

LAKE COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

November 7, 2023, ETSB Meeting Minutes

The meeting was called to order by Chair Husak at 1:35 PM at Lake County EMA, 1303 N. Milwaukee Ave. Libertyville, IL 60048

ROLL CALL:

B. Becker
C. Buschick
S. Husak
B. Malkov
C. Smith
D. Venturi
D. Wermes

Absent:

D. Dato – Excused
K. McKenzie- Excused

Staff:

S. Winnecke
J. Cottrell
M. Nowakowski
K. Reinhard

Others present:

Don Hansen – Mundelein Police
Lindsay Szafran- FoxComm 911 Center
Michael Sheedy- Winthrop Harbor

PUBLIC COMMENT: None

APPROVAL OF MINUTES: Motion Malkov, second Wermes to approve the minutes of the October 2023 regular meeting as amended. Discussion – None Voice Vote – All in favor, motion carries.

CORRESPONDENCE: None

TREASURER’S REPORT:

Approval of Treasurer’s Report – Motion Venturi, second Becker to approve the October 2023 Treasurer’s Report ending with a balance of \$ 11,471,343.87. Discussion - None. Voice Vote – All in favor, motion carries.

COMMITTEE REPORTS: None

FINANCE:

Approval of Vouchers - Motion Malkov, second Venturi to approve payment of bills in the amount of \$283,615.67 and P-Card purchases in the amount of \$20,928.65. Discussion - None

Roll Call:

Becker	Yes	Dato	Absent	McKenzie	Absent
Buschick	Yes	Husak	Yes	Smith	Yes
Malkov	Yes	Venturi	Yes	Wermes	Yes

Motion carries

Technology: No report.

Policy: No report

EXECUTIVE DIRECTOR’S REPORT:

ROC Building Update: Winnecke advised the requirements for the towers have been met. The PSAP tower had to be moved a small amount to prevent ice in the winter falling on people walking beneath. There are no updates on coverage maps.

NG9-1-1 Update: Waukegan moved to the ETSB hosted solution November 1, 2023. Thank you to Paul who throughout the entire process a key asset to the transition was asked by Waukegan to attend all critical meetings and attend the go-live on. ESInet final ORT testing is scheduled for the week of November 27th for Lake Zurich, LCSO and CenCom. Waukegan ORT is the week of December 4th. ESInet migration scheduled December 11-14th. One per day to include Lake Zurich, LCSO, CenCom and Waukegan.

Tyler Cad/Mobile Project Update: Cottrell gave updates on the Tyler CAD Project. It was advised configuration week 6 was completed in September. During those sessions there was a lot of work completed by the users. The Friday after the configuration sessions, Tyler installed a CAD upgrade. The following days it was found the upgraded deleted recent changes and data entry into the system such as response plans and unit lists which were completed by users, along with deleting some user’s privileges. It was also reported that RMS users also had missing data. In conversations addressing the issues, Tyler advised there was a sync issue which has been occurring since an earlier release. Tyler advised the missing data was due to an installation package being directed to the wrong file path, this has been corrected. Data conversion mapping is still in progress for the EnRoute CAD into the Tyler system. There has yet to be a CAD to Mobile user group, which has been cancelled twice by Tyler. Because of all the issues with the upgrade, no one has been able to put work into the Tyler CAD since September 29th. Tyler plans to test patches for the test CAD on November 8th. ETSB will be keeping in close contact with Tyler to make sure the issues are fixed. Winnecke thanked Cotrell and Nowakowski for working with Tyler to identify and test fixes. It was discussed if the go live date of April 16th will still be

plausible. Winnecke advised that is still the target go-live date. Training dates for all users were discussed, such as if the go live date gets pushed back, if that will affect the training dates. Winnecke advised that Lake County will be extending Crowe’s contract for project management services to cover the project through go live.

ETSB Consolidation Update: D. Hanson advised the PCC is looking at hiring an attorney that will also look at the JETSB.

ATTORNEY’S REPORT: No Report

BUSINESS:

Approval of FY2024 Budget- Motion Malkov, second Wermes to approve the 2024 budget. Winnecke presented the FY2024 budget. **Discussion – None Voice Vote – All in favor, motion carries.**

Roll Call:

Becker	Yes	Dato	Absent	McKenzie	Absent
Buschick	Yes	Husak	Yes	Smith	Yes
Malkov	Yes	Venturi	Yes	Wermes	Yes

Motion carries

Approval of 2024 ETSB meeting calendar- Motion Venturi, second Malkov to approve the 2024 meeting schedule. Discussion – Member’s discussed the proposed dates. It was decided the January date would be set for January 9th.

Asset Removal- Motion Venturi, second Becker to declare surplus of end-of-life and out of service assets. Discussion - None

Roll Call:

Becker	Yes	Dato	Absent	McKenzie	Absent
Buschick	Yes	Husak	Yes	Smith	Yes
Malkov	Yes	Venturi	Yes	Wermes	Yes

Motion carries

2024 ETSB Staff Wages- Motion Wermes, second Smith to approve 6% overall salary increases all ETSB staff. Discussion - Husak provided a background on the process for ETSB staff salary increases and recommended a 6% raise for all staff. Venturi advised 6% seemed to be a fair increase in the current market. Discussion on how the increase would be broken down with determination 1.625% will be for the COLA and 4.375% will be for merit.

Roll Call:

Becker	Yes	Dato	Absent	McKenzie	Absent
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Buschick	Yes	Husak	Yes	Smith	Yes
Malkov	Yes	Venturi	Yes	Wermes	Yes

Motion carries

INFORMATIONAL ITEMS: FY2024 Budget – Winnecke advised the annual holiday luncheon will take place at 12:30 PM before the December 5th meeting.

NEXT MEETING DATE: December 5, 2023, 1:30 PM, Lake County EMA, 1303 N. Milwaukee Ave. Libertyville, IL 60048

Motion Venturi second Malkov to adjourn. There being no further business to discuss, Chair Husak adjourned the meeting at 2:41 PM.

Respectfully submitted,
Kate Reinhard
Admin/Tech Assistant