

**GALESBURG/KNOX  
EMERGENCY TELEPHONE SYSTEMS BOARD  
(ETSB)  
MEETING MINUTES**

A meeting of the Knox County Emergency Telephone Systems Board (ETSB) was held on Thursday, May 15, 2008 at 3:00 p.m. in Police Chief David Christensen's office at the Public Safety Building.

Those present were: Chairman John Cratty, Vice-Chair David Christensen, Knox County Sheriff David Clague, Sid Carlson, Knox County Ambulance Association Representative, Terry Pool, Cottage Hospital EMS Administrative Director, Wayne Saline, Knox County Board Member, Timothy Murphy, General Member-at-Large, Knox County Treasurer Robin Davis, Vicki Miller, Knox County 9-1-1 Data Communications Coordinator, John Rhea, Motorola Representative, and Margo Davila, Secretary II

Those absent were: Western Illinois Firefighters Association (WIFA) Representative, Tim Robbins

Others present were: Gary Tomlin, Peoria Journal Reporter

Chairman Cratty called the meeting to order at 3:00 p.m., with quorum present. The minutes of the meeting held on April, 24, 2008 were reviewed and approved for motion by Timothy Murphy and seconded by Vice-Chair Christensen, carried by viva voce vote.

The Treasurer's Report for May 15, 2008 was presented by Chair Cratty. 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 \$375,904.22 reflecting a total of \$575,929.22. The check register dated May 15, 2008 was reviewed at a total of \$136,384.60 which included personnel costs of \$115,649.62. Robin Davis reported that their office received 2 checks for the month of December 2007 that were related to grant funds; one check was approximately \$8,000.00 and the other check totaled \$53,877.28.

Discussion was held regarding investment options and the percentage of interest rates that are currently lower than the 5.48% of return on an investment that will mature on July 22, 2008. Sid Carlson mentioned that the Certificate of Deposits (CD's) are generating a rate of 3 % interest or lower and bonds at a rate of approximately 4% interest. Timothy Murphy recommended moving forward by making a decision with investing partial ETSB funds in a short term CD. The board agreed with the recommendation. Therefore, Timothy Murphy made a motion to invest \$125,000.00 in a CD or Bond from a money market account in an appropriate investment allowed by the statute. Vice-Chair Christensen seconded the motion, carried by viva voce vote.

The bills check register was submitted and reviewed by board members as well as the emergency 911 surcharge fund report. It would be beneficial to submit a listing of computer related equipment that will be reviewed for the next ETSB budget session. Vicki Miller will follow-up on this item. Vice-Chair Christensen made a motion to approve and pay the bills seconded by Timothy Murphy, carried by viva voce vote.

Discussion was held in regards to personnel pay periods and overtime payouts. There were also two (2) unexpected weather-related severe weather conditions that were

beyond the control of scheduling and providing personnel overtime. Vice-Chair Christensen advised that if you average \$16,500 for 26 pay periods the number stays on track with the numbers of overtime projections in relation to the budget.

There was a significant amount of \$115,649.62 personnel costs over a quarter that was billed to ETSB. Robin Davis inquired whether there was a probability personnel costs could be incurred on a monthly basis. Wayne Saline mentioned that the pay period amounts would provide a more consistent flow while reviewing the personnel costs on the check register.

Vicki Miller submitted her 9-1-1 coordinators report. The month of April totaled 2,070 calls of which 163 were County and 1,214 were cellular.

The telephone/equipment report was discussed by Ms. Miller. On April 11, 2008, Supreme radio repaired service regarding the Maquon Fire experiencing problems with their system.

Com Cast made contact with the PSAP with their intentions to activate VOIP services over the cable infrastructure. Their engineering phase is pending for the next several months.

Under wireless communication; the audit was completed in reference to the cell layer for map updates.

The new photography mapping is ready for installation.

Under PSAP Training; the three dispatchers have completed the Certified Training Officer coursework and once the CTO Instructor course is completed it will enable a training in-house process.

The Cy Press Grant was completed.

The Homeland Security Advisory System is currently yellow.

John Rhea and Chair Cratty discussed the StarCom 21 integration between law enforcement agencies, fire departments, EMS responders and other governmental entities. The Fire Department and Law Enforcement agencies will have the capability of utilizing narrow band. The First responders will be dispatched with scanners as it will be a more cost-effective measure. Talk groups will be developed for integrated interoperability.

WIFA Representative Tim Robbins was absent; therefore no fire report was given.

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

Terry Pool, Cottage Hospital EMS Administrator Director reported that the EMT board exams will be taking place.

Sid Carlson, Member-at-large reported that EMS/Paramedic week will be celebrated with fellowship and food on May 21, 2008 at the Windish Drive GHAS facility. Law Enforcement Representatives Sheriff Clague and Chief Christensen had no significant matters to report.

General Member-at-large Timothy Murphy reported that Vicki Miller and her son Kyle Miller will be concluding the Emergency Medical Technician class that he taught at Carl Sandburg College. This was his first experience with mother and son attending the class in his fifteen years of teaching.

Under Old Business; Dave Tuttle, coordinator of the PSIC grant distribution has scheduled meetings with the following participating counties: Knox, Peoria, Tazewell, Woodford and Fulton. The Knox County Sheriff's department will have approximately 35-40 units in relation to talk groups on the law enforcement side. Each entity that was included in receiving funds of the PSIC grant is eligible to meet and document the 20 percent match requirement for their project. The deadline is determined for March 2010. More follow-up will continue with scheduled meetings.

Under New Business; the maintenance service agreements regarding communication equipment and the radio/telephone 9-1-1- System were discussed. A summary of a maintenance agreement for communication equipment from 2008-2011 was submitted to the board members for their review. Warranty expectancies are estimated at three (3) years and knowing what technical areas are covered is required to be updated to keep the equipment running in an operational manner. The service agreement warranties may be considered as a projected budget item under account #550. The generator is functional in keeping the 9-1-1 center in operation. The switches are loaded and tested every Wednesday. The back up switch is utilized to send a dispatcher to Monmouth Communication Center to address a contingency situation, in case of an emergency power outage. Another area to monitor would be the operation of the CAD system and having a transitional plan in place similar to the Centel exercise when phone lines were relocated for a construction project. Collaboration efforts with Supreme Radio/Motorola to address and plan for technical areas of concern will continue to be an ongoing process.

Chair Cratty reported that a GFD fire fighter, Justin Moffitt was deployed for military service. Chair Cratty requested a moment of silence for former Sheriff Donald Hulick who passed away and was a former ETSB board member.

There being no further discussion, a motion to adjourn the meeting was made by Timothy Murphy and seconded by Wayne Saline, carried by viva voce vote.

The next ETSB meeting is scheduled for Thursday, June 19, 2008.