

**GALESBURG/KNOX
EMERGENCY TELEPHONE SYSTEMS BOARD
(ETSB)
MEETING MINUTES
Thursday, February 21, 2008**

A meeting of the Knox County Emergency Telephone Systems Board (ETSB) was held on Thursday, January 17, 2008 at 3:00 p.m. in Police Chief David Christensen's office at the Public Safety Building.

Those present were: ETSB Chairman John Cratty, Knox County Sheriff David Clague, Sid Carlson, Knox County Ambulance Association Representative, Terry Pool, Cottage Hospital EMS Administrative Director, Western Illinois Firefighters Association (WIFA) Representative, Tim Robbins, Wayne Saline, Knox County Board Member, Knox County Treasurer Robin Davis, Knox County 9-1-1 and Data Communications Coordinator Vicki Miller and Margo Davila, Secretary II.

Those absent were: ETSB Vice-Chair David Christensen, General Member-at-Large Timothy Murphy, and John Rhea, Motorola Representative.

Chairman Cratty called the meeting to order at 3:05 p.m., with quorum present. The minutes of the meeting held on December 20, 2007 were reviewed and approved for motion by Tim Robbins and seconded by Sheriff Clague, carried by viva voce vote.

The Treasurer's Report for January 17, 2007 was presented by Robin Davis. Current balances include; \$25.00 in the checking account, an investment of \$200,000.00 (due 7/22/08 @ 5.48%) and a money market (variable rate) of \$275,863.25 reflecting a total of \$475,888.25. The check register/vendor payment history which included phone line charges was reviewed at a total of \$15,829.55. A motion to accept the January 17, 2007 Treasurer report was made by Sheriff Clague and seconded by Sid Carlson carried by viva voce vote.

Vicki Miller submitted the December 2007 Coordinators report. An annual report of 9-1-1 calls totaled 24,024 calls; 13,844 cell phone calls and 2,315 County calls. The month of December totaled 1,909 calls, 1,170 cell phone calls and 137 County calls were reported.

There were no equipment/telephone outages or failures to report for the month of December.

Under wireless communications; the wireless surcharge will be .58 (cents) per cell phone to the PSAP effective January 1, 2008. NENA is monitoring an increase fee projection date of March 2008.

Vicki Miller reported that WTH Technology presented their mapping software demo on 1/15/08. City and County GIS Coordinators were in attendance to observe the presentation and review the updates for recommendations.

Microdata presented their mapping software demonstration on 1/16/08. City and County GIS Coordinators were in attendance during the presentation. Microdata has a phone switch voice over IP that is 9-1-1 compliant. The state of Vermont is a participant and utilizing Microdata as their provider. If their 9-1-1 center becomes inoperable, another Communication Center in the state would automatically assume the 9-1-1 duties. Factual information and price quotes regarding Microdata may be further researched.

The Moon Towers communication cable relocation project was completed by Supreme Radio on 12/26/07 without any complications.

The Cy Pres Grant was discussed by board members. Galesburg was awarded the grant initiated out of a settlement dedicated to the 9-1-1 centers. The grant will be used to address modifications in the 9-1-1 Center in addition to pursuing EMD certification as well as expansion and climate control in the communication center. The grant fund is approximately \$50,000.00 and will be submitted to the City of Galesburg and earmarked for (communication center) implementing the objectives within the Cy Pres grant proceedings as scheduled.

Dave Tuttle, Coordinator of the PSIC Grant initiative informed Chair Cratty that Knox County was eligible to receive approximately 48% or \$421,631.52 of the requested money from the PSIC Grant with a 20% match. Each participating agency was awarded 48% of their request. Discussion was held regarding the StarCom 21 portables and their compatibility to the 9-1-1 Communication Center. There will be a cost factor to those agencies that participated in the grant process and whether they have the economic means of moving forward with purchasing their requested equipment or the option of backing out of the agreement due to the expenditures. The approximate cost of the 9-1-1 center minus the switch installation is estimated at \$334,000.00. Consultation with Marty Smith, Supreme Radio representative is recommended as well as Supreme Radio submitting a proposal with actual price figures for the phone switch and radios. The goal is making 48% fit everyone's needs and reaching a consensus with the distribution of the grant funds. A recommendation by Chair Cratty was to initiate a meeting to discuss the PSIC grant proposal prior to reporting back to the group regarding the details of the grant disbursements.

The Homeland Security Advisory System threat level is currently yellow.

Under Fire Service; Chair Cratty discussed the Fire Service Act Grant that would include a 10% match regarding the purchase of pagers and portable mobiles that are not APCO compliant. This would include upgrades/improvements with no expenses incurred from the ETSB Budget.

Wayne Saline, Knox County Board member had no significant matters to report.

Terry Pool, EMS Cottage Hospital Administrative Director reported that all training sessions are going well.

Sid Carlson, EMS at-Large board member had no significant matters to report.

Sheriff Clague and Vice-Chair Christensen, Law Enforcement Board members had no significant matters to report.

Due to the absence of Timothy Murphy, General Member-At-Large; there were no significant matters to report.

Under Old Business; The Moon Tower Project was discussed earlier under the Coordinators report.

Under New Business; The PSIC Grant Distribution was discussed earlier under the Coordinators report.

Discussion was held regarding the ETSB Contingency Fund. Historically, Communications Records provides services for the Galesburg/Knox County region. The costs are shared by Knox County at approximately 40 % and City at approximately 60%. Personnel costs at 25% Public Safety Clerks positions were moved out of the ETSB budget and into the 550 Communications and Records (550) 2008 City Budget. The primary expenditures for the ETSB Budget are telephone lines costs, upgrades and maintenance to computer system with the majority of expenditures (\$440,760.00) as personnel costs. There are personnel Communication positions that are remaining in the ETSB budget. A recommendation was made by Robin Davis, Knox County Treasurer to obtain further information (breakdown) regarding the annual salaries and benefit costs for the remaining positions (not employee names rather positions) in the ETSB budget. Currently, the ETSB 2008 Budget expenditures are at \$683,651.00.

Vicki Miller reported that there are other significant cost factors that will impact the ETSB budget, such as the Records Management Server, CAD system upgrades, mapping, replacements for the City/County shared hardware and computers. An example of a shared maintenance cost was the purchase of the Identix machine which is located at the Knox County jail. Other cost factors are maintenance fees for utilizing the printers and the interface controller. The coordinators report does not reflect the number of administrative calls or calls for service by both city and county combined; however, a report will be submitted at the next ETSB meeting reflecting in coming calls that Communication personnel handle in addition to the 911 calls. As technology and the high demand of emergency calls have increased, an increase of communication personnel and their responsibilities for support services in the operations of public safety and city/county-wide police, fire and ambulance agencies have also increased to meet those demands of public service and effectively responding to emergency calls.

Chair Cratty recommended meeting with the City Manager and Finance Director to discuss personnel and equipment replacement costs that would address the concerns of the ETSB Board members prior to the next ETSB Board meeting on *February 21, 2008*.

A motion to adjourn the meeting was made by Vice-Chair Christensen and seconded by Wayne Saline, carried by viva voce vote.