



Cook County Emergency Telephone System Board

9511 Harrison St, Des Plaines, IL 60016
Cook County Communications Center
Wednesday, April 20, 2016
11:00 a.m.

ATTENDANCE

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

Also present was Ms. Shereen Gamble, Administrative Analyst, Mr. Martin Bennett, Executive Director, Cook County Sheriff's Police Communications Center, Mr. John Kelly, legal counsel, ASA Kathleen McKee, Office of the Cook County State's Attorney and Ms. Aimee Schroeder.

CALL TO ORDER

Executive Director Fleming called the meeting to order at 11:05 a.m.

COST ANALYSIS AND EXPANSION

Executive Director Bennett reviewed the cost analysis which is based on FY 2015 expenditures made by the ETSB and the Cook County Sheriff's Office. Executive Director Bennett noted that in FY2016 14 employees will be added to the staff, the training budget will also fluctuate due to 40 hours mandatory Crisis Intervention Team Training (CIT) for each telecommunicator. The CIT, which addresses mental illness and law enforcement, has been extended to the telecommunicators as the first first responders.

Also included in FY 2015 budget costs are several costs for the Phase I expansion project some of which were paid in FY 2014.

The cost per call analysis included;

- 911 calls
- All 911 calls + 7 digit calls (emergency and non-emergency calls received on the published emergency and non-emergency numbers)
- 911+7 digit calls+ administrative calls (admin calls include requests for back up, ambulances, tow trucks, utility outage notifications, alarm companies, etc.)

*None of the officer initiated activity is included which was approximately \$479,000 incidents for all agencies served.

Executive Director Bennett proposed the following business model for consolidation. The Communications Center would charge each agency for the additional personnel necessary to answer their traffic and calls in addition to the 911 surcharges being diverted to the ETSB. All technology, upgrades, maintenance, etc. would be included. Also included would be the state of the art NG phone system, text to 9-1-1, Smart 9-1-1, high tech radio system and tier 1 CAD system.

This business model works well as the Sheriff is not interested in profiting or equity sharing.

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The ETSB noted that Communications Center management/administration, fire dispatch and an expansion of the back-up PSAP are not included as costs in the proposed business model.

Executive Director Bennett responded that CAD has a built in fire module however it must be provisioned and there will be costs associated with the interface. Many of the newly hired telecommunicators have experience with fire dispatch and are EMD certified. The Board questioned if sub-contracting with an existing agency such as Red Center for fire dispatch is an option.

A concern of great significance is the resolution for agencies that have no ability to pay for services. Each agency is unique with many scenarios that will need to be considered. One strategy may not be a good fit for every situation. There will have to be consideration given to the cost of establishing a police and fire band which requires employees to staff two (2) extra positions 24/7. This is not a cost effective alternative for one small community however the cost sharing amongst several communities that share the same resources is ideal.

Mr. Reardon stated that although the Cook County Communications Center has state of the art technology and strong infrastructure the bottom line when considering consolidation will be costs. Village managers and administrators do not understand the difference in quality services and will base their decision around what is fiscally the best option for their agency.

Mr. Little questioned how will we govern a multi-agency center and if a user advisory board may be necessary.

The Board determined that the Sheriff's Office must be in agreement as decisions are made in order to ensure a smooth process. The Sheriff will require that the cost be justified and verified with back up documentation.

83 Illinois Administrative Code Part 1324 governs 911 PSAP consolidations states;

- The number of PSAPs must be reduced.
- The counties in southern Illinois that do not have 911 are required to provide the service.
- Any PSAP with a census population of less than 25,000 must consolidate.
- The deadline to file a consolidation plan with the 911 Administrator's Office is July 1, 2016 and the plan must be implemented by July 1, 2017.
- One (1) year waivers can be applied for and are renewable every year but likely will be difficult to obtain.

FOR THE GOOD OF THE ORDER

None.

MOTION TO ADJOURN

Mr. Reardon made a motion to adjourn the meeting of April 20, 2016 and Ms. Bailey made the second.

Motion carried.

The April 20, 2016 Cook County Emergency Telephone System Board meeting was adjourned at 12:38 p.m.

**Next Meeting
Cook County Communications Center
9511 Harrison
Des Plaines, IL 60016
Thursday, May 27, 2016
9:30 a.m.**

Shereen Gamble, Administrative Analyst

Date

Illinois Administrative Code Part 1325, both as may be amended, fire alarm monitoring services, and fire, and ambulance personnel direct dispatch services that are specified below. These services shall be provided in accordance with the terms and conditions of the Agreement in exchange for the fees and charges set forth below. The specific services to be provided by SEECOM during the term of this Agreement are:

1.2 During the term of this Agreement, and on a 24-hour day basis, SEECOM shall answer 9-1-1 telephone calls, appropriate routine telephone calls, initiate and provide dispatch records for the Crystal Lake Park District Police and dispatch them via the Crystal Lake radio communications network.

1.3 Subject to the conditions of Section 2.2 below, on a 24-hour day basis SEECOM shall monitor and dispatch all "direct connect" and "wireless" burglar alarms interconnected from residential and commercial locations within the Crystal Lake Park District from the alarm panel located at SEECOM.

1.4 For the purposes of this Agreement, "Date of Agreement" shall mean May 1, 2016.

SECTION TWO SPECIAL EQUIPMENT, INSTALLATION AND OPERATION

2.1 The Crystal Lake Park District Police will be dispatched via the Crystal Lake base transmitter located at 100 West Woodstock Street in Crystal Lake. The maintenance of this radio transmitter is the responsibility of the City of Crystal Lake. Any radio equipment, used by the Crystal Lake Park District Police (i.e. vehicle radios, portable radios, transmitters/receivers located at the Crystal Lake Park District Police) is the sole responsibility of the Crystal Lake Park District. Replacement and maintenance of all radios used solely by the Crystal Lake Park District Police shall be the Crystal Lake Park District responsibility at its sole expense. Any reoccurring telephone line charges for radio and routine telephone line connectivity between the Crystal Lake Park District Police and SEECOM shall be the responsibility of the Crystal Lake Park District.

2.2 If the Crystal Lake Park District Police Department requires Alarm Monitoring services from SEECOM it shall be so defined in a Memorandum of Understanding attached hereto as Exhibit A.

SECTION THREE PAYMENT

3.1 This Agreement period begins on May 1, 2016 and ends on April 30, 2019.

3.2 The Crystal Lake Park District shall pay the Call For Service Rate based upon Calls For Service provided during the preceding year, September 1, through August 30.

3.3 The Call For Service Rate is multiplied by the Calls For Service provided to determine the annual payment of fees for Crystal Lake Park District.

SEECOM

3.4 The Call For Service Rate is projected to meet the operational budgetary needs of SEECOM and shall not exceed the following on an annual basis;

<u>Contract Date</u>	<u>CFS Rate</u>	<u>% of Change</u>
May 1, 2016	\$51.35	5.00%
May 1, 2017	\$53.91	5.00%
May 1, 2018	\$56.61	5.00%

3.5 In addition to the fees established in 3.4 of this Agreement, the Crystal Lake Park District shall pay an annual assessment in the amount of \$1,154.00 for transfer to SEECOM's Capital Equipment Fund, paid quarterly as defined in section 3.6.

3.6 SEECOM will invoice the Crystal Lake Park District on a quarterly basis. Invoices are payable within 30 days of the date of the invoice.

3.7 For purposes of this Agreement, the term "calls or "calls for service" shall be defined as any service request or report of an incident requiring fire, ambulance, police or public works units to be dispatched. Notifications, which are recorded as to the name, information, time of call and expected response time, are not considered a "call". For example, a call out of public works after hours necessitating only one call and no other work by the dispatch center. Traffic stops are not considered a chargeable call unless physical custody is required, i.e. DUI, WOW. If the traffic stop is related to a previous call or reported incident, then it is not a "call". Fire and rescue calls, although potentially of longer duration and requiring additional mutual aid dispatches, will be considered one "call". If police are required to respond to a fire call it shall be a chargeable call for the police department involved.

SECTION FOUR PAYMENT DEFAULT AND REMEDIES

4.1 The Crystal Lake Park District's failure to pay any invoice within its payable period shall constitute a default under this Agreement.

4.2 In the event that the Crystal Lake Park District defaults in the terms of this Agreement, including payments to be made to SEECOM, SEECOM shall serve the Crystal Lake Park District with written notice of the default and the Crystal Lake Park District shall then have fifteen (15) days after service of the notice to cure the default by making payment in full of the invoice.

4.3 If the Crystal Lake Park District fails to cure its default in payment within the fifteen (15) day cure period, SEECOM shall be allowed to immediately discontinue providing all dispatching services (Unless other arrangements are made and approved through the SEECOM Executive Board) it has agreed to provide under the terms of this Agreement and the Agreement shall be terminated.

4.4 In the event of termination, the Crystal Lake Park District shall pay SEECOM for all services performed by SEECOM to the effective date of termination.

4. All other duties assigned by the Board of Directors and as stated in DU-COMM's Policy and Procedures.
5. Contract for any expenditure or revenue stream that is less than \$20,000 annually.
6. Approve any budgeted expenditure under \$20,000.
7. Make any emergency expenditure that must be made immediately to ensure the safe and effective operation of the center. If an emergency expenditure exceeds \$20,000 or is not budgeted, the Executive Director shall notify the Chairman of the Board of Directors and bring the expenditure to the next regular or special call meeting of either the Executive Committee or Board of Directors, whichever is first.
8. Select the banks and other financial institutions that may be used as depositories of DU-COMM's funds and securities in accordance with the Investment Policy approved by the Board of Directors.
9. Review and recommend contracts with other agencies for the use of DU-COMM facilities in conjunction with the Executive Committee and Chiefs Operations Committee.

ARTICLE IV - FISCAL YEAR AND BUDGET

A. Fiscal Year:

The fiscal year of DU-COMM shall begin May 1 and end on April 30.

B. Budget:

The annual operating cost is determined by the DU-COMM operating budget, less any operational revenue. The dollar balance is split between member departments.

1. The budget splits the operational shares between fire and police and each discipline then splits its costs further. The percentage split is roughly based on the number of Telecommunicators assigned to either primary Police or Fire/EMS functions, and may fluctuate annually. Preliminary (draft) budget shares, regardless if reviewed by DU-COMM's Executive Committee, will be released to member agencies no later than November 15th.
2. The Police Departments split shares by the percentage of full-time authorized and funded sworn officers as of November 1st of the proceeding budget year. Police agencies must provide documentation from the Chief Administrative Officer. Documentation shall include budget/minutes or signed affidavit. Any changes to the number of sworn officers after November 1st will not be reflected until the subsequent budget year.

3. Fire Departments/Districts split shares by the prior tax year's EAV (Equalized Assessed Value) for their jurisdiction. The EAV as reported by the applicable County tax department by November 1st of the preceding calendar year is used in the development of the draft budget. Example: the 2010 EAV is used for the FYE13 budget.
4. The Board of Directors shall adopt an annual budget at its annual meeting in January. Immediately after adoption, copies shall be emailed or mailed to the Fire District Presidents or Chief Administrative Officers of each member agency.

ARTICLE V - MEMBER CONTRIBUTION AND FEES

A. Police communication service recipients.

1. Existing members' annual fee:

Members shall share the authorized development costs, capital equipment, capital assets and, operating costs of DU-COMM's common systems. Each members share shall be equal to the ratio of the authorized (budgeted) police personnel in the member's unit of local government to the total authorized sworn (budgeted) police personnel in all members' unit of local government.

2. New member's first year annual fees:

If, at a date after budget approval, another unit of local government is admitted as a member of DU-COMM, the new member shall share the authorized development costs, capital equipment, capital assets and operating costs for all common systems. The amount to be contributed by the new member shall be in accord with the provisions of DU-COMM's policy then in effect. Any new capital or development costs to DU-COMM, caused by the admission of the new member to DU-COMM shall be the exclusive cost of and be paid by the new member.

B. Fire communication service recipients.

1. Existing members' annual fee:

Members shall share the authorized development costs, capital equipment, capital assets and operating costs of DU-COMM's common systems. Each member's share shall be equal to the ratio of the assessed valuation of the members unit of local government to the total assessed valuation of all members unit of local government.

2. New member's first year annual fees:

If, at a date after budget approval, another unit of local government is admitted as a member of DU-COMM, the new member shall share the authorized development costs, capital equipment, capital assets, and operating costs for all common systems. The amount to be contributed by the new member shall be the administration fee and reserve contribution fee determined by the policy currently in effect. Any new capital or development costs to DU-COMM, caused by the admission of the new member to DU-COMM shall be the exclusive cost of and be paid by the new member.

- C. Nothing in Section A or B of this Article shall prevent the DU-COMM Board of Directors from assessing a fee to each DU-COMM member based upon the actual cost of approved purchases of capital items and /or services associated with capital items apart from each member agency's previously approved share. The apportionment of the actual cost shall be based on the member's use of the capital purchase or service.
- D. Individual DU-COMM members may request DU-COMM to provide goods and services over and above the basic communication services. The cost of these goods and services shall be billed directly to the member agency apart from the agency's budgetary share. Goods shall be billed at the actual cost to DU-COMM while additional services will be billed at a price to be negotiated between DU-COMM and the member agency. DU-COMM may require a contract for services relative to the provision of these additional services.
- E. Each members' annual contribution shall be established by DU-COMM's budget according to the method started in DU-COMM's Policy and Procedures and may not be increased without specific approval of the corporate authorities of each participant. Written objections to such contribution filed with DU-COMM within thirty (30) days of receipt of the approved budget shall be deemed such members' notice of withdrawal in accordance with Article VII of these Bylaws.
- F. Periodic Payments:

Charges shall be paid quarterly by the first of the following months: May, August, November and February. Any member with past due invoice(s) beyond thirty (30) days shall be assessed a late fee of five percent (5%), not to exceed \$500 for each thirty (30) days payment is past due. The Board of Directors will be notified of invoices past due sixty (60) days or more.

Any payment made to DU-COMM may be applied to open invoices for goods, services, and contracts first, and then to dispatch services. Invoices for goods, services, or contracts will be issued as required.

NOV 2016- APRIL 2017 QUADCOM OPERATING BUDGET

Revenue

Proposed 2014-2015 Operating Budget **\$ 1,898,350.00**

Account Code	Revenue Source	Estimated Amount
4400	Sale of Surplus Equipment	\$ -
4500	Alarm Revenue	\$ 64,000.00
4700	Miscellaneous Revenue	\$ 500.00
4701	Subpoena Income	\$ 250.00
4710	Retiree Health Care Payments	\$ -
4720	Employee Paid Insurance Costs	\$ 42,749.00
4730	Consultant Reimbursement Fee	\$ 15,000.00
4800	Loan/Lease Revenue	\$ -
4900	Transfer from QC Capital Impr Fund	\$ -
4900	Transfer from Special Revenue Fund	\$ -
4900	Transfer from JETS Capital Impr Fund	\$ -
TOTAL		\$ 122,499.00
4600	Member Agency Fees	\$ 1,775,851.00
Transfer from Special Revenue Fund		
25% of fixed costs divided by 9 agencies		\$ 443,962.75
Balance divided by Percentage of System usage		\$ 1,331,888.25

Centom

Agency	2013-2015 Avg Incidents	Fee/Call	Total 2016-2017 Charges	Member-16-17 Portion (Less ETSB)	Current Charges (Less ETSB)	% Change
Barrington Police	9,203	\$ 24.46	\$ 225,081	\$ 188,442	\$ 203,926	-8.2%
Barrington Public Works	198	\$ 17.07	\$ 3,379	\$ 3,379	\$ 2,897	14.3%
Hainesville Police	0	\$ 24.46	\$ -	\$ -	\$ -	#DIV/0!
Round Lake Police	13,024	\$ 24.46	\$ 318,544	\$ 269,150	\$ 232,754	13.5%
Round Lake Public Works	75	\$ 17.07	\$ 1,297	\$ 1,297	\$ 1,193	8.0%
Round Lake Beach Police	22,616	\$ 24.46	\$ 553,147	\$ 467,375	\$ 484,567	-3.7%
Round Lake Heights Police	176	\$ 17.07	\$ 3,004	\$ 3,004	\$ 3,042	-1.3%
Round Lake Heights PW	2,779	\$ 24.46	\$ 67,977	\$ 57,437	\$ 57,628	-0.3%
Round Lake Heights PW	11	\$ 17.07	\$ 182	\$ 182	\$ 219	-15.4%
Round Lake Park Police	9,498	\$ 24.46	\$ 232,328	\$ 196,303	\$ 159,450	23.4%
Round Lake Park PW	45	\$ 17.07	\$ 774	\$ 774	\$ 602	22.2%
RLA Park District Police	210	\$ 24.46	\$ 5,144	\$ 4,347	\$ 5,321	-33.9%
Barrington Fire	1,767	\$ 33.00	\$ 58,304	\$ 51,289	\$ 47,306	7.7%
Round Lake Fire	4,607	\$ 33.00	\$ 152,013	\$ 134,541	\$ 122,796	8.7%
MABAS Division 4	49	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
Antioch Police	12,183	\$ 24.46	\$ 297,982	\$ 297,982	\$ 297,096	0.3%
Antioch Fire	2,800	\$ 33.00	\$ 92,389	\$ 92,389	\$ 87,156	5.6%
Antioch PW	219	\$ 17.07	\$ 3,737	\$ 3,737	\$ 3,970	9.8%
Barrington Countywide Fire	1,739	\$ 33.00	\$ 57,391	\$ 57,391	\$ 49,766	13.2%
Totals	81,202	\$ 2,077,673	\$ 1,833,999	\$ 1,556,570	\$ 1,556,570	4.3%

ANTIO ETSB \$ 200,000
RL ETSB \$ 43,674
BARR ETSB \$ 2,077,673

RL ETSB Contribution \$ 200,000
BARR ETSB Contribution \$ 43,674
ANTIO ETSB Contributions \$ -

Call Averages	2013	2014	2015	Average
Barrington Police	9545	9471	8592	9,003
Hainesville Police	0	0	0	0
Round Lake Police	12198	12210	14664	13,024
Round Lake Beach PD	25066	21419	21363	22,616
Round Lake Heights PD	2750	3244	2344	2,779
Round Lake Park Police	7871	10368	10258	9,498
RLA Park District Police	212	198	221	210
Barrington Fire	1654	1781	1866	1,767
Round Lake Fire	4578	4613	4630	4,607
Barrington Public Works	196	227	171	198
Hainesville Public Works	0	0	0	0
Round Lake Public Works	87	74	67	76
Round Lake Beach PW	190	173	165	176
Round Lake Heights PW	14	7	11	11
Round Lake Park Public Works	39	47	50	45
Antioch Police	12750	12054	11746	12,183
Antioch Fire/EMS	2787	2835	2778	2,800
Antioch PW	240	253	164	219
Barrington Countywide Fire	1508	1740	1970	1,739
Average	81,153			81,153

	Base Cost/Call	Annual Increase (%)	Final Cost/Call
Police Agency	\$ 23.92	2.25%	\$ 24.46
Fire Agency	\$ 32.27	2.25%	\$ 33.00
PW Agency	\$ 16.69	2.25%	\$ 17.07

	Current	Proposed	Change
Barrington Total:	\$ 294,906	\$ 286,764	-2.84%
Hainesville Total:	\$ -	\$ -	#DIV/0!
Round Lake Total:	\$ 232,754	\$ 270,447	13.94%
Round Lake Beach Total:	\$ 484,567	\$ 470,379	-3.02%
Round Lake Heights Total:	\$ 57,628	\$ 57,619	-0.02%
Round Lake Park Total:	\$ 150,400	\$ 197,077	23.68%
RLA Park District Total:	\$ 5,821	\$ 4,347	-33.92%
Round Lake Fire Total:	\$ 122,796	\$ 134,541	8.73%
Antioch Total:	\$ 300,466	\$ 301,720	0.42%
Antioch Fire/EMS Total:	\$ 87,196	\$ 92,389	5.62%
Barrington Countywide Fire:	\$ 49,766	\$ 57,391	13.29%