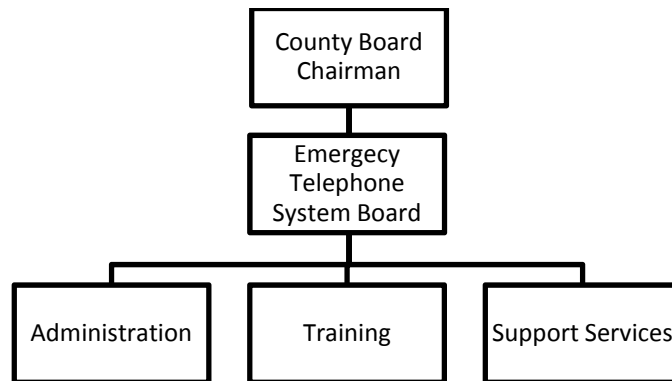


## St. Clair County Emergency Telephone System Board

**Purpose:** The purpose of the department is the design, maintenance, and oversight of operations for the county wide Enhanced 9-1-1 System.

**Function & Structure:**



**Administration:** This branch ensures that any statutes, rules and regulations, (Federal, state, county) are carried out ensuring the countywide 9-1-1 system functions as effectively as possible. This is accomplished by staff implementing procedures, equipment and personnel to ensure operations meet all standards. This department is also responsible for fiscal management and oversees the operations of all other departments.

**Training:** The task of this position is to ensure all S.O.P.s are up to date, that 9-1-1 telecommunicators receive training to keep proficient in providing 9-1-1 service to the county. This includes 9-1-1 equipment, Emergency Medical Dispatch, and all other aspects of the 9-1-1 system.

**Support Services:** This includes addressing of residents and businesses within the county, GIS operations that support electronic maps located in the dispatch centers and Computer Aided Dispatch that provides assistance to the telecommunicators in handling calls. This department also manages the databases needed to locate 9-1-1 callers, both wireline and wireless.

**Annual Budget:** The 9-1-1 budget for 2014 is \$5,562,472.

**Staffing Levels:** The department currently employs 9 full-time and 2 part-time employees.

**Governance:** The 9-1-1 Department is governed by a seven person board whose members are appointed by the county board. Makeup of the board is determined by the Emergency

Telephone System Act. The 9-1-1 Board (ETSB) is accountable to the St. Clair County Chairman and the Illinois Commerce Commission's rules and regulations per state law.

Non-Public Bodies: The staff of the 9-1-1 system serve on several state and national boards and committees including but not limited to Illinois National Emergency Number Association, National Emergency Number Association, Association of Public Safety Communications and Illinois GIS Board.

Types of Records:

9-1-1 Call Records: Time and locations of 9-1-1 calls placed within the county.

Administrative and Financial Records

Scheduling of Fees:

- 1) The first fifty (50) pages of black and white, letter or legal sized copies are **FREE**.
- 2) Each copy after the 50<sup>th</sup> page of black and white, letter or legal sized is **15 CENTS** per page.
- 3) A request of color copies or copies in a size other than legal or letter will be charged the office's **ACTUAL COST OF REPRODUCTION** of these copies.
- 4) For documents produced in electronic format, the requestor will be charged the office's **ACTUAL COST OF PROVIDING THE MEDIA** (cd, dvd, diskette, etc.) which will contain the documents requested. No per page cost will be charged for documents provided only in electronic format.
- 5) For obtaining a certified copy an additional fee of **\$1.00 PER CERTIFIED DOCUMENT** will be assessed.

*Please Note: This office may require payment of all fees prior to the initiation of any copying of documents pursuant to statute. Reproduction fees for requests to be used for commercial purposes require advance payment of all fees.*