



Cook County Emergency Telephone System Board

1401 S. Maybrook Drive, Maywood, IL 60153
Cook County Sheriff's Police Headquarters
November 1, 2017
9:30 a.m.

ATTENDANCE

Board members in attendance were Mr. Michael Boyce, Ms. Joellen Bailey, and Mr. Scott Cassidy, Mr. John Cornier, Mr. Thomas Fleming, Mr. Jay Reardon, Mr. Jeffrey Rodrigues.

Also present was Ms. Shereen Gamble, Administrative Analyst, Mr. Martin Bennett, Cook County Sheriff's Police, Ms. Kathleen McKee, Cook County State's Attorney, First Deputy Chiefs Marlon Parks and Brian White, Cook County Sheriff's Police Department and Ms. Aimee Schroder, Selden Fox.

CALL TO ORDER

Executive Director Bennett called the meeting to order at 9:31 a.m.

MOTION TO APPROVE MINUTES

Mr. Rodrigues made a motion and Mr. Reardon made the second to approve the Board meeting minutes of September 21, 2017 as presented. All in favor. Voice Vote, Approved.

Motion carried.

LEGISLATIVE REPORT

Mr. Kelly submitted the following legislative update:

November 2017

The Legislature returns to Springfield on Tuesday, October 24th for the start of the Veto Session. They will meet on October 24, 25, 26 and again on November 7, 8 and 9. There are 36 total veto bills and 6 amendatory veto bills for the Legislature to consider. None of the bills in the Veto Session have any impact on the ETSB or the 9-1-1 system. Historically, the Legislature may also consider other bills addressing hot-topic issues. None of the bills seeking amendment of the 9-1-1 Consolidation Law appear to have any chance of passing in this session. These bills involve the Village of Deerfield, the Village of Rosemont and the Village of Winthrop Harbor. The telephone industry may bring back SB 1451 known as the Small Cell Facilities Deployment Act. This bill would limit local government's authority to regulate, site or charge permit fees for small wireless facilities placed on municipally owned support structures (i. e. radio and water towers, light poles) located in rights-of-way. These devices are necessary for the expansion of the 5G network and millions may be needed nationwide. The industry first introduced the Bill last spring. It met significant opposition from local government and the Bill failed in the spring. It does not appear that this Bill will have any impact on the 9-1-1 System, however, if ETSB or municipal PSAPs own towers, there may be an approach to include these resources in the coverage of the Act. The INENA/APCO Legislative Committee will watch this Bill and keep everyone posted if it appears that there may be an impact on the 9-1-1 System. The Statewide 9-1-1 Advisory Board is scheduled to meet on October 30th. However, there are still 5 or 6 appointments to the Board that have not been renewed by the Governor and there is a question of whether or not the Board will

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have a quorum for that meeting. As of today, no sweep of 9-1-1 surcharge funds has been made. The INENA/APCO Legislative Committee will host a Legislative Roundtable at the Illinois Public Safety Telecommunicators' Association Conference in Springfield on Monday, November 6th at 1:15 p.m. The INENA/APCO Legislative Springfield representative, John Lowder, will be present for an update.

COMMUNICATIONS OPERATIONS REPORT

BACK UP PSAP CONSTRUCTION UPDATE

The construction of the backup center and installation of equipment has been completed. Four positions in the new backup center will be populated with equipment. The new backup center is expected to be operational sometime in November.

Executive Director Bennett invited the Board members to tour the backup center after the meeting.

BLUE ISLAND UPDATE

The consolidation with Blue Island was approved by the Administrative Law Judge on 10/27/2017. The cut over will take place on November 13th at 9 a.m.

Executive Director Bennett reported that everything is on schedule and that he is not anticipating any issues.

ISSUES WITH THE VILLAGE OF DIXMOOR'S TELEPHONE LINES

Chief Ron Burge, Dixmoor Police Department, responded to the certified letter assuring the ETSB that all issues are being addressed.

Executive Director Bennett added that the Communications Center does have a policy in place to request back up from the Village of Harvey's Fire Department and the Sheriff's Police will respond to any call for law enforcement as necessary. Ms. Cindy Barbera-Brelle, the Statewide 9-1-1 Administrator, has reviewed the policy and approved.

The Board directed that the response from the Village of Dixmoor be shared with Ms. Barbera-Brelle.

Staff will continue to monitor and report any further issues to the Board.

ISSUES WITH THE VILLAGE OF FORD HEIGHTS' TELEPHONE LINES

The Ford Heights Fire Department has not responded to the letter sent from ETSB. Director Bennett will be meeting with the Ford Heights Fire Department as well as members from the Sheriff's Police Command Staff.

Staff is requesting direction for installing a separate phone line in the Ford Heights Fire Department that is excluded from the current network connection that has failed in the past. Director Bennett has been in contact with AT&T regarding this matter to come up with reliable solution.

Executive Director Bennett added that he is attempting to meet with Ford Heights in order speak directly with them regarding the issues at hand. Ford Heights is currently utilizing VOIP for telephone lines and the generator (that was provided by the ETSB) is not operational which would provide power in the event of an outage. AT&T has provided an estimate of approximately \$100 per month for the POTS line which would provide a direct hard line connection between the Communications Center and Ford Heights. This is not a complete solution to the problem because Ford Heights personnel must be onsite to answer all calls for service 24/7, however it a step in assuring the communication between our agencies is reliable.

Mr. Kelly added that the Sheriff's Office does not have a duty to be responsible for fire calls. Ford Heights is not mandated to provide a police or fire department under state law; however their village code has called for

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it. Ford Heights has established an obligation whereby the citizens expect a response. The ETSB has no authority to force Ford Heights to man the fire station or to take responsibility.

A neighboring town may feel that they are assuming liabilities if they are continually requested to respond to a call in Ford Heights.

The Board questioned if Ford Heights would bear the responsibility if the Sheriff's Office personnel or personnel from a neighboring town was injured while responding to call within Ford Heights' jurisdiction because Ford Heights failed to respond. Mr. Kelly responded that is a difficult question to answer.

Mr. Reardon made a motion and Ms. Bailey made the second to provide up to 12 months of funding for the POTS line at Ford Heights at a cost not to exceed \$100 per month.

Roll call vote;

Bailey	Yes
Boyce	Yes
Cassidy	Yes
Cornier	Yes
Fleming	Yes
Reardon	Yes
Rodrigues	Yes

Motion carried.

The Board directed Executive Director Bennett to provide a summary of the discussion with Ford Heights after the meeting and provide a list of all issues that will require further dialogue.

The Board questioned what the options will be if this fails to resolve the issue. Mr. Reardon responded that the State Fire Marshall may be a resource. Mr. Reardon recommended requesting that the State Fire Marshall attend the meeting. Mr. Reardon will also provide assistance as Ford Heights is a member of MABAS.

9-1-1- TELEPHONE SYSTEM MAINTENANCE CONTRACT

The maintenance contract for the phone system is attached. The 911 Center had two (2) years of maintenance included with the initial phone contract. Staff has been in discussions with the vendor Mercury Systems and representatives from Zetron the past few months on how to price backup and training positions.

A maintenance contract is necessary for both the hardware and the software. The original quote has been revised to exclude positions that are not consistently in use, such as the positions at the backup center in addition to keyboards, monitors and mice. The contract, as presented, excludes four (4) positions at the backup center because those positions have one (1) year of additional maintenance remaining. The maintenance contract expired in July 2017 so there is 5 months of maintenance due from July – November and the all of 2018 from December – November.

July – November 2017	\$72,187.50
December 2017 – November 2018	\$173,250.00

Mr. Reardon made a motion and Mr. Fleming made the second to approve the 911 Telephone System maintenance contract with Mercury System for July – November 2017 in the amount of \$72,187.50.

Roll call vote;

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Bailey Yes
Boyce Yes
Cassidy Yes
Cornier Yes
Fleming Yes
Reardon Yes
Rodrigues Yes

Motion carried.

Mr. Reardon made a motion and Ms. Bailey made the second to approve the 911 Telephone System maintenance contract with Mercury System for December 2017 – November 2018 in the amount of \$173,250.00.

Roll call vote;

Bailey Yes
Boyce Yes
Cassidy Yes
Cornier Yes
Fleming Yes
Reardon Yes
Rodrigues Yes

Motion carried.

LOGGING RECORDERS

Director Bennett has drafted a letter to the remote sites to ensure they are in compliance with the current state law on maintenance of audio tapes for public safety communications. The law requires the storage media be retained for a minimum of 90 days. Staff is seeking the direction of the Board on a course to action to ensure compliance.

The Communications Center does have a master recording and is in compliance with the laws, however as the law reads, according to John Kelly, the 9-1-1 authority must provide the recorders for secondary PSAPs. It is a possibility that additional equipment installed at the remote site agencies and networked into the master recorder at the Communications Center where Comm Center personnel will have control of the data at a cost of approximately \$16,000 per site or independent recorders can be purchased and the responsibility of maintenance can be delegated to the five (5) remote site agencies and the County will not have any oversight. The estimated cost for additional logging recorders is \$100,000.00.

Mr. Kelly added reiterated that this is the responsibility of the ETSB. The ETSB also authority to close a secondary PSAP, although not a popular decision which may have political overtones.

The Board directed that an RFP be developed to expand our current logging recorder system to include the remote site agencies and include a UPS solely for the support logging recorder equipment and a letter be sent to the remote site agencies to determine what equipment they currently have and advise them of the law governing the recording and maintenance of 9-1-1 calls.

PROPOSED 2018 MEETING SCHEDULE

Below is the proposed 2018 meeting schedule.

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Cook County ETSB 9-1-1 2017 Meeting Schedule

Meeting Date	Conference Room
Thursday, January 18, 2017 9:30 a.m.	1401 S. Maybrook Dr Maywood, IL 60153
Thursday, February 15, 2017 9:30 a.m.	1401 S. Maybrook Dr Maywood, IL 60153
Thursday, March 15, 2017 9:30 a.m.	1401 S. Maybrook Dr Maywood, IL 60153
Thursday, April 19, 2017 9:30 a.m.	1401 S. Maybrook Dr Maywood, IL 60153
Thursday, May 17, 2017 9:30 a.m.	1401 S. Maybrook Dr Maywood, IL 60153
Thursday, June 21, 2017 9:30 a.m.	1401 S. Maybrook Dr Maywood, IL 60153
Thursday, July 19, 2017 9:30 a.m.	1401 S. Maybrook Dr Maywood, IL 60153
Thursday, August 16, 2017 9:30 a.m.	1401 S. Maybrook Dr Maywood, IL 60153
Thursday, September 20, 2017 9:30 a.m.	1401 S. Maybrook Dr Maywood, IL 60153
Thursday, October 18, 2017 9:30 a.m.	1401 S. Maybrook Dr Maywood, IL 60153
Thursday, November 15, 2017 9:30 a.m.	1401 S. Maybrook Dr Maywood, IL 60153
Thursday, December 20, 2017 9:30 a.m.	1401 S. Maybrook Dr Maywood, IL 60153

By unanimous consensus, the 2018 ETSB meeting schedule was approved.

FINANCIAL REPORT

DRAFT OF FY 2018 BUDGET

Staff reviewed the draft of the FY 2018 budget.

The income estimate utilizes data from the 2017 budget. It is the staffs understanding that the 9-1-1 surcharge for 2018 will include 8 payments at the current 9-1-1 surcharge and 4 payments at the increased amount, however we will not have any data on what the increases surcharge will be until we receive the first check.

New Accounts;

- Call Taker Higher Back (new account)

Substantial Funding Increase

- 911 Telephone Maintenance (new account)
- UPS Batteries (last replaced 2013)

Mr. Reardon made a motion and Mr. Fleming made the second to approve the FY 2018 operational and capital budget. All in favor. Voice Vote, Approved.

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RECONCILIATION WITH COOK COUNTY FOR SALARIES

Staff continues to work with the Sheriff’s Assistant Budget Director in order to reconcile the salaries. The issues centers around 2012 when all telecommunicators were moved from the 231 fund to the 535 fund after the ETSB approved a grant to the Sheriff for salaries and also the Cook County Forest Preserve reimbursement for salaries.

The staff will continue to provide updates to the Board.

NOVEMBER 2017 BILL PAYMENT RESOLUTION

The November Bill Payment Resolution was presented for the Board’s review.

Significant Items to Report;

- Mercury Systems 911 Telephone System maintenance contract for the periods of July 1, 2017 through November 30, 2017 (\$72,187.50) and December 1, 2017 through November 30, 2018 (\$173,250.00) for a total of \$245, 437.50.
- Mercury Systems for 4 positions and fire station alerting equipment at Back up PSAP for \$146,988.70.
- Watson for 4 console positions at Back up PSAP for \$118,618.70.
- AT&T Mobility for Smart 911 annual payment.
- County of Cook for reimbursement of salaries through August 2017 for \$1,782,189.13.

Total Expenditures: \$1,782,189.13

Mr. Fleming made a motion and Mr. Reardon made the second to approve the November 1, 2017 Bill Payment Resolution as presented.

Roll call vote;

Bailey	Yes
Boyce	Yes
Cassidy	Yes
Cornier	Yes
Fleming	Yes
Reardon	Yes
Rodrigues	Yes

Motion carried.

The November 1, 2017 Bill Payment Resolution is attached and made a part of these minutes.

Compilation Reports

Ms. Aimee Schroder, reviewed the he Compilation Report. The September 30, 2017 Compilation Reports were received and filed.

The September 30, 2017 Compilation reports are attached and made a part of these minutes.

Draft of 10 Year Plan

Executive Director Bennett reviewed a draft of the 10 year plan. The plan includes upgrades to consoles,

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furniture and equipment and expanding the footprint of the Comm Center due to anticipated growth from consolidations. The 10 year plan does not include the cost of personnel.

The Board directed that the 10 year plan be revised to include any costs that may be associated with the remote site agencies.

CLOSED SESSION

None.

PUBLIC COMMENTS

None.

FOR THE GOOD OF THE ORDER

The Board directed that introduction of guests be added to the agenda to make any guest(s) feel welcomed.

The Board directed that a policy be developed to limit public comments to 3 minutes.

MOTION TO ADJOURN

Ms. Bailey made a motion to adjourn the meeting of November 1, 2017, second Mr. Boyce. All in favor. Voice vote, approved.

Motion carried.

The November 1, 2017 Cook County Emergency Telephone System Board meeting was adjourned at 11:06 a.m.

Next Meeting
Wednesday, January 18, 2018
9:30 a.m.
Cook County Sheriff's Police, Room 151
Maywood, IL 60153

Shereen Gamble, Administrative Analyst

Date

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