	Yes

Motion carries.

TECHNOLOGY: No report.

POLICY: No report.

EXECUTIVE DIRECTOR’S REPORT: Deferred to new and old business.

ATTORNEY’S REPORT: No report.

BUSINESS:

Advanced Consolidation Update – Lake County has moved forward with phase two planning for the consolidated building.

Tyler Shared Technologies Shared CAD/Mobile Project Update – The Tyler Technologies shared systems kick-off meeting took place last week. The meetings were well attended. The evaluation of the systems continues to move forward. Due to Lake County Finance not entering the 2021 budget until one month ago, ETSB was not able to purchase the hardware within the initial proposed timeline.

Comcast Fiber Internet Service – Motion Carani, second Husak to approve entering into 36-month agreement with Comcast Enterprise Services for internet service in Libertyville not to exceed \$1,330.00 monthly to include one-time installation fee of \$499.00. Budget line 71960. Discussion – None.

Roll Call:

Becker	Absent	Dato	Absent	McKenzie	Absent
Buschick	Yes	Husak	Yes	Paulus	Yes
Carani	Yes	Malkov	Yes	Venturi	Yes

Motion carries.

ETSB IT Systems Engineer – Motion Carani, second Buschick to approve establishing IT Systems Engineer position, approve job description, assign salary grade, and to complete a candidate selection process to hire IT Systems Engineer. Budget line 51110. Winnecke advised this candidate would be responsible for the network, network security, and management of servers. This position is in urgent need due to the large infrastructure of the new shared system. Winnecke recommends hiring this candidate within the IT 8 position which consists of a salary range of \$67,208.06 to \$80,361.71 with a top out of \$119,822.66. **Discussion** – Carani asked if this salary range is competitive for this type of position. Malkov stated he believes this salary range is competitive.

Roll Call:

Becker	Absent	Dato	Absent	McKenzie	Absent
Buschick	Yes	Husak	Yes	Paulus	Yes
Carani	Yes	Malkov	Yes	Venturi	Yes

Motion carries.

ETSB/Lake County MOU – Motion Malkov, second Husak to approve MOU between ETSB and certain departments of Lake County to install and operate equipment for the shared CAD/Mobile system in a Lake County facility. Discussion – Carani asked for clarification on the space this MOU is regarding. Winnecke advised this is space within an existing Lake County Sheriff's Office data center and there is no charge to ETSB for using this space.

Roll Call:

Becker	Absent	Dato	Absent	McKenzie	Absent
Buschick	Yes	Husak	Yes	Paulus	Yes
Carani	Yes	Malkov	Yes	Venturi	Yes

Motion carries.

Employee Reclassification – Motion Husak, second Buschick to approve reclassifying M. Nowakowski to IT 8 salary range and set compensation. Budget line 51110. Winnecke advised M. Nowakowski’s position as a database analyst is a highly skilled position within the ETSB and requires a specific skill set and knowledge that is only achieved through education and experience. This job position is responsible for producing and managing the GIS data for CAD, serving as the MSAG administrator, evaluating wireless carrier routing, in addition to being a support personnel for ETSB services. In 2019, the statewide 9-1-1 administrators’ office implemented a statewide NG9-1-1 project which required conversion of all GIS data in Illinois to be in standard NENA format. During that process, M. Nowakowski became a leader in a newly formed GIS consortium. M. Nowakowski is now responsible for coordinating and maintaining the Next Gen 9-1-1 GIS data for seven PSAPs, including multiple areas outside of the ETSB 9-1-1 authority. In addition, with the implementation of the new shared CAD, M. Nowakowski will be responsible for producing and managing GIS data for nine PSAPs. Winnecke asked for consideration of reclassification to IT 8, and her salary be set to \$76,500.00. **Discussion** – Venturi asked which IT salary range M. Nowakowski is currently in. Winnecke advised IT 5 is her current range. Malkov stated he supports this reclassification.

Roll Call:

Becker	Absent	Dato	Absent	McKenzie	Absent
Buschick	Yes	Husak	Yes	Paulus	Yes
Carani	Yes	Malkov	Yes	Venturi	Yes

Motion carries.

Priority Dispatch EFD – Motion Paulus, second Malkov to approve reimbursement to Lake Zurich PSAP for purchase of Priority Dispatch EFD providing standardized pre-arrival instructions for fire emergency calls not to exceed \$71,161.00. Budget line 84030. **Discussion** – Carani asked if this is consistent in how ETSB handles other PSAPs. Winnecke stated this is an additional protocol. Lake Zurich currently has Priority Dispatch EMD. Buschick asked if this could carry over into a consolidated center. Winnecke stated it can be carried over.

Roll Call:

Becker	Absent	Dato	Absent	McKenzie	Absent
Buschick	Yes	Husak	Abstained	Paulus	Yes
Carani	Yes	Malkov	Yes	Venturi	Yes

Motion carries.

INFORMATIONAL ITEMS: Winnecke thanked the board members for their support as ETSB continues to build the staff as well as supporting the existing staff.

NEXT MEETING DATE: August 3, 2021 1:30 PM

Adjournment of meeting – With all business being complete, the meeting was adjourned by Vice-Chair Venturi at 2:05 PM.

Respectfully submitted,
Katie McGill
Admin/Tech Assistant