



Cook County Emergency Telephone System Board

9511 Harrison St, Des Plaines, IL 60016
Cook County Communications Center
Thursday, November 17, 2016
9:30 a.m.

ATTENDANCE

Board members in attendance were, Ms. Joellen Bailey, Mr. John Cornier, Mr. Thomas Fleming and Mr. Jay Reardon. Absent were Chairman Ernest Brown 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 Ms. Stacey McQueary, Cook County Sheriff's Police, Ms. Kathleen McKee, Cook County State's Attorney's Office, Mr. Geno Betts and Mr. Jeffrey Rodrigues, Cook County Department of Homeland Security.

CALL TO ORDER

Executive Director Fleming called the meeting to order at 9:46 a.m.

MOTION TO APPROVE MINUTES

Mr. Reardon made a motion to approve the Cook County Emergency Telephone System Board minutes of October 20, 2016 as written, second Ms. Bailey. All in favor. Voice Vote, Approved.

Motion carried.

LEGISLATIVE REPORT

Mr. Kelly provided the following written legislative report;

The 9-1-1 Advisory Board is continuing to meet on a monthly basis with their next meeting scheduled for December 6, 2016. The Board is still process consolidation plans and waiver requests. Additionally, the Board and the 9-1-1 Administrator are beginning to review potential areas of legislation for introduction in the spring legislative session. Topics being discussed include an increase in the surcharge amount, further definition of the term "secondary PSAP" and clean-up on operational issues of the 9-1-1 Administrator's office. The Board has also discussed some audit capability for the telephone company line counts. The 9-1-1 Administrator and the Board have recognized that the wireline/wireless income is not meeting the estimates initially used to calculate the "hold harmless" amounts to be paid to the 9-1-1 authorities.

The 9-1-1 Administrator's office is also working on a revised 9-1-1 report which will combine the current report (formerly submitted to the ICC) and the financial reporting done in the AR form. The Administrator's goal is to have one two-page form which will be fillable and submitted on-line.

Local Government Travel Expense Control Act (New Law) Eff. 1/01/2017
P.A. 99-0604 (HB4379)

Creates the Local Government Travel Expense Control Act (50 ILCS 150/1 et seq.). Provides that community college districts, school districts and non-home rule units of local government shall, by resolution or ordinance, regulate travel, meal and lodging expenses of officer and employees including: (1) the types of official business for which travel, meal and lodging expenses are allowable; (2) maximum allowable reimbursement for travel, meal and lodging expenses; and (3) a standardized form for submission of travel,

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meal and lodging expenses. Provides that all travel, meal and lodging expenses that officers or employees expend that exceed the maximum allowable expenses, and any expenses for members of the governing board or corporate authorities, must be approved by the governing board or corporate authorities. Prohibits reimbursing entertainment expenses which are defined in the Act.

Sexual Assault Incident Procedure Act Eff. 1/01/17

P. A. 99-0801 (SB3096)

Section 2605-53 requires the State 9-1-1 Administrator in conjunction with the Illinois Attorney General to develop comprehensive guidelines for “evidence-based, trauma-informed, victim-centered” handling of sexual assault and sexual abuse cases by PSAPS. This will also include minimum training curriculum standards. Newly hired telecommunicators must complete this training curriculum prior to handling calls. Currently employed telecommunicators must complete the training curriculum within two (2) years of the effective date of the Act, or by January 1, 2019. The training guidelines are to be developed by July 1, 2017. This Act also applies to all law enforcement agencies.

COMMUNICATIONS CENTER EQUIPMENT EXPANSION PROJECT

PROJECT STATUS REPORT

Phase III of the expansion project has started at the backup center in Maywood. The 911 center will be expanding into the old Sheriff’s Police command room. Improvements are currently in progress and being funded by facilities management with a completion date of January of 2017. The Sheriff’s Office is upgrading the electrical, heating and cooling and raising the floor. There will be four consoles that will be fully equipped and the remaining will be populated as necessary. The existing back up will remain in place because it is too expensive to relocate the equipment room that separates the two spaces.

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.

- Rave Alert is the ONLY mass notification vendor that can integrate with existing Smart911 service.
- Clients who use both Alert and Smart911 typically see their citizen sign-up rates double as a result of these services sharing the same registration portal
- There are over 2,000 communities nationwide currently using Smart911
- 10% of all 911 calls nation-wide are providing additional data to the call-takers via Smart911.
- Rave Alert gives citizens an easy way to provide special needs/access needs information about themselves and their family members, allowing you to query on that data to target vulnerable needs populations in your community.
- Cook County currently has 900 subscribers in shared zip codes for the unincorporated area
- Cook, DuPage and Metra have joined together to educate the public on the benefits of Smart911

DHSEM is currently utilizing Everbridge as a mass notification system however the Rave Mass Notification System is sole source because of the vendor’s ability to interface with Smart 911. In order for the ETSB to contract with Everbridge, Everbridge would need to establish a contract with AT&T in order to obtain ANI/ALI data in order to make the system useful for the 911 Center. The 911 database is owned by AT&T. Also the yearly cost of the Rave system is substantially lower in comparison to the Everbridge system. Executive Director Bennett also spoke with Director Tilton, DHSEM, regarding Everbridge and they determined that there is no interface between the two systems.

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The Rave system can simultaneously send up to 50,000 text messages. Smart911 allows the dispatcher to start a text conversation with a call even if they have not subscribed to the system.

Metra has also advised that they will enter into a partnership with Cook and DuPage County and advertise the availability of Smart911 system for free.

Mr. Reardon made a motion and Ms. Bailey made the second to enter into a 4 year contract with Rave for mass notification system at a cost of \$18,000 for 4 years plus \$2,000 in set up costs.

Roll call vote;

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

Motion carried.

IDOT

The MOU between the parties for the CAD upgrade has been forwarded to IDOT with signatures from the Sheriff's Department, ETSB and Illinois State Police. Staff has been actively working with Motorola in order to secure the necessary resources for the CAD upgrade in 2017. Staff is requesting the Board authorize ETSB Director Fleming to sign the Intergovernmental Agreement once it is forwarded from IDOT and the Motorola CAD contract in order to prevent delays if the IGA and contracts are received before the next meeting. The Motorola contract cannot be signed until the IGA is in place.

Mr. Reardon clarified that these agreements have already been reviewed by legal and the Board and all the expenditures have been previously approved in the 2016 budget and that staff is requesting signatures if the documents are finalized between Board meetings as not to delay the project.

Executive Director Fleming said that it would be appropriate for the Chairman to execute the Motorola contract.

Mr. Reardon made the motion and Mr. Cornier made the second to execute the Intergovernmental Agreement with IDOT and the Motorola CAD contract for \$1,186,000.00. All in favor. Voice Vote, Approved.

COMMUNICATIONS CENTER OPERATIONS REPORT

MICROSOFT EMBEDDED MAINTENANCE PROGRAM UPDATE

No new information to report.

COMMUNICATIONS CALL MANAGEMENT REPORT

Passed.

INDIRECT COST CHARGE

At the October meeting the Board requested information regarding the indirect cost charge for the Executive Director position. Ms. Gamble estimates that the indirect cost charge for the Executive Director position is at .06% based on information provided by the Sheriff’s Budget Office;

Indirect Cost Charge

\$	114,413.00	\$	6,864.78	2017
\$	231,091.00	\$	13,865.46	2016
\$	231,091.00	\$	13,865.46	2015
\$	236,211.00	\$	14,172.66	2014
		\$	48,768.36	

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 the duties of the Executive Director have been assumed by staff members.

The communications center will be better served with an additional operational supervisor to handle daily functions of the Communications Center and provide much needed supervision as the Communications Center staff continues to expand due to consolidations.

The Board questioned if we can fund the position at a lower rate of pay in the 2018 budget.

The discussion regarding the reclassification was tabled.

FINANCIAL REPORT AND BILL PAYMENT RESOLUTION

CREDIT CARD POLICY

At the last meeting Homeland Security volunteered to contact the President’s Office to determine if credit cards violate any County policies.

The Board was informed that the County is against any agency having credit cards.

RESOLUTION TO REMOVE COMCAST LIABILITY

Assistant State’s Attorney McKee presented a draft of a resolution to remove the Comcast liability from the general ledger.

ASA McKee added that the ordinance allows a carrier three years to recoup any funds paid in error and in both instances, the time has passed.

Mr. Reardon made the motion and Ms. Bailey made the second to adopt the resolution as presented which removes the Comcast liability and recognizes the funds as revenue. All in favor. Voice Vote, Approved.

BILL PAYMENT RESOLUTION

Ms. Bailey made a motion and Mr. Cornier made the second to approve the November 17, 2016 Bill Payment Resolution as presented.

Roll call vote;

Bailey	Yes
Cornier	Yes

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Fleming	Yes
Little	Absent
Reardon	Yes
Brown	Absent

Motion carried.

The November 17, 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 October 2016. The October 2016 Compilation reports are attached and made a part of these minutes.

DRAFT FY2017 BUDGET

The Board determined that it would be inappropriate to pass a budget without the Chairman present. The Board directed staff to request that the Chairman review the budget and convene a December meeting if he feels it necessary.

CLOSED SESSION

None.

FOR THE GOOD OF THE ORDER

PROPOSED 2017 MEETING SCHEDULE

The 2017 ETSB meeting schedule was reviewed and adopted and will be posted on the website.

MOTION TO ADJOURN

Mr. Bailey made a motion to adjourn the meeting of November 17, 2016, second Mr. Cornier.

Motion carried.

The November 17, 2016 Cook County Emergency Telephone System Board meeting was adjourned at 11:04 a.m.

**Next Meeting
Cook County Communications Center
9511 Harrison
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Thursday, January 19, 2017
9:30 p.m.**

Shereen Gamble, Administrative Analyst

Date