



**Cook County
Emergency Telephone System Board**

**9511 Harrison St, Des Plaines, IL 60016
Cook County Communications Center
Thursday, October 20, 2016
9:30 a.m.**

ATTENDANCE

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

Also present was Ms. Shereen Gamble, Administrative Analyst, Mr. Victor Siedleski and Ms. Patricia Duffy, Assistant CAD Administrators, Ms. Aimee Schroder, Selden Fox and Mr. Martin Bennett and Sgt. Walter Klinger, Cook County Sheriff's Police, Ms. Kathleen McKee, Cook County State's Attorney's Office, Mr. Geno Betts, Mr. Brian Drake and Mr. Jeffrey Rodrigues, Cook County Department of Homeland Security.

CALL TO ORDER

Executive Director Fleming called the meeting to order at 9:39 a.m.

MOTION TO APPROVE MINUTES

Mr. Cornier made a motion to approve the Cook County Emergency Telephone System Board minutes of July 21, 2016 as written, second Mr. Reardon. 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 will not be in session until after the November 8th election. The Statewide 9-1-1 Advisory Board met in Springfield on Monday, August 29 and Tuesday, August 30. Their Agenda included hearings on several Consolidation matters and Waiver requests. Also on their Agenda was an updated report on surcharge distribution. May surcharge payments have been sent and the network charges are being paid, although they are behind on the payments to the carriers. Additional monies from the Wireless Carrier Reimbursement Fund will be distributed to ET SBs. The Advisory Board is estimating that \$12.5 million will be available for Consolidation Grants in FY 2017. The Advisory Board has also begun the process of review the Emergency Telephone System Act relative to any additional legislative changes that may be needed in next year's legislative session. The Board may consider draft language at its next scheduled meeting on September 19 and 20.

Mr. Reardon added that the Statewide 9-1-1 Advisory Board met last week and that Mr. Kelly is sure to have an update regarding the any new information that affects the Cook County ET SB.

The Board questioned the status of grants from the Statewide 9-1-1 Advisory Board for 2016. Executive Director Bennett responded that the ET SB applied for a \$1.3 million grant for reimbursement of the 911 Telephone System in March 2016, however all the funding was awarded to agencies whose residents are

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unserved or underserved.

At this time there has been no sweep of the 911 funds by the governor.

CONSOLIDATION AND PLANNING

BERKELEY INTERGOVERNMENTAL AGREEMENT AND RESOLUTION TO ACCEPT BERKELEY

An IGA was reached with Berkeley to begin dispatching services in March of 2017. The ETSB will need to amend the ordinance to include the Village of Berkeley effective March of 2017 and request approval from the Cook County Board of Commissioners.

Mr. Cornier made the motion and Mr. Reardon made the second to approve the Intergovernmental and the Resolution to accept Berkeley into the Cook County 911 System. All in favor. Voice vote, approved.

Motion carried.

COMMUNICATIONS CENTER EQUIPMENT EXPANSION PROJECT

PROJECT STATUS REPORT

All 14 positions on the County side have had all phone and radio equipment installed. The State side has 5 of the 14 positions fully populated. Radio and phone equipment from the training room was repurposed to create the 5th position on the State side saving budgeted expansion money. The State side has 9 open positions remaining which are wired and ready for future expansion.

The open positions will not be outfitted with equipment until a consolidation agreement is reached with an agency for dispatch, however the Center is capable of accepting a few more agencies before it will be necessary to build out. It will take as little as a few weeks to equip a position at a cost of approximately \$106,000.

The next step is to upgrade the Back up in Maywood. There are currently 6 positions and 4 more are necessary.

PROTOCOL DISPATCH

Staff is requesting funding of \$140,134 for the purchase of PowerPhone's Total Response Call Handling System. Telecommunicators would be certified for Emergency Medical, Fire Service and Law Enforcement Dispatch for 24 months. The 911 center would receive Total Response Accreditation after successfully adopting Total Response. Staff was able to piggyback on a previous competitively bid PowerPhone contract through the city of Elgin 911 from 2014. PowerPhone honored the 2014 prices given to Elgin which resulted in a discount of \$46,305.

Ongoing costs:

Yearly maintenance based on concurrent positions (first year included) \$8,963

Reaccreditation (every 24 months) \$3,500

Recertification Call Assessment (per Supervisor every 24 months) \$129 each

Recertification Medical, Fire Service and Law Enforcement Dispatch (per employee every 24 months) \$329 each

Executive Director Bennett reported that a committee was established to determine what system would best suit the Center. PowerPhone received the best feedback and the medical director at Loyola, the resource hospital, stated that they did not support the APCO system. The NAED system was 3 times the cost of the PowerPhone system.

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Mr. Reardon made a motion and Mr. Cornier made the second to approve a contract with PowerPhone for the Total Response Call Handling System at a cost of \$140,134.

Roll call vote;

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

Motion carried.

MASS NOTIFICATION SYSTEM

Staff is requesting funding for \$74,000 over 4 years (\$18,000 per year plus one-time \$2,000 setup fee) for Rave Alert. Citizens will have the ability to register for Rave Alert when registering for Smart911. The Rave Alert program would come with 62,301 landlines for the Cook County 911 center coverage area already loaded into the system.

The Chairman directed that the vote be deferred until the next meeting to determine if Homeland Security's mass notification system can be integrated into the Smart911 System. The Chairman also wants to see data on how many Smart911 subscribers that DuPage County has.

CAD INTERFACE

Staff is requesting \$69,000 for a CAD interface to the PowerPhone Total Response Call Handling System. This is a one-time cost that would cover the interface for police, fire and EMS protocols to CAD. This item is included in the budgeted costs for the Communication Center Expansion project.

Mr. Reardon made a motion and Mr. Cornier made the second to approve the contract with Motorola for a one-time cost for a CAD interface necessary for the implementation of the PowerPhone Total Response Call Handling system at a cost of \$69,000.

Roll call vote;

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

Motion carried.

REQUEST TO PROCEED WITH LOGGING RECORDER UPGRADE

Staff is requesting \$81,128 for the upgrade to the NICE logging recorder. The upgrade would replace legacy equipment and provide additional capacity for future growth. This project was originally budgeted at \$100,000. This system includes positions at Des Plaines and Maywood and is 10 licenses over what is necessary to account for expansion.

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There is no maintenance contract included because the expense could not be justified. The cost of the maintenance agreement verses the amount of money that has been expended on the actual maintenance of the system over the past several years could not justify the expenditure.

Mr. Reardon made a motion and Mr. Cornier made the second to approve the contract with Word Systems to upgrade the logging recorder equipment at cost of \$81,128.00.

Roll call vote;

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

Motion carried.

IDOT

The IDOT agreement has signed by the Sheriff's Office and is ready for approval by the ETSB. IDOT will receive 2 CAD terminals at the District 1 Office in Schaumburg. The grant funds from IDOT will be forwarded to the ETSB and used to purchase additional CAD servers which will allow the system to take an additional 1 million calls per year and upgrade from platform 3 to 4.

IDOT will be notified via CAD of certain incident types on the roadways in District 1. IDOT will also be able to track their trucks on CAD with GPS tracking.

ISP and the Sheriff's Office will have access to video; however that information cannot be recorded.

Mr. Cornier made a motion and Mr. Reardon made the second to approve the MOU with IDOT to provide 2 CAD terminals at District 1 in Schaumburg. All in favor. Voice vote, approved.

Motion carried

COMMUNICATIONS CENTER OPERATIONS REPORT

MICROSOFT EMBEDDED MAINTENANCE PROGRAM UPDATE

No new information to report.

COMMUNICATIONS CALL MANAGEMENT REPORT

Mr. Siedleski reviewed the September 2016 Call Management Reports and reported no significant changes during the period. Mr. Siedleski noted that data from Smart911 calls cannot be extrapolated and therefore is not reflected in the Call Management Reports.

REQUEST TO RECLASSIFY EXECUTIVE DIRECTOR POSITION AND MODIFY MOU

Staff is requesting to reclassify the vacant Executive Director (grade 24) position to a Telecommunicator Supervisor position (grade 19). This position has been vacant since 2013 and Board Member Fleming was appointed as Acting Director and all of the daily operational duties of the Executive Director were assumed by staff members.

The communications center will be better served with an additional operational supervisor to handle daily

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functions of the Communications Center and provide much needed supervision as the Communications Center staff continues to expand due to consolidations.

The Chairman questioned why the supervisor position could not be added to payroll while maintaining the ETSB Executive Director position. Ms. Gamble responded that the ETSB pays an indirect cost fee to the County which is in part based on the personnel headcount. Chairman Board directed that information be presented at the next meeting and before the discussion is continued on issue.

FINANCIAL REPORT AND BILL PAYMENT RESOLUTION

REQUEST FOR CREDIT CARD

At the July ETSB meeting ASA McKee offered the following information in response to the Board's request for information regarding County policies in reference to credit cards, ASA McKee offered the following information;

There is nothing in the ordinance creating the ETSB or the bylaws of the ETSB that expressly prohibits the ETSB from having a credit card. There are not any County policies, to my knowledge, that address this for an agency such as the ETSB. If a credit card is to be used for convenience in paying for expenditures that have been budgeted and approved by the Board rather than to incur additional debt, I believe it would be acceptable as long as the Board approves obtaining and using a credit card (with specific terms, authorized users, spending limits, etc).

The Board requested the existing credit policy that was in place before the credit card was eliminated be presented for the Board's review. The credit card policy that was amended in 2011 provided sole use of the card to the ETSB's Executive Director.

Chairman Brown stated that his chief of staff from Homeland Security will follow-up with the President's Office to determine if there is a conflict with any existing County policies.

Executive Director Bennett questioned if the Board would give him the authorization to continue making purchases on his personal credit card for the ETSB, in situations where it is deemed necessary, with the authorization of the Executive Director Fleming and/or Chairman Brown. By consensus, the Board agreed that Executive Director Bennett can continue to utilize his personal credit card with the approval of the ETSB Executive Director and/or Chairman.

REQUEST TO REMOVE COMCAST LIABILITY

The ETSB has been carrying a liability for Comcast for approximately \$250,000. The first incident occurred in approximately 2003 and the second in 2012. Comcast stated that they had overpaid the ETSB surcharges and was asked to provide documentation to support their claims by both past Executive Directors Farbman and Robberson respectively however no satisfactory documentation was received ever received. There has been no contact from Comcast in the past several years.

ASA McKee responded that from a legal standpoint, I do not believe there is anything that would prevent the Board from removing this liability based on my review of Sec. 26-77 of the ETSB ordinance and the amount of time that has passed since the alleged overpayment. I know this issue was raised a couple of years ago and since Comcast has still failed to provide documentation of the alleged overpayment to the ETSB, as well as failed to pursue this matter, I think it can be removed from the books as long as it is done in accordance with acceptable accounting standards. I would recommend consulting with the ETSB's accountant, as there may be specific rules or guidelines as to how this liability should be handled so that its removal is accurately reflected in the books.

The auditors responded that this is a management decision. If the Board decides to remove the liability, the auditors recommended that a memo and other supporting documents be kept that indicate how management came to this decision, such as the reason why the decision to remove the liability was made and what due diligence was taken to resolve the matter.

Staff is requesting that the Board consider removing the liability to Comcast.

After much discussion, the Board determined that Comcast has failed to follow-up to provide the necessary documentation to support their request for a refund and has also has not contacted the ETSB since 2003 and 2012 respectively regarding their initial requests for reimbursement. The Board directed ASA McKee to draft a resolution to remove the Comcast liability from the books.

BILL PAYMENT RESOLUTION

Mr. Reardon made a motion and Mr. Corner made the second to approve the October 20, 2016 Bill Payment Resolution as presented.

Roll call vote;

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

Motion carried.

The October 20, 2016 Bill Payment Resolution is attached and made a part of these minutes.

COMPILATION REPORT

Ms. Schroeder, Selden Fox, reviewed the Compilation Reports for the period ending September 2016. The September 2016 Compilation reports are attached and made a part of these minutes.

CLOSED SESSION

None.

FOR THE GOOD OF THE ORDER

None.

MOTION TO ADJOURN

Mr. Cornier made a motion to adjourn the meeting of October 20, 2016 and Mr. Reardon made the second.

Motion carried.

The October 20, 2016 Cook County Emergency Telephone System Board meeting was adjourned at 12:18 p.m.

Next Meeting Cook County Communications Center

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Shereen Gamble, Administrative Analyst

Date