



## Cook County Emergency Telephone System Board

9511 Harrison St, Des Plaines, IL 60016  
Cook County Communications Center  
Monday, January 25, 2016  
3:00 p.m.

### ATTENDANCE

Board members in attendance were Ms. Joellen Bailey, Mr. Brian Drake, Mr. Thomas Fleming, Mr. William Little, Mr. Jay Reardon, Mr. Jeffrey Rodrigues and Mr. Julius Rutili. Absent were Chairman Ernest Brown and Mr. John Cornier.

Also present was Ms. Shereen Gamble, Administrative Analyst, Mr. Victor Siedleski, Assistant CAD Administrator, ASA Kathleen McKee, Office of the Cook County State's Attorney, Executive Director Martin Bennett, 911 Communications Center, Ms. Aimee Schroder, Selden Fox and Executive Officer Patrick Dwyer, Cook County Sheriff's Police Department.

### CALL TO ORDER

Executive Director Fleming called the meeting to order at 3:03 p.m.

### MOTION TO APPROVE MINUTES

Mr. Reardon made a motion to approve the Cook County Emergency Telephone System Board minutes of November 19, 2015 as written, second Ms. Bailey. All in favor. Voice Vote, Approved.

Motion carried.

### LEGISLATIVE REPORT

Mr. Kelly provided the following written legislative report;

The legislature is not in session and no action is pending on any bills affecting 9-1-1. Governor Rauner did sign SB 2039 which allowed wireless surcharge funds to be paid. Cook County should have received a check for some of the past due surcharge amounts (*in December 2015 the ETSB received wireless surcharge checks for May, June, July and August*). The Statewide 9-1-1 Advisory Board approved the final Emergency Rules transitioning the oversight of the 9--1-1 System from the Illinois Commerce Commission to the Department of State Police. Emergency Rules Part 1324,1325,1326,1327, 1328 and 1329 became effective January 1, 2016, also the Statewide 9-1-1 Advisory Board released the application for consolidation grant funds with all applications due back to the State 9-1-1 Administrator by March 31, 2016. Finally, the Governor's Office conducted interviews for the position of statewide 9-1-1 Administrator during the week of December 20, 2015. Hopefully, we will soon have that position filled.

### MEMOS OF UNDERSTANDING AND INTERGOVERNMENTAL AGREEMENTS

#### IDOT

Executive Director Bennett reported that the language has yet to be finalized in for the MOU between the Sheriff's Police and IDOT for the use of CAD. This project would pay for new server hardware that would greatly increase the capacity of the Cook County CAD system to be able to handle future expansion. The new server hardware is sized for 1 million additional calls for service which provides far greater capacity to add agencies to the system without any degradation of system performance. The CAD is currently processing

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approximately 1.3 million calls for service which includes the activity of the Illinois State Police.

The annual maintenance costs for the new server hardware reduces current costs by approximately \$19,000 per year. The current servers have been in service since 2010.

### METRA

An Intergovernmental Agreement for dispatch services for Metra PD is currently being reviewed by legal. Metra PD is not currently a certified PSAP by the Illinois Commerce Commission (ICC). Executive Director Bennett has been in contact with the ICC in order to discuss Metra phone lines at facilities located throughout a 6 county area. We are currently discussing routing of landline 9-1-1 calls to the CCSPD 9-1-1 center and transferring surcharge monies for Metra jurisdictions to Cook County ETSB, however this may not be feasible as the 911 calls may still need to be routed locally and then transferred.

Executive Director Bennett reported that Metra will fund 10 telecommunicator positions and develop a plan to as to how to access the 1400 cameras that Metra has in place.

## **COMMUNICATIONS CENTER OPERATIONS REPORT**

### SMART 9-1-1

Smart 9-1-1 training for the 911 center has been completed. We are working with the marketing department from Rave Mobile Safety on a public launch and press announcement in January. Executive Director Bennett is currently recruiting other agencies in the nearby 6 county area to collaborate on a joint press announcement.

Rave allows the user to create a profile that is stored and maintained on their database. Rave reminds the users to update their profile by sending periodic emails to validate their profile. If a user fails to respond to several requests Rave will no longer send the user's information to 911.

### MCC7500 STATUS REPORT

The request for the 3 MCC7500's is currently on the city of Chicago's contract and waiting on approval from Homeland Security. It is anticipated that this should be approved within the next month. All 14 positions will be equipped with radio equipment when this has been approved.

### REQUEST UPGRADE GIS ANALYST POSITION TO ASSISTANT CAD ADMINISTRATOR AND MODIFY MOU FOR SALARIES

Staff is requesting approval to upgrade the GIS Analyst position that was held by Cecilia Levin to an Assistant CAD Administrator. The position would be reclassified from a grade 19 to a Grade 21. The residents of Cook County would be better served by additional IT staff rather than a second GIS Analyst. In addition to CAD, the CAD Administrators are responsible for the support of the 911 phone system, network and work station security and miscellaneous functions within the Communications Center.

The GIS Analyst position was funded at \$73,637 for FY 2016 and the request for the modified position would be funded at \$76,016.

Mr. Little made the motion to amend the MOU for salaries to reclassify the grade 19 GIS Analyst (Administrative Analyst II) to a grade 21 Assistant CAD Administrator (Administrative Analyst III) at a grade 21.

Roll call vote;

Bailey	Yes
Cornier	Absent

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Fleming	Yes
Little	Yes
Reardon	Yes
Rutili	Yes
Brown	Absent

Motion carried.

MICROSOFT EMBEDDED MAINTENANCE PROGRAM

Staff is currently researching the Microsoft Embedded Maintenance Program in order to explore the most cost effective means for required Microsoft upgrades. There will be two options available after the server hardware configuration is implemented as a result of adding IDOT as an agency to the CAD system.

A yearly maintenance option whereby customers are given the option when they purchase new Microsoft server licensing to pay an annual amount that ensures that we will receive the newest version of SQL Server and System Management software at no additional charge at the time that the newer Microsoft licensing is required for a P1 version upgrade or a one-time purchase of the required SQL Server version in advance of a future P1 version upgrade that requires SQL Server 2016.

Based upon the Motorola version roadmap, the earliest that the upgrade to SQL Server 2016 would be required is either version 4.3 or 4.4 that are scheduled for release in 2017 and 2018 respectively.

Mr. Rutili directed that Executive Director Bennett speak to the Sheriff’s IT Director regarding this to determine if it something that the County may have already entered into an agreement on which would allow us to combine resources and save time and money.

ILLINOIS STATE POLICE COMMUNICATIONS CENTER RELOCATION

The Illinois State Police have completed relocating its’ communications center. ISP has requested that the ETSB take possession of the old ISP console furniture as it will be more effective than having it moved to Springfield and currently some of the remaining consoles are being utilized by the Sheriff’s Office for training.

By consensus, The ETSB unanimously voted to take position of the console furniture that was left by ISP after they relocated as is.

COMMUNICATIONS CENTER EXPANSION AND REQUEST FOR FUNDING

With the addition of Metra Police Department the 9-1-1 center, the center will be at capacity. Staff is recommending starting on the second phase of expansion in order to increase capacity. The second phase of expansion will include the removal of existing consoles on the side of the Communications Center vacated by ISP; install 14 new consoles, electrical work, upgraded cabling, and carpet. Four of the 14 consoles would be equipped with hardware and software to be utilized in daily operations. The remaining 10 positions would be equipped with hardware and software once the center enters into agreements for services with other agencies. The staff will seek alternative sources of funding such as grants from the Illinois Commerce Commission and/or UASI whenever possible.

Staffing is recommending funding:

\$440,000 Infrastructure Expansion

\$424,000 Software & Hardware for 4 consoles

Total: \$864,000

The Sheriff's Office continues to get more inquiries for service as the deadline for agencies to file a plan with the ICC draws near. The infrastructure which would include console furniture, electrical, cabling, carpet, etc., must be complete before the Communications Center and consolidate with other agencies. The telephone equipment and MCC7500 would be added as additional agencies contract for service. The Board recommended that fiber should be added to each position in order to equip each console with the ability to view video.

Mr. Reardon made a motion and Ms. Bailey made the second to provide funding in a not to exceed amount of \$864,000 for the Phase II Communications Center Expansion project.

Roll call vote;

Bailey	Yes
Cornier	Absent
Fleming	Yes
Little	Yes
Reardon	Yes
Rutili	Yes
Brown	Absent

Motion carried.

#### COMMUNICATIONS CALL MANAGEMENT REPORT

Mr. Siedleski reviewed the December 2015 Call Management Reports and reported no significant changes during the period.

#### **FINANCIAL REPORT AND BILL PAYMENT RESOLUTION**

##### ENGAGEMENT LETTER FOR ACCOUNTING SERVICES FROM SELDEN FOX

Selden Fox has presented an engagement letter for accounting services for 2016. The fee has increased by \$50 per month to \$950 per month.

Mr. Reardon made a motion and Mr. Rutili made the second to accept the contract with Selden Fox for accounting services for 1 year at \$950 per month. All in favor. Voice Vote, Approved.

Motion carried.

#### FY 2015 AUDIT

Washington, Pittman & McKeever has tentatively been scheduled by staff to begin the FY 2015 audit on February 16<sup>th</sup>. The Cook County Comptroller's Office is requiring that the ETSB submit a draft by April 4<sup>th</sup> and the final audited financial statements by April 15<sup>th</sup>.

#### BILL PAYMENT RESOLUTION

Mr. Reardon made a motion and Ms. Bailey made the second to approve the January 25, 2016 Bill Payment Resolution as presented.

Roll call vote;

Bailey	Yes
Cornier	Absent
Fleming	Yes
Little	Yes
Reardon	Yes
Rutili	Yes
Brown	Absent

Motion carried.

The January 25, 2016 Bill Payment Resolution is attached and made a part of these minutes.

Mr. Rutili requested that the Illinois State Police provide a release to the ETSB after all the bills from their relocation have been paid.

#### COMPILATION REPORT

Ms. Schroeder, Selden Fox, reviewed the Compilation Reports for the period ending December 31, 2015. The December 2015 Compilation reports are attached and made a part of these minutes.

The December 2015 Compilation reports were received and filed.

#### PLANNING MEETING

The Board added a Planning Meeting to the ETSB meeting schedule for February 10, 2016 at 11:00 a.m. at the Communications Center in Des Plaines.

#### PROPOSED 2016 BUDGET

In response to Mr. Rutili question at the January meeting as to whether the \$1.1 million that is being received from IDOT should be considered and presented as revenue in the FY2016 budget, Ms. Gamble sought clarification from the ETSB's accountants and auditors. Selden Fox and Washington, Pittman & McKeever were in agreement that the funds from IDOT were represented correctly on the budget.

Mr. Little made a motion to accept the FY 2016 Budget as proposed, seconded Mr. Reardon.

Roll call vote;

Bailey	Yes
Cornier	Absent
Fleming	Yes
Little	Yes
Reardon	Yes
Rutili	Yes
Brown	Absent

Motion carried.

#### TREASURER

Tabled.

#### CLOSED SESSION

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None.

**FOR THE GOOD OF THE ORDER**

None.

**MOTION TO ADJOURN**

Ms. Bailey made a motion to adjourn the meeting of January 25, 2016 and Mr. Rutili made the second.

Motion carried.

The January 25, 2016 Cook County Emergency Telephone System Board meeting was adjourned at 4:53 p.m.

**Next Meeting  
Cook County Communications Center  
9511 Harrison  
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Thursday, March 17, 2016  
9:30 a.m.**

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Shereen Gamble, Administrative Analyst

Date