ST. CLAIR COUNTY 9-1-1 EMERGENCY TELEPHONE SYSTEM BOARD

Minutes of the May 12, 2015 Meeting

In Attendance:

Board Members:
Fire Chief Donald R. Feher
Mayor George Chance
Mr. Michael Sullivan
Ms. Carol Clark
Mr. Kevin Elbe

Absent:
Sheriff Richard Watson, Chairman
Chief Michael D. Floore, Sr.
Marty Bausano, 911 Deputy Director

Staff:
Herbert Simmons, 911 Director
Kevin Kaufhold, 911 ETSB Attorney
Mary Muskopf, 911 ETSB Secretary

Others In Attendance:
Bryan Whitaker
Daryl Ostendorf
Jim Brede - PBC
Bill Reichert – EWR
Deborah Ambruso - AT&T
Eric Deen – AT&T
Dave Jayne – AT&T
Jim Nash – AT&T

Vice Chairman Donald Fehercalled the meeting of the ETSB to order at 9:00a.m. on May 12, 2015 in the 9-1-1 ETSB Director's Office, 101 South 1stStreet, Belleville, IL.

The meeting began with the Pledge of Allegiance.

Public Comments

Daryl Ostendorfwas thankful that he received the EMD reviews he had been waiting on and asked about the status on using Mid-America airport as a back-up center. He also stated Chief VanHookis still interested in adding an additional position should the County decide to provide them with one in order to save money. Director Simmons stated he would be reviewing these matters in the near future.

Approval of Minutes – Vice Chairman Feher asked for approval of the minutes for the April 15, 2015meeting. A motion was by Michael Sullivanand seconded by Kevin Elbe to approve the minutes. The motion passed unanimously.

Vice Chairman Feher also asked for approval of the minutes of the April 30, 2015 special meeting. A motion was made by Carol Clark and seconded by Michael Sullivan to approve the minutes. The motion passed unanimously.

Attorney Report –Attorney Kevin Kaufholdstatedthe public comments were mentioned in the regular minutes in brief form as requested by O'Fallon at the last meeting. He is currently tracking all pending legislation and receiving input from legislative and police forces involving the fate of the PSAPs. There was also a discussion concerning Board approval for future hiring and an updated draft on Board policies which Attorney Kaufhold will present at the next Board meeting.

Report by Deputy Director: No Report

Director's Report:

Items for Information:

Next Generation 9-1-1 Project Update – Presentation by AT&T: Director Herbert Simmons reported the NG-911 project is moving forward and the cutover process will begin on Monday, May 11, 2015. He also provided a tentative work schedule at the PSAPs and stated the process should be completed within three weeks. ETSB mapping staff will be providing assistance with the reconfiguration/transition of the GeoLynx mapping.

There was also a presentation by the AT&T Next Generation 9-1-1 Project Team and a discussion concerning cost factors.

Update on Millstadt Radio Tower Project: Director Simmons gave an update on the Millstadt radio tower project and provided a tentative schedule on the project as follows:

- Foundation Design: by 5/15
- Foundation Pour: by 5/29
- Tower delivery & erection, installation of new antennas and lines: week of 6/29
- Cut from old antennas to new: to be coordinated, but could be that same week

Resignation of Part-Time Employee: Director Simmons stated he has received a resignation letter from part-time employee Judith Hagan who was a quality assurance technician for the Emergency Medical Dispatch program. He also stated he has conducted interviews with staff, initiated cross training and has found two employees who are certified to do the work. He has asked Deputy Director Marty Bausano to look into getting certification for two additional employees.

Items for Action:

GeoComm/GeoLynx Contract: Director Simmons led a discussion concerning the need to upgrade our existing GeoLynx mapping system which will enable us to remotely update all 911 workstations, reduce required travel and allow for more timely updates. He also asked the Board to approve the new GeoComm contract in the amount of $58,902 which includes a $37,000 credit for previously paid contract expenses. The hardware to support the system upgrade was previously purchased and is already on site.

A motion was made by Michael Sullivan and seconded by Carol Clark to approve theGeoComm/GeoLynxContract in the amount of $58,902.
Roll Call Vote:
Richard Watson – absent
Donald Feher – yes
George Chance – yes
Michael Sullivan – yes
Carol Clark – yes
Michael Floore – absent
Kevin Elbe – yes

Priority Dispatch Annual Maintenance Contract: Director Simmons requested the Board's approval to renew the Priority Dispatch Medical contract in the amount of $22,020 for our ProQA system.

A motion was made by George Chance and seconded by Kevin Elbe to approve the Priority Dispatch annual maintenance contract in the amount of $22,020.
Roll Call Vote:
Richard Watson – absent
Donald Feher – yes
George Chance – yes
Michael Sullivan – yes
Carol Clark – yes
Michael Floore – absent
Kevin Elbe – yes

Roof Bid Approval: Director Simmons requested the Board's approval to accept the roofing bid from Joiner Sheet Metal in the amount of $75,465. This project is covered under the previously approved bond issue.

A motion was made by Carol Clark and seconded by Michael Sullivan to approve the Joiner Sheet Metal roofing bid in the amount of $75,465.
Roll Call Vote:
Richard Watson – absent
Donald Feher – yes
George Chance – yes
Michael Sullivan – yes
Carol Clark – yes
Michael Floore – absent
Kevin Elbe – yes

HVAC Bid Approval: Director Simmons requested the Board's approval to accept the HVAC replacement bid from C & K Heating and Cooling in the amount of $26,033. This project is also covered under the bond issue.

A motion was made by Kevin Elbe and seconded by George Chance to accept the HVAC replacement bid from C & K Heating and Cooling in the amount of $26,033.
Roll Call Vote:
Richard Watson – absent
Donald Feher – yes
George Chance – yes
Michael Sullivan – yes
Carol Clark – yes
Michael Floore – absent
Kevin Elbe – yes

Approval of Alternate ETSB Board Member for Expense Review: Director Simmons requested an alternate person to sign off on all ETSB expenses in Board member Michael Sullivan's absence and recommended Board member Donald Feher. After further discussion the Board agreed to continue to call Board member Carol Clark as an alternate and then Donald Feher if Carol is unavailable.

Priority Dispatch System Upgrade Proposal and Expansion: Director Simmons led a discussion regarding an opportunity to place ProQA in all PSAPs rather than just the three that we currently have. This would eliminate the downloading of their monthly calls by an ETSB staff member and allow EMD training staff to randomly select and retrieve all calls from quality assurance and increase the effectiveness and integrity of the program.Director Simmons requested the Board's approval to move forward with the Priority Dispatch System Upgrade and Expansion proposal at a cost of $74,290. This quote includes a one-time credit of $14,280 from a reduction in the annual licensure fee.

A motion was made by Michael Sullivan and seconded by Carol Clark to approve the Priority Dispatch System Upgrade Proposal and Expansion contract in the amount of $74,290.
Roll Call Vote:
Richard Watson – absent
Donald Feher – yes
George Chance – yes
Michael Sullivan – yes
Carol Clark – yes
Michael Floore – absent
Kevin Elbe – yes

Ross &Baruzzini Contract for County Communications Network: Director Simmons stated the ETSB has been part of an ongoing committee to investigate and determine future communication needs for St. Clair County. The committee has selected the company Ross &Baruzzini to provide an Information Technology Infrastructure Roadmap for St. Clair County. The cost of this determination report is $44,000 and will be shared by the ETSB, Highway Department, Public Building Commission and St. Clair County. Director Simmons requested the Board's approval to spend $11,000 for the ETSB portion of the Ross &Baruzzini contract for the County Communications Network.

A motion was made by Carol Clark and seconded by Kevin Elbe to spend $11,000 for the ETSB portion of the Ross &Baruzzini contract for the County Communications Network.
Roll Call Vote:
Richard Watson – absent
Donald Feher – yes
George Chance – yes
Michael Sullivan – yes
Carol Clark – yes
Michael Floore – absent
Kevin Elbe – yes

Audit Trail, Surcharge Report and Fund Summary –

A motion was made by George Chanceand seconded by Kevin Elbe to approve the April 2015Audit Trail, Surcharge Report and March 2015 Fund Summary. The motion passed unanimously.

Old Business:

New Business: Board Member George Chance stated the Boardshould try to keep future contracts in St. Clair County or at least in Illinois and a brief discussion ensued.

Director Simmons stated Sheriff Watson requested the June 9th meeting date be moved to June 16th. A motion was made by Michael Sullivan and seconded by George Chance to reschedule the June 9th ETSB meeting date to June 16th. The motion passed unanimously.

Executive Session:

Other Issues:

Adjournment –At 9:53a.m. a motion to adjourn was made by Kevin Elbe and seconded by Michael Sullivan.The motion passed unanimously.

Respectfully Submitted,
Mary Muskopf

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NEXT MEETING
June 16, 2015
9:00 a.m.
101 S. 1st Street
Belleville, IL 62220