

CHRISTIAN COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

Jan. 12, 2016

Present: Leland Allison
Jack Pearce
Bill O'Connell
Mickie Ehrhardt
Andy Goodall
Rod Bland
Dave Herpstreith
Dan Swinson

Absent: Sheriff Kettelkamp
Korey Bailey

Visitors: Beth Patrick and Mykal Fisher, dispatchers

The Jan. 12, 2016 meeting of the C.C.E.T.S.B. was called to order at 6:30 p.m. by Chairman Goodall. Roll call indicated that a quorum was present.

Minutes from the Nov. 10th meeting and the Dec. 3rd special meeting were reviewed by the board. Rod made a motion to accept the minutes from both meetings as written and Dave gave a second. Motion carried by a unanimous voice vote.

Financial reports for Nov. and Dec. 2015 were reviewed by the board. Mickie gave a brief explanation of income and expenses for each report. She explained that total income payments will not come from the state until at least February. The \$1,700 plus bill we have been paying to AT&T each month for circuits in the networking costs will now be sent to the state for payment as per the legislative bill agreement. This will not be deducted from our income payment. Dan made a motion to approve the financial reports for Nov. and Dec. as written and Bill gave a second. Ending balance as of Dec. 31, 2015 was \$53,483.41. Motion carried by a unanimous roll call vote.

Administrators Report

The trunk issues have been fixed in Pana. There is one still not recording so it has been disabled. We are working with the phone company to see how many trunks we are going to add with the addition of Shelby Co. The thought is to add two. Emergitech and the phone company still have an open ticket for the second trunk that is not recording. Follow up on Jan. 4 and Jan. 5 2016.

All TC's are in need of renewal of IDPH EMD licenses. The older licenses were non-expiring. Cost to renew is \$55 each. Mickie has not learned the time frame for expiration of the new licenses. We have sixteen people to license before we add any part time. This would be a cost of \$880. Contractually, we need to pay this fee this time, but the board needs to consider that each person be responsible for his or her license fee. This is an issue that would need to be discussed during negotiations. Andy discussed fee payments of members of Taylorville Fire Dept paramedic licenses.

All maintenance contracts have been paid and all invoices are up to date.

Annual Call Handling Agreements have been sent out and the required report submitted to ISP and Attorney General's offices.

Shelby Co. consolidation update: Intergovernmental Agreement draft has been sent to

State's Atty. Havera for review and to county board office; Shelby Co. has done the same. Started on a draft of Joint ETSB bylaws. Grant and Consolidation procedures/applications are up on ISP website, however, Marci Schroll (ICC) says the forms are not completely finalized yet. ISP has filed emergency rules with JCAR (rule making process for the grants) and are now in effect. Mickie is beginning to compile expenses and areas that we are going to modify to prepare for grant application. Mickie has a list of responding Shelby Co. agencies and will start preparing their call handling agreements to be sent to them once the Intergovernmental Agreement is signed. Things that will be included in the grant process that are extensive include total map restructuring, upgrade our radios and computers at work stations, and adding channel cards to our radio controller. Shelby Co. will be taking care of microwave links between transmitters. Pana dispatch upgrades will not be included in the grants but they are working to complete issues they might have when we go to remote hosting.

Jack asked if we had cyber security in place. Mickie discussed security measures in place that protect us.

Old Business

Discussion was held on the makeup of the board after the consolidation of Shelby and Christian Co. 9-1-1 into our dispatch center. Statute dictates who is represented on the board and where members must be chosen from; such as fire, EMS, public representative and elected officials. Shelby Co. would like somewhat equalization when the consolidation board is created on total numbers. Mickie feels that Shelby Co. would like to have at least four representatives on the new board. It would be great to have members from different geographic locations to represent Shelby Co. A different geographic location may be needed to conduct board meetings. Pana was one suggested location to equalize travel distances. A return to monthly meetings may be necessary until at least a new board is seated. Having a dispatcher on the board as a non-voting member was also discussed and was very well received. County Board Chairman Schmitz told Mickie that he would not have a problem with appointing a dispatcher to the board. Our county board would have to pass a resolution to dissolve our current board and then pass another resolution to create the new board. We need to proceed with this action as quickly as possible to insure funding through money set aside for these consolidations. ISP needs to approve this plan before it can be finalized which could take several months before total completion.

Andy discussed Active 9-1-1 and how everyone likes it but there have been some inconsistencies. Leland asked about how payments should be made by each agency. Andy clarified how this will be handled and will discuss it further at the MABAS meeting Jan. 20 at Midland Fire Dept. Beth and Mykal both showed great interest in knowing when these meetings are held so they can attend. Not only could they share dispatch information, this would give responders a chance to meet the people behind the voices they talk to during calls. Mykal also gave in depth information as to why some Active 9-1-1 messages are delayed. Her explanation was very helpful in making everyone understand that the priorities of the dispatcher may delay Active 9-1-1 messages.

New Business

Andy asked for questions or comments from the public sector and our visitors. Beth questioned Mickie about what kind of calls our dispatchers would handle. Our center will only handle 9-1-1 calls. Law enforcement calls for Shelby County will be transferred and handled by Shelby Co. law enforcement. Call transfers would be handled the same way we handle Taylorville P.D. calls now. Beth is worried about being short of trained personnel both now and

after consolidation. Mickie discussed training issues and plans that she would like to revise and implement to help with personnel concerns. Another issue of concern by dispatchers is locations in Shelby Co. Mickie explained the mapping that will be put in place in our system to help our dispatchers locate scenes in Shelby Co. as well as structures, fire hydrants, etc.

Mickie has contacted twenty-five people who have applications on file to try and set up a testing date so more personnel can be trained for part time and back up. With testing and training, some could be ready to work in as little as four months. It was suggested that new applicants be brought to our 9-1-1 center to observe so they can see the work that they will be expected to perform and what equipment is in place to be used. Mykal stated that talking on the radio was one of her most intimidating duties when she started working as a dispatcher.

The dispatchers would like to see hearing testing done for them. Listening to dispatch tones in their headsets can be very loud. It was suggested that we look into different types of headsets that might muffle the dispatch tones yet not affect radio traffic volume. When we upgrade our radio console equipment we can ask if we could install equipment that would help with or solve this problem.

Bill made a motion to pay the \$55 IDPH fee for EMD license renewal for sixteen of our personnel. Dan gave a second to the motion. Motion carried by a unanimous roll call vote. Since this is the first time IDPH has required a fee for license renewal, the board will consider the possibility that each licensee pay their own fee in the future. This would probably have to be negotiated as a contractual issue.

There are four board members up for reappointment. These members are Rod, Leland, Korey, and Jack who is actually appointed as a county board member representative. Dave made a motion to recommend to the county board the reappointment of these members. Since there will have to be a realignment of our board in the coming year due to consolidation, this recommendation will be for a one year term only. Jack gave a second to the motion. Motion carried by a unanimous voice vote.

Election of officers for the coming year needs to be addressed. Jack made a motion to retain all officers in their present position; Andy-Chairman, Bill-Co-Chairman, Leland-secretary-treasurer. Rod gave a second to the motion. Motion carried by a unanimous voice vote.

Andy reminded everyone that the MABAS conference is Feb. 22nd through the 25th and he believes it is in Bloomington. It will be decided next week at our MABAS 50 meeting how many attendees will be sent from our area.

With no further business to be brought before the board, Jack made a motion to adjourn and Dan gave a second. Meeting adjourned at 7:36 p.m.

Leland Allison
Secretary

progress reports, meetings should occur monthly, instead of every other month. Chairman Goodall also recommended changing the day from Tuesday, to the 2nd Monday of the month. Bill O'Connell made a motion to change the meeting schedule to monthly, occurring on the 2nd Monday of each month. Motion was seconded by Dan Swinson. Motion passed by unanimous vote.

Ehrhardt will file the legal notice change in the local papers.

Closed session minutes – annual review:

Since minutes were not available to review the closed session minutes from the October 29th meeting, they will be reviewed at the next meeting in March.

Hearing screenings for telecommunicators

Because of the concern brought before the board in January regarding possible loss of hearing due to the headsets, Ehrhardt presented information to the board regarding having the hearing tested for each communicator, as well as a recommendation from an audiologist to have audio levels tested coming out of the headsets. No costs were yet definite. The board tabled the matter pending verification of costs.

Ehrhardt will continue to follow up on the costs.

Public Comment:

Chairman Goodall entertained comments from the public. Beth Patrick inquired about the possibility of putting an ex officio member on the new board. Chairman Goodall mentioned that since they would be non-voting, they would have the same opportunity to discuss agenda items at each meeting.

With no further items on the agenda, a motion was made by Jack Pearce Jr and seconded by Corey Bailey to adjourn.

Christian County Emergency Telephone Systems Board

March 14, 2016

Present: Leland Allison Korey Bailey Absent: Jack Pearce Jr
Rod Bland Mickie Ehrhardt Dave Herpstreith
Andy Goodall Dan Swinson
Sheriff Kettelkamp Bill O'Connell

Visitors: None

The March 14, 2016 meeting of the CCETSB was called to order at 6:30 p.m. by Chairman Goodall. Roll call indicated that a quorum was present.

Minutes from the January 12, 2016 and February 8, 2016 meeting were reviewed by the board. Bill O'Connell made a motion and Sheriff Kettelkamp gave a second to accept the minutes as written. Motion carried by a unanimous voice vote.

Annual review of closed session minutes: October 29, 2015 determined no longer closed and now open for public. Motion made by Bill O'Connell and seconded by Dan Swinson to open minutes and post.

Financial reports not available. Courthouse has not balanced books for January and February. Betty Asmussen will disburse reports for these months possibly in March. Ehrhardt advised balance as of today - \$32,129.54 per Asmussen. Ehrhardt advised low balance due to State not disbursing in a timely manner. CMS advised they are working on finalizing old formula and new formula. Once all is up and running, disbursements should normally be a 2-month lag.

Administrators Report

- All IDPH licenses have been received. Actually costs were only \$20/each with a 4 year renewal period. Ehrhardt believed that the low cost should be absorbed by the ETSB and would not ask employees to reimburse.
- Board discussed that all new hires will require employee to pay the initial fee for IDPH certification. The ETSB will pay for the renewal cost when renewal time comes around. Motion made by Dan Swinson and seconded by Korey Bailey.
- Emergitech conference May 9-12. Ehrhardt has registered to go. Has not attended in a few years. Four other staff from CCSO will be attending so no mileage expense. Registration is \$425.00 plus hotel expense. Emergence is vendor for 9-1-1 controller, CAD, mapping. With anticipating of major upgrades in next 12 months, will be important information gained. This will also be a good opportunity for those others attending to start learning some of the administrative duties. Motion made by Bill O'Connell and seconded by Dan Swinson to pay for Ehrhardt's expenses for conference. Motion carried by roll call.
- One part-time in training with CTO. Would like to see 2-3 more. Applicants are not taking position as part-time. Most are wanting full time with benefits. Will continue to pursue applicants.
- Hearing testing update: Not able to find someone to come into comm center and testing audio levels coming from the headset. Jan Bland contacted workman's comp rep and he

could not recommend anyone.

A policy will have to be drafted for usage and testing. Hearing test costs will be \$139.00/person with no deductible through Memorial Hearing Center. Employees will need to travel to Springfield for the testing. Sheriff Kettelkamp advised the Sheriff's Office staff mileage/OT will be covered by Sheriff's Office.

Eight full-time and three part-time employees will need testing. Mileage and over time will more than likely have to be paid. New hire testing will be included in new hire employment package and conditional offer of employments.

Ehrhardt will draft a hearing policy on new hire and current staff. Another policy will be drafted on headset usage, console settings, etc. once standards and levels are determined.

Motion made by Bill O'Connell and seconded by Sheriff Kettelkamp to allot amount not to exceed \$1500 for costs involving 9-1-1 employee hearing testing.

- Shelby Co update:
 - Shelby Co consolidation plan not filed. Issue with Shelbyville PD in wording of annual Call Handling Agreement. Agreement has been received, but they retracted the mutual assistance clause. Will be filed with rest of agreements as such.
 - Grant status: Waiting on road sign costs (retroactive) and a couple of other issues. Have to be filed by March 31st. Current figures are approximately \$550,000. When all figures are in, will be submitted.
 - Ehrhardt advised grant is 100% but based on the award amount. If not awarded full amount, there is some room for adjustment on what would be done with equipment. Cost estimates are not bound by quotes obtained – per grant proposal language.

Old Business:

Goodall advised all agencies are now using Active 911. Minimal problems are being received. Ehrhardt advised the only feedback received has been that mutual aid calls are not being sent – will address with dispatch.

Some address will not map in the mapping portion of the app on the responder side. This is based on the map data in the app.

Goodall briefed board on MABAS conference. Two dispatchers were able to attend – not able to make first day due to weather. They enjoyed conference.

New Business:

No further discussion

Motion made by Rod Bland and seconded by Leland Allison to adjourn. Meeting adjourned at 7:09 p.m.

Prepared by:

Mickie Ehrhardt
9-1-1 Administrator

Christian County Emergency Telephone Systems Board

April 11, 2016

Present: Leland Allison Korey Bailey Absent: Rod Bland
Rod Bland Mickie Ehrhardt
Andy Goodall Dan Swinson
Sheriff Kettelkamp Bill O'Connell
Dave Herpstreith Jack Pearce Jr.

Visitors: None

The April 11, 2016 meeting of the CCETSB was called to order at 6:30 p.m. by Chairman Goodall. Roll call indicated that a quorum was present.

Minutes from the March 8, 2016 meeting were reviewed by the board. Jack Pearce Jr. made a motion and Bill O'Connell gave a second to accept the minutes as written. Motion carried by a unanimous voice vote.

Financial Report:

Ehrhardt advised County Treasurer still does not have 2016 monthly books balanced yet. No reports available. January – March will be reviewed at May meeting.

Ehrhardt advised end of month balances for January – March per Asmussen. However, these totals are not definite as some adjustments still need to be made. Ehrhardt advised low balance due to State not disbursing in a timely manner.

Ehrhardt advised Asmussen told her there would not be enough funds in account to make payroll. This is due to the backlog of State of Illinois processing 911 disbursements. CMS advised that there are still audits being conducted on the accounts from ICC and forward to State Police. No definite dates would be verified.

There is a balance as of meeting date of -\$4210.71. Asmussen advised she will take money out of General contingency fund to cover the payroll. Something would have to be worked out for forward transactions. When monies are received, contingency will be reimbursed.

Ehrhardt and Chief Deputy Engeling will attend the Finance Committee meeting on Thursday, April 16 to discuss situation with County Board committee.

Administrators Report

- All IDPH licenses have been received. Actually costs were only \$20/each with a 4 year renewal period. Ehrhardt believed that the low cost should be absorbed by the ETSB and would not ask employees to reimburse. Any new hires will pay for their license.
- No response on Hearing Testing policy. Chief Engeling forwarded to FOP in March.
- Ehrhardt gave update report on Shelby County consolidation. Grant proposal was filed 3/26 in the amount of \$598,000. There should be a response from the Statewide 9-1-1 Administrator in June. These grants are not guaranteed.

Jack Pearce Jr. questioned the estimated amount that would be received from Shelby County once consolidation is complete. He is concerned about staffing costs versus the amount that will be coming in. Ehrhardt explained initial findings on staffing needs and there would be enough money for some full-time, part-time and maintenance annually. Christian County 9-1-1 system would be in better financial situation than current.

Consolidation plan will be complete and submitted in May.

- Andy Goodall, Korey Bailey and Ehrhardt attended their MABAS Division meeting on March 22nd. They answered any questions the responding agencies had, met personnel and established some networking contacts for future relationships.
- Ehrhardt advised the county printing contract will cost 9-1-1 approximately \$80/mo. This is due to the new contract requiring and monthly hardware lease invoice. In addition, there will be an invoice for per-page usage – black/white & color rates. Estimate is that it will be double what annual printing/copy expense was in past.

New Business:

- Ehrhardt advised a recent review of the EMS affiliation agreement with Memorial Healthcare Systems noted a few areas where implementations/explanations were addressed:

COM-500 was given to the ETSB for review to bring the Quality Assurance policy to comply with their standards. The board reviewed the policy. Discussion was made regarding progressive discipline – whether or not a definite number at compliance or non-compliance should be included to state the progressive discipline enforcement. Ehrhardt read the remedial language as drafted. It was decided to leave the policy as drafted. A motion was made by Dan Swinson and seconded by Bruce Kettelkamp to adopt the policy. Motion carried by unanimous vote.

Old Business:

- Hearing Policy – previously discussed by Ehrhardt.
- Reminder that current week is National Public Safety Telecommunicator Week. Board members were encouraged to acknowledge dispatchers.

With no further items brought before the board, motion made by Jack Pearce Jr and seconded by Bill O'Connell to adjourn. Meeting adjourned at 7:20 p.m.

Prepared by:

Mickie Ehrhardt
9-1-1 Administrator

Christian County Emergency Telephone Systems Board

SPECIAL MEETING

April 18, 2016

Present: Leland Allison
Rod Bland
Andy Goodall

Korey Bailey
Dave Herpstreith
Bill O'Connell

Absent: Bruce Kettelkamp
Dan Swinson
Jack Pearce Jr

9-1-1 Administrator: Mickie Ehrhardt

Visitors: None

A special meeting of the Board was called to order at 6:00 p.m. by Chairman Goodall. Roll call indicated that a quorum was present.

Agenda item to be discussed:

Securing line of credit loan from People's Bank – Taylorville, IL in the amount of \$100,000.00. Chairman Goodall gave a report on the comments of the Christian County Board – Finance Committee on Thursday, April 14, 2016. Due to the 9-1-1 fund not able to cover payroll on 4/9, Christian County Treasurer, Betty Asmussen met with Ehrhardt on several occasions and deemed it necessary to find alternate funds to get past the State 9-1-1 fund not disbursing funds in a timely manner.

Asmussen made calls to local banks regarding potential loans. People's Bank offered the above amount as a line-of-credit to be secured with one of the County's CDs held at the bank. The Finance Committee unanimously approved the security of the loan.

Any monies needed to cover 9-1-1 expenses will be drawn by Asmussen. When money is received from the Statewide 9-1-1 Fund, it will be first paid to cover any loan amounts first, with remainder being deposited into the local 9-1-1 Fund. The line of credit is approved for the term of the CD extending into 2017.

A motion was made by Bill O'Connell to accept the line of credit in the amount of \$100,000 secured by the County CD as collateral. Motion was seconded by Dave Herpstreith. Motion passed unanimously by roll call vote.

No further items on agenda, motion made by Bill O'Connell and seconded by Rod Bland to adjourn. Meeting adjourned at 6:07 p.m.

Prepared by:

Mickie Ehrhardt
9-1-1 Administrator

Christian County Emergency Telephone Systems Board

June 6, 2016

Present: Leland Allison
Rod Bland
Andy Goodall
Dave Herpstreith

Korey Bailey
Mickie Ehrhardt,
9-1-1 Admin

Absent: Bill O'Connell
Sheriff Kettelkamp
Jack Pearce Jr.
Dan Swinson

Visitors: Mykal Fisher

The June 6, 2016 meeting of the CCETSB was called to order at 6:30 p.m. by Chairman Goodall. Roll call indicated that a quorum was present.

Minutes from the April 11, 2016 meeting and April 18, 2016 special meeting were reviewed by the board. Rod Bland made a motion and Dave Herpstreith gave a second to accept the minutes as written. Motion carried by a unanimous voice vote.

Financial Report:

Income Expenses Report for the months of January – April were presented for review. Ehrhardt explained again to the board the inconsistent flow of revenue from the State since the first of the year. Payments are beginning to be received. January money has been received under the new 9-1-1 formula.

Line of credit loan balance still owing. \$15,000 was withdrawn to cover payroll and expenses. The \$5,000.00 has been reimbursed to the County general fund to cover the amount used from contingency. Small payments will be made on the line of credit until the rest of the back money is received from the State.

Motion was made by Dave Herpstreith and seconded by Korey Bailey to accept the financial reports as presented. Motion approved by unanimous roll call vote.

Administrators Report

- Audit/Review from EMS – QA policy has been implemented. Call reviews are being done. Sign-off from the staff on the policy and acknowledgement of the Medical Studies Act – confidentiality provision. These will be submitted in the next week.
- Since no response has been received from the FOP rep. Recommend the ETSB adopt the Hearing Testing Policy. Ehrhardt reviewed the policy with the board. Goodall questioned what would happen if an employee was found below the hearing levels required to perform the duties of a telecommunication – would it be a workman's comp issue? It was discussed that it would probably be and the proper procedure would be followed as per the county policy on workman's comp claims. A motion was made by Rod Bland and seconded by Korey Bailey to approve the policy.
- State 9-1-1 Administrator has required information on potential grant disbursement, i.e. FEIN, DUNS #, etc. There has been no definite approval of the grant, but Ehrhardt anticipates hearing the decision any day.
- Consolidation plan has been refiled. All call handling agreements from all agencies are received and now meets the recommendations of the State Advisory Board.

- Disbursements are coming in more frequency. February monies have been sent to the State Comptroller for payment. Under normal circumstances, March payment should have been received.
- Next 9-1-1 State Advisory Board Meeting July 9th 10:00 AM – ICC Bldg Springfield.
- Part-time training. 2 currently in training. One in remedial training at this time. One is progressing well. Still in need of additional part-time staff to start training; as we get further into Shelby consolidation.

Leland Allison questioned whether Shelby County residents would be allowed to be hired. Ehrhardt advised that there is no county ordinance in Christian so they would be able to apply.

- Ehrhardt gave overview of a potential Multi-County Regional Dispatch Center being studied by Macon County. A study is currently being done with up to 7 counties to provide all dispatching/call-taking services for each county. This regional center would utilize StarCom radio bandwidth. Macon Co has access to a benefactor who is willing to put substantial funds towards the construction and initial start-up of this center. Christian and Shelby are included in this study. Ehrhardt advised that the ETSB is not actively pursuing a consolidation of this magnitude at this time.

There are two meetings set up this week with reps from the counties and Macon to hear details on this study.

Ehrhardt noted it is up to all governing bodies as to the decision that will be ultimately made. There would be many duties that local dispatchers do which would have to be accommodated by other personnel in the departments.

New Business:

- Intergovernmental Agreement – Original original was drawn up and adopted by Christian and Shelby County Boards in Jan/February 2016. During the first review of the Consolidation Plan filed in May, the State 9-1-1 Administrator's office recommended more detail about the makeup of the Joint ETSB in the Agreement.

New Agreement was drafted by Ehrhardt and sent to Mike Havera, State's Atty for review. The ETSB also needs to approve the new agreement language. The change was an added section (2.) where the Joint ETSB is detailed in makeup. Ehrhardt read the language. A motion was made by Dave Herpstreith and seconded by Rod Bland to approve the Intergovernmental Agreement and to forward to County Board Legislative/Executive committee for approval on June 13th and then to the full County Board on June 19th. After all is complete, the plan can be resubmitted. Motion passed by unanimous vote.

Old Business:

None.

Visitor Comments:

Mykal Fisher questioned audio levels out of the console. Ehrhardt advised the radio vendor said the paging tones should not come through the headset. Ehrhardt acknowledged that they are. Radio vendor advised that the potential new radio interface (Zetron Max) would give much more control and functionality at the console level which will assist the TC with volume controls.

Fisher also inquired as to the training for Shelby County. Ehrhardt advised there is money in the grant

proposal for training for our TCs for geography, ride-alongs, etc. There have been some very small items presented to the TCs for review, but more formal training will be included/worked-in once the plan is adopted and grant is approved. \$6000 has been submitted for training alone.

With no further items brought before the board, motion made by Korey Bailey and seconded by Dave Herpstreith to adjourn. Meeting adjourned at 6:43 p.m.

Prepared by:

Mickie Ehrhardt
9-1-1 Administrator

Christian County Emergency Telephone Systems Board

July 11, 2016

Present:	Leland Allison	Bill O'Connell	Absent:	Korey Bailey
	Dan Swinson	Jack Pearce Jr.		Sheriff Kettelkamp
	Andy Goodall			Dave Herpstreith
	Mickie Ehrhardt, 9-1-1 Admin			Rod Bland

Visitors: Beth Patrick

The July 11, 2016 meeting of the CCETSB was called to order at 6:49 p.m. by Chairman Goodall. Roll call indicated that a quorum was present.

Minutes from the June 6, 2016 meeting were reviewed by the board. Jack Pearce Jr made a motion and Dan Swinson gave a second to accept the minutes as written. Motion carried by a unanimous voice vote.

Financial Report:

Income Expenses Report for the months of May - June were presented for review. Monies received should be current in July for the backlog 9-1-1 surcharge disbursements from the state.

Line of credit balance will remain in force. \$1000.00 will be paid towards the balance in July.

Motion was made by Bill O'Connell and seconded by Dan Swinson to accept the financial reports as presented. Motion approved by unanimous roll call vote.

Administrators Report

- StarCom radios issued years ago through ITTF grant – ITTF will no longer fund and maintain all of the radios that were disbursed in the original grant. Since Christian Co. is a MABAS Division dispatch center they will continue to pay our yearly subscription. However, other agencies had to make a determination of whether to keep the radio and pay the monthly fees and any maintenance or turn the radio back in. The Sheriff's Office has elected to keep their radio.
- Chief Deputy Engeling received letter from FOP regarding the hearing testing policy. They are requesting the policy be bargained as a side letter to the current FOP agreement. Two telecommunicators who had their appointments scheduled were asked to cancel them. Chief Engeling advised we will not bargain at this time due to the FOP contract is up for negotiations November 30th – negotiations are expected to begin soon, and it was one of the union members who initially approached the ETSB wanting us to look into a potential hearing loss due to the audio levels in the headsets.
- Global Technical made a site visit to attempt to adjust only the levels coming from the paging tones and intercom alerts. They advised they could try but did not think it could be adjusted for those two audio only. Upon adjustment, levels do not appear to be affected in correlation to the other audio volumes.

- Macon Co. regional consolidation project was cancelled due to lack of funding in June.
- Consolidation update:
 - Hearing with Administrative Law Judge was held on August 3rd – conference call. Recommendations for approval were filed.
 - Final approval will be at the August 29th and 30th State 9-1-1 Advisory Board Meeting after the public hearing on that same day.
 - Grant was awarded in the amount requested. This is a ‘not-to-exceed’ grant. Monies are not bound to individual parts of the grant. Thus, if more funds are needed for radio, those monies could be redirected from another planned budgetary line from the grant if not needed, used or of lower priority.
 - The main voter tower for Shelby County is currently located at the Buffet tower East of Pana. It has been decided that this tower should be moved to a more centrally located position in Shelby County – Army Corps of Engineers tower by Shelbyville Lake area.
 - No additional towers will be needed – with a total of 9 transmitter sites covering the two counties.
 - Jack Pearce Jr. inquired as to the possibility of some of the grant funds being utilized for GIS in the Assessor’s Office – would it benefit 9-1-1. Ehrhardt advised yes, but there would unlikely be no additional dollars available to allocate.
 - Dollars from grant can be disbursed once plan is approved. They will disburse quarterly from vouchers/invoices submitted to them. First disbursement September 30th.
 - Dates are on schedule:
 - July 1 go-live date
- SB3438 & HB6591 – nearly identical bills – include language for interim funding for 9-1-1 surcharge in the event of the State budget not being approved.
- One part-time employee has been released. Second is proceeding well and is currently beginning to take 9-1-1 calls.
- ETSB must adopt a fraud policy to comply with the grant requirements. County does have policy, which has been forwarded to State 9-1-1 Administrator for review for compliance. If she approved, ETSB will adopt that policy at next meeting.
- Ehrhardt invited discussion on possibility of other telecommunicators becoming qualified to review calls. Call reviews are part of the quality assurance program/policy adopted by ETSB. Staff was asked if anyone was interested, three responded – 2 full-time/1 part-time. Ehrhardt advised budget would allow one to be sent to the upcoming training – EFD. Any future classes can be addressed then.

Ehrhardt requested board’s opinion on having part-time employee review calls. Board was receptive as long as the employee(s) full or part-time would remain in compliance themselves. They also wanted to make sure the employees would have time to review these calls during work hours. Feedback was addressed and Ehrhardt advised a practice would be established to distinguish what type of feedback would be given face-to-face and if any disciplinary feedback would be needed, it would be given by 9-1-1 Administrator.

New Business:

Prospective prepayment of consolidation items.

- Shelby Co. has elected to start and prepay some preliminary work included in the project: upgrade

to their dispatch radio consoles and initial licensing fees involved in the tower relocation – approximately \$23,000. Upon completion and their prepayment, they will be reimbursed through the grant funds.

- Additionally they will supply a generator and installation to the Army Corp tower site at their cost.

Chairman Goodall inquired as to the possibility of prepaying other items to get started – utilizing the line of credit – with repayment to come once grant funds are being disbursed.

After review, Ehrhardt advised there were very few items for an amount under \$100,000 that could be prepaid other than starting work on the networking charges from the telcos; and reminding the board that Christian County would be adding structure points on the mapping, which was not included in the grant – totally approximately \$25,000.00 This would be paid out of ETSB budget. It should have been done in the initial mapping project in the early 90's; and the ETSB has been unable to upgrade the mapping in recent years due to other projects and budget constraints.

Ehrhardt advised she has asked two of the main vendors Global and Emergitech to look into quote reductions if at all possible to accommodate the added expense for the tower relocation. There are also other areas in the grant where costs could be adjusted.

Old Business:

Hearing Policy – addresses in Administrator's Report.

Bill O'Connell wanted to advise the board and forward to dispatch that the Morrisonville weather siren has some additions and is now up and going.

Visitor Comments:

Beth Patrick inquired as to what input telecommunicators will have in the project. Ehrhardt advised that there may be areas in the setup of software that they could be of assistance in.

With no further items brought before the board, motion made by Jack Pearce Jr. and seconded by Dan Swinson to adjourn. Meeting adjourned at 7:35 p.m.

Prepared by:

Mickie Ehrhardt
9-1-1 Administrator

Date approved: _____

Board vote: _____

Christian County Emergency Telephone Systems Board

August 8, 2016

Present: Leland Allison Bill O'Connell Absent: None
 Dan Swinson Jack Pearce Jr.
 Andy Goodall Korey Bailey
 Dave Herpstreith Rod Bland
 Bruce Kettelkamp
 Mickie Ehrhardt, 9-1-1 Admin

Visitors: None

The August 8, 2016 meeting of the CCETSB was called to order at 6:30 p.m. by Chairman Goodall. Roll call indicated that a quorum was present.

Minutes from the July 11, 2016 meeting were reviewed by the board. Jack Pearce Jr made a motion and Korey Bailey gave a second to accept the minutes as written. Motion carried by a unanimous voice vote.

Financial Report:

Income - Expense Report for the months of July were presented for review.

Motion was made by Rod Bland and seconded by Dan Swinson to accept the financial reports as presented. Motion approved by unanimous roll call vote.

Administrators Report

- Wind/rain storm on 7/19 – received damage to Morrisonville transmitter. Cabinet dislodged, blew over and filled up with water. GTSI removed cabinet, took back to their shop and dried out. Saved most of transmitter with some parts which had to be temporarily replaced. Permanent parts were ordered and was swapped out on 7/29 out when received.

Board members questioned the installation and why this would have occurred. Ehrhardt advised that once work order was received, will review what was found and what was done. Ehrhardt advised would more than likely be an insurance claim. Deductible liability could be addressed with GTSI.

Ehrhardt advised that all transmitters would be in need of some general maintenance in the near future due to the equipment now being over 8 years old.

- Power outage in Pana on August 2nd. AC power did not restore on inverter. GTSI responded and manually reset.

Dan Swinson inquired about maintenance contract. Ehrhardt advised repairs to date and historically are not close to what would be paid in annual maintenance contract.

- Consolidation update:
 - Hearing with Administrative Law Judge was held on August 3rd – conference call. Recommendations for approval were filed.

- Final approval vote will be at the August 29th and 30th State 9-1-1 Advisory Board Meeting after the public hearing on that same day.
 - Progress report submitted 9/7
 - Shelby MSAG scheduled for completion by mid-Sept.
 - Shelby Co CAD training both admin and user scheduled to begin last week August.
 - Shelby Co is finishing addressing in towns. Rural addressing is completed.
 - Met with Chief Bland regarding relocation of Zetron Integrator (currently at CC 9-1-1). He will be doing some wiring, replacement of workstation furniture and remodeling of his dispatch area prior to the relocation of the radio system.
- Shelby Co SO is adding Records, Jail Mgmt, Civil and AVL on their own to compliment CAD. These modules will be added to the already established SaaS network with Christian Co SO. Data will be shared.

Old Business:

- Hearing Testing policy – Chief Engeling received letter from FOP rep regarding request to have this policy negotiated into bargaining agreement as a side letter. Chief Engeling answered saying this would not be done right now since the FOP contract is up November 30th and negotiations will begin as early as September anyway.

New Business:

- Adoption of Christian County policy on fraud:

Ehrhardt provided copy of the Fraud Policy adopted in 2012 by Christian County. Adoption of the policy by the ETSB will comply with a requirement of the grant award for the Shelby Consolidation.

The ETSB The policy was reviewed by the ETSB. A motion was made by Bill O’Connell and Dave Herpstreith to adopt the policy as written by the Christian County Emergency Telephone Board. Motion approved by unanimous vote.

- ETSB was provided a copy of ordinance to dissolve the current ETSB and create the new Joint ETSB. The ordinance was drafted by State’s Attorney Havera’s office. The ordinance will be forwarded to the Christian County Board for approval on August 16th. Upon adoption of this ordinance, the Christian County Board will also appoint the five members representing Christian County at this meeting. Shelby County Board will appoint their representatives to the board at their County board meeting.
- Since this would more than likely be the last meeting of the current ETSB, Chairman Goodall and Mickie Ehrhardt thanked the members for their years of service and dedication.

Visitor Comments:

No public or visitors in attendance.

With no further items brought before the board, motion made by Jack Pearce Jr. and seconded by Dan Swinson to adjourn. Meeting adjourned at 6:54 p.m.

Prepared by:

Mickie Ehrhardt
9-1-1 Administrator

Christian/Shelby County Emergency Telephone Systems Board

September 19th, 2016

Members Present: Korey Bailey, Andy Goodall, Rob McCall, Sean McQueen, Frank Mulholland, Jared Rowcliffe, Mickie Ehrhardt – 911 Admin.

Members Absent: Dave Herpstreith, Bruce Kettlekamp, Jack Pearce Jr.

Moderator Election

Jared Rowcliffe nominates Mickie Ehrhardt to act as moderator until officers elected. Andy Goodall seconds. Motion Carries.

Call to Order

Meeting was called to order at 6:40 pm at the Christian County Courthouse. Roll call conducted, quorum was present.

New Member Recognition

Each member gives a brief introduction of themselves and background of their experiences.

Bylaws Discussion

911 Admin gives leads discussion on term of appointments. Frank Mulholland's term runs for 3 years, Sheriff Kettlekamp's term runs through his term of office as Sheriff of Christian County, Jack Pearce Jr.'s term expires November 30th of 2016, Andy Goodall's term expires November 30th of 2017. Dave Herpstreith's term expires November 30th of 2017. Sean McQueen's term expires November 30th of 2017. Rob McCall's term expires November 30th, 2017. Jared Rowcliffe's term expires November 30th, 2018.

Election of Officers: For Chairman: Jared Rowcliffe nominates Andy Goodall. Korey Bailey seconds. Motion carries. For Vice-Chairman: Frank Mulholland nominates Rob McCall. Jared Rowcliffe seconds. Motion Carries. For Secretary: Rob McCall nominates Jared Rowcliffe. Frank Mulholland seconds. Motion carries.

Financial Report

911 Admin presents expenses and incomes from the September Financial Report.

Motion to approve financial report by Rob McCall. Seconded by Frank Mulholland. Roll Call vote: Korey Bailey – Y, Andy Goodall – Y, Rob McCall – Y, Sean McQueen – Y, Frank Mulholland – Y, Jared Rowcliffe – Y.

Administrator's Report

911 Admin updates the board on the status of the Consolidation plan and grant. Please see attached Admin report dated September 19th, 2016.

Christian/Shelby County Emergency Telephone Systems Board

New Business

Board reviews and discusses bylaw draft. Motion to approve bylaws by Rob McCall. Seconded by Frank Mulholland. Roll Call vote: Korey Bailey – Y, Andy Goodall – Y, Rob McCall – Y, Sean McQueen – Y, Frank Mulholland – Y, Jared Rowcliffe – Y.

911 Admin recommends that the Standard Operating Procedures Evaluation Committee. Motion to establish SOP Evaluation Committee by Rob McCall seconded by Frank Mulholland. Motion carries. Sub Committee set as Sean McQueen, Korey Bailey and Andy Goodall.

Public Comment

No public comment.

Motion to Adjourn by Jared Rowcliffe seconded by Korey Bailey. Motion carries. Meeting adjourned at 8:15pm.

Administrator's Report

September 19, 2016

- Shelby County update:
 - Plan - approved
 - Tower relocation - *Backup Gen. Installed*
 - Update of firmware and replacement of Shelby Co radio console PCs.
 - Coles Co Regional Planning regarding mapping project.
 - Working on Shelby MSAG 8/1/16. Completion date approx. 9/30/15. They are currently working on finishing addressing of incorporated areas. Rural completed.
 - Grant project progress report – month August - filed.
 - Training completed on Shelby County InterBadge, InterMobile, InterSlam
 - Shelby Co SO live with InterBadge, InterMobile, Civil process 9/19/16
 - Go live date for InterSLAM 9/21-9/22.
 - Cad training set for 9/21-9/23/16.
 - Map display will not be in place when CAD goes live due to MSAG not being completed.

 - Anticipate signing contract with Emergitech and Global contracts 8/30.
 - First grant reimbursement request period date 9/30/16

- Consolidated Communication – met with Consolidated staff and counties that use them as 9-1-1 Service Provider. Consolidated is getting out of the 9-1-1 service provider business.
 - Counties involved: Christian, Montgomery, Coles, Effingham, Moultrie, Shelby
 - Will work with 9-1-1 systems to transition to another provider. They are recommending InDigital.
 - InDigital will provide IP network backbone that will ready PSAPs to NexGen 9-1-1.

- Staffing/Personnel:
 - One part time hired – training started 9/16/16
 - Interviewing for second part time
 - One part-time telecommunicator has completed training program and is not approved for shift work.

Christian/Shelby County Emergency Telephone Systems Board

October 10th, 2016

Members Present: Korey Bailey, Andy Goodall, Rob McCall, Sean McQueen, Jared Rowcliffe, Jack Pearce Jr. Mickie Ehrhardt – 911 Admin.

Members Absent: Dave Herpstreith, Bruce Kettlekamp, Frank Mulholland

Call to Order

Meeting was called to order at 5:34 pm at the Pana Police Department. Roll call conducted, quorum was present.

Approval of Minutes

Motion to approve minutes from the September 19th meeting by Rob McCall seconded by Korey Bailey. Motion Carries.

Financial Report

911 Admin presents expenses and incomes from the October Financial Report.

Motion to approve financial report by Jack Pearce Jr. Seconded by Sean McQueen. Roll Call vote: Korey Bailey – Y, Andy Goodall – Y, Rob McCall – Y, Sean McQueen – Y, Jack Pearce Jr. – Y, Jared Rowcliffe – Y.

Administrator's Report

911 Admin updates the board on the status of the Consolidation plan and grant. Please see attached Admin report dated October 10th, 2016.

New Business

No new business.

Committee Reports

Update from SOP Committee. Administrator will send current SOP to members. Bob Zakowski from the Shelby County Sheriff's Office will be asked to serve on committee.

Public Comment

No public comment.

Motion to Adjourn by Jack Pearce Jr. seconded by Sean McQueen. Motion carries. Meeting adjourned at 5:47pm.

Approved: 11/

Administrative Report

October 10, 2016

- Notice of meeting schedule filed in Taylorville, Pana, Assumption, Morrisonville and Shelbyville newspapers.
- Shelby County update:
 - Tower relocation –equipment ordered
 - Coles Co Regional Planning regarding mapping project.
 - MSAG Completion date approx. 11/15/16.
 - Grant project progress report – month September - filed.
 - Shelby Co SO live with CAD 9/26/16
 - IP911 project engineer with Emergitech assigned.
 - First grant reimbursement request submitted.
 - State now advises all distributions will be sent to the county and then the vendors may be paid from there.
 - Betty Asmussen – Treasurer will set up a special line item for this money
 - Shelby Co Highway reimbursement - \$39,150.10
 - Emergitech Shelby Co CAD setup - \$16,836.00
 - Emergitech IP911/Mapping contract 50% - \$73,909.50
 - Coles Co Regional Planning progress payment - \$25,000.00
 - Global Technical Radio Tower relocation - \$24,924.50
- Consolidated Communication –
 - InDigital did site visit to ready for network diagram, trunk pair needs, etc.
 - Anticipate quote by 10/15
 - Rep advised should be no upfront costs to PSAP
 - Recurring network charges are paid by State
- Staffing/Personnel:
 - P/T trainee progressing well
 - 3 TCs attending LETAC MTU-10 Class - "Telecommunicator Crisis Response" 10/11/16
 - 2 TCs attending LETAC MTU-10 Class – Priority Dispatch EMD
- AR-911 report (annual) filed with State
- Balance of line of credit - \$12,965.48 prior to this month's payment.

Christian/Shelby County Emergency Telephone Systems Board

November 14th, 2016

Members Present: Korey Bailey, Andy Goodall, Bruce Kettelkamp, Rob McCall, Sean McQueen, Frank Mulholland, Jared Rowcliffe, Mickie Ehrhardt – 911 Admin.

Members Absent: Dave Herpstreith, Frank Mulholland, Jack Pearce Jr

Call to Order

Meeting was called to order at 5:34 pm at the Pana Police Department. Roll call conducted, quorum was present.

Approval of Minutes

Motion to approve minutes from the October 10th meeting by Rob McCall seconded by Korey Bailey. Motion Carries.

Financial Report

911 Admin presents expenses and incomes from the October Financial Report.

Motion to approve financial report by Frank Mulholland. Seconded by Bruce Kettelkamp. Roll Call vote: Korey Bailey – Y, Andy Goodall – Y, Bruce Kettelkamp – Y, Rob McCall – Y, Sean McQueen – Y, Frank Mulholland – Y, Jared Rowcliffe – Y.

Administrator's Report

911 Admin updates the board on the status of the Consolidation plan and grant. Please see attached Admin report dated November 14th, 2016.

New Business

Declaration of Vacancy on the board. Seat held by Jack Pearce Jr. vacant on December 1st, 2016.

EMD status – Call Transfers. Currently Shelby County Sheriff's Office dispatchers are not EMD certified. 911 Admin requests approval for Christian/Shelby JETSB to send Shelby dispatchers for EMD certification. Sean McQueen makes motion to approve request. Bruce Kettelkamp seconds. Roll Call vote: Korey Bailey – Y, Andy Goodall – Y, Bruce Kettelkamp – Y, Rob McCall – Abstain, Sean McQueen – Y, Frank Mulholland – Y, Jared Rowcliffe – Y.

InDigital contract agreement presented. Contract replacing 911 services contract with Consolidated Communications. Frank Mulholland makes motion to approve contract. Rob McCall seconds. Motion carries by aye vote.

Committee Reports

Update from SOP Committee. Committee met twice. Working on response directives. Committee will submit findings to board.

Public Comment

FOP has tentative contract agreement with Christian County.

Motion to Adjourn by Korey Bailey seconded by Sean McQueen. Motion carries. Meeting adjourned at 6:02pm.

Administrator's Report

November 14, 2016

- Shelby County update:
 - Tower relocation –in progress – Progress call with GTSI scheduled for 11/15. ^{- 90% completion}
 - Coles Co Regional Planning regarding mapping project.
 - MSAG Completion date approx. end of December. Pushed back due to Coles/Moultrie Co integration with InDigital priority.
 - Grant project progress report – month October - filed.
 - IP911 project planning call completed. Tech site visit scheduled for November 28, 2016.
 - First grant reimbursement request dollars received. Submitted claims for disbursement.
 - Shelby Co Highway reimbursement - \$39,150.10
 - Emergitech Shelby Co CAD setup - \$16,836.00
 - Emergitech IP911/Mapping contract 50% - \$73,909.50
 - Coles Co Regional Planning progress payment - \$25,000.00
 - Global Technical Radio Tower relocation - \$24,924.50
 - Amounts were decreased by 5% from State 911 Authority. Verified reason: because grant was awarded at 95% of actual costs, 5% will be deducted from all amounts submitted.
 - Will make up difference in next disbursement submission.
 - Held claim for Coles Co Regional Planning until next disbursement because of claims already submitted.
- Consolidated Communication –
 - InDigital contract presented for signature.
- Staffing/Personnel:
 - P/T trainee in progress.
 - Anticipate hiring of one additional P/T by end of November.
- Balance of line of credit – payoff submitted with November claims.

Christian/Shelby County Emergency Telephone Systems Board

December 12th, 2016

Members Present: Korey Bailey, Bruce Kettelkamp, Sean McQueen, Frank Mulholland, Craig Corzine, Jared Rowcliffe, Mickie Ehrhardt – 911 Admin.

Members Absent: Dave Herpstreith, Andy Goodall, Rob McCall

Call to Order

Meeting was called to order at 5:35 pm at the Pana Police Department by Jared Rowcliffe, Secretary due to Chairman and Vice-Chairman absences. Roll call conducted, quorum was present.

Approval of Minutes

Motion to approve minutes from the October 10th meeting by Sheriff Kettelkamp seconded by Frank Mulholland. Motion Carries.

Financial Report

911 Admin presents expenses and incomes from the October Financial Report.

Motion to approve financial report by Frank Mulholland. Seconded by Korey Bailer. Roll Call vote: Korey Bailey – Y, Bruce Kettelkamp – Y, Sean McQueen – Y, Frank Mulholland – Y, Craig Corzine – Y, Jared Rowcliffe – Y.

Administrator's Report

911 Admin updates the board on the status of the Consolidation plan and grant. Please see attached Admin report dated December 12th, 2016.

New Business

911 Administrators contract is due to be reviewed as it expired November 30th, 2016. Will be employed under existing contract until new one ratified. Chairman will select members to review and negotiate new contract.

Memorandum of Understanding with Cromwell Radio group for use of their tower in Shelby County needs to include JETSB as well. Jared Rowcliffe will work with Cromwell Radio group to develop the MOU.

Stonington Fire having issues with automatic mutual aid being dispatched at the same time as the primary department. 911 Administrator will look into the issue

Committee Reports

No committee reports.

Public Comment

No public comment.

Motion to Adjourn by Craig Corzine seconded by Frank Mulholland. Motion carries. Meeting adjourned.

Administrator's Report

December 12, 2016

- Shelby County update:

- Tower relocation testing in upcoming 1-2 weeks.
- Coles Co Regional Planning regarding mapping project.
 - MSAG completed. Loading ESN layers.
- Grant project progress report – month November - filed.
- IP911: Emergitech (TriTech engineer visit at site on 11/29. CTI also there. Additional network drops needed at each call taking position. CTI will do work within next 30 days.

Server rack space identified. Equipment will be ordered. Project completion date 3/1/17.

- Next grant reimbursement due by December 31.
- Potential shift needs identified. One F/T telecommunicator shift will be added, with 1-2 15-hour P/T shifts that can be moved around as needed.
 - F/T additional coverage would give additional telecommunicator on weekends and evening during heavier call load hours.
 - P/T could be used where needed during seasonal call volumes, additional peak times, etc.
- Phone networking
 - InDigital executed. Bi-weekly update calls will be held until project complete.
- Staffing/Personnel:
 - P/T trainee resigned.
 - Testing dates for starting 2 more 12/19-12/20. 6 applicants have registered for testing.
 - FOP contract agreement reached – signed contract not yet received.