

# Christian/Shelby County Emergency Telephone Systems Board

January 9th, 2017

Members Present: Frank Mulholland, Craig Corzine, Jared Rowcliffe, Rob McCall, Andy Goodall, Mickie Ehrhardt – 911 Admin.

Members Absent: Dave Herpstreith, Bruce Kettelkamp, Korey Bailey, *Seam McQueen 2/13/17 me*

## Call to Order

Meeting was called to order at 5:40 pm at the Pana Police Department by Andy Goodall, Chairman. Roll call conducted, quorum was present.

## Approval of Minutes

Motion to approve minutes from the December 12<sup>th</sup> meeting by Frank Mulholland seconded by Craig Corzine. Motion Carries.

## Financial Report

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

Motion to approve financial report by Rob McCall. Seconded by Frank Mulholland. Roll Call vote: Rob McCall – Y, Andy Goodall – 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 January 9<sup>th</sup>, 2017.

"No man's land" in Shelby County will be identified on January 24<sup>th</sup>, 2017 at the next MABAS 64 meeting.

## New Business

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

Active 911 will be available to Shelby depts. for about \$1 per phone per month.

## Committee Reports

No committee reports.

## Public Comment

Representatives from Cowden and Herrick Fire Protection Districts informed the board of coverage issues in that area. Shelby representatives will investigate a solution.

**Motion to Adjourn by Rob McCall seconded by Jared Rowcliffe. Motion carries. Meeting adjourned at 6:15 pm.**

# Administrator's Report

January 9, 2017

- Pana transmitter site needs alternate generator source. Pana Ambulance has not repaired the auto-transfer generator at the site which served as backup. They are not going to repair. Generator was hard wired in to the circuit – so no place to hook up portable generator.

Request to have electrician look into ground-level circuit dedicated for portable generator.

Shelby County update:

- Tower relocation complete.
- Coles Co Regional Planning regarding mapping project.
  - MSAG has not been completed as reported last month.
  - No man's land areas will need to be defined and some final work on municipal points.
- Grant project progress report – month December - filed.
- Next grant reimbursement due by March 31
  - Only 2 small invoices received from Coles.
  - Majority of remainder of money will be pulled out of the March 31<sup>st</sup> reimbursement period.
- Phone networking
  - Project conference calls have convened. Networking is being developed by AT&T, Frontier, Consolidated & InDigital
  - Project time line – “go live” landline date April 19, 2017. Phase 2 brings on wireless shortly thereafter.
  - Agreements are being forwarded to carriers requesting service provided by InDigital.
  - MSAG to be completed by January 31<sup>st</sup>. At that time, error ratios will be evaluated. Cannot go live until errors are < 1%.
- Staffing/Personnel:
  - Testing and interviews have been conducted. 4 candidates chose to interview.
  - 3 hired. Training begins 1/11/17.
  - No close dates/times for EMD certifications.
- MABAS conference – dispatchers Feb. 8-10, 2017. Darin Beckman has advised there is no reimbursement this year for O/T or backfill. Conference registration \$250/person. Costs to department would be mileage, 2 meals, overtime/backfill.

- Recorder upgrade: In addition to drive failures on removable media drives, will need upgrade to IP controller within next year to accommodate network and IP911 controller and radio upgrade. The current digital card in the recorder and channel cards will be able to be used, which will bring down the cost.

Currently having vendor work up a quote. This is a cost that will be shared with the Sheriff's Office.

- Need to look at generator source for Pana Site. Decatur Ambulance – who maintained auto-transfer generator on antennas – will not replace the irreparable generator. Is hard-wired to the circuit, so there is no where for Pana Fire to plug in portable.



# Christian/Shelby County Emergency Telephone Systems Board

February 13th, 2017

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

Members Absent: Dave Herpstreith, Rob McCall, Craig Corzine

## **Call to Order**

Meeting was called to order at 5:31 pm at the Pana Police Department by Andy Goodall, Chairman. Roll call conducted, quorum was present.

## **Approval of Minutes**

Motion to approve minutes from the January 9<sup>th</sup> meeting by Frank Mulholland seconded by Sheriff Kettlekamp. Motion Carries.

## **Financial Report**

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

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

## **Administrator's Report**

911 Admin updates the board on the status of the Consolidation plan and grant. Please see attached Admin report dated February 13<sup>th</sup>, 2017.

## **New Business**

Priority Dispatch proposal – ProQA – Dispatch protocols built into the interface with CAD. Would eliminate need for flip cards 1<sup>st</sup> year upfront installation, training etc - \$87,662. 2 years - \$110, 882. 3 years \$100,000. Frank Mulholland makes motion to table this matter Korey Bailey seconds. Motion tabled.

Recorder Replacement/Upgrade – Proposal from GTSI of Not to Exceed \$19,555.58, split with Christian County Sheriff's Office. Sheriff Kettlekamp makes a motion to approve 50% of the GTSI proposal. Sean McQueen seconds. Roll Call vote: Frank Mulholland - Y, Jared Rowcliffe - Y, Andy Goodall - Y, Korey Bailey - Y, Bruce Kettlekamp - Y, Sean McQueen - Y.

911 Admin requests Board to file witness slips regarding HB477.

## **Old Business**

911 Administrators contract is due to be reviewed as it expired November 30<sup>th</sup>, 2016. Will be employed under existing contract until new one ratified. Committee composed of Andy Goodall, Sheriff Kettlekamp and Craig Corzine.

**Motion to Adjourn by Sheriff Kettlekamp seconded by Frank Mulholland. Motion carries. Meeting adjourned at 6:117 pm.**

# Administrator's Report

February 13, 2017

- Pana transmitter site: Received reply from Ed Kemnitz – Decatur Ambulance (Pana Amb). He is looking into whether or not they are going to replace the generator. He is to reply to me by 2/15.

Shelby County update:

- Coles Co Regional Planning regarding mapping project.
  - MSAG completion date now tentative – February 25.
  - No mans land areas identified and assigned.
- Grant project progress report – month January - filed.
- Next grant reimbursement due by March 31
  - Only 2 small invoices received from Coles.
  - Majority of remainder of money will be pulled out of the March 31<sup>st</sup> reimbursement period.
- Phone networking
  - Project conference calls have convened. Networking plan finalized by AT&T, Frontier, Consolidated & InDigital
  - Project time line – “go live” landline date moved to mid-June, 2017. Phase 2 brings on wireless right after. Shelby will be converted ahead of time, prior to Christian to accommodate consolidation time line.
  - Upon consultation with InDigital and Emergitech (Zuercher) we have elected to go NexGen at the primary PSAP with the initial implementation of equipment and consolidation. No costs to the PSAP will be incurred. Network costs are paid by the State and the IP 911 controller being purchased is NexGen capable.
    - The backup PSAP will remain legacy.
- Staffing/Personnel:
  - P/T are progressing well. CTOs have on target to have them ready by end of June.
  - Discussions are in progress with our current part-time staff regarding the full-time position that will be available in July. One has turned down the position. I have one interview on Thursday. If that employee does not want it, I have a 3<sup>rd</sup> who will accept the position (last hired).
    - Staffing additions: 1 FT 40/hr week 8-hr shifts Thurs-Monday.  
1-2 15/hr week PT shifts that can be moved around based on call volume or staffing needs.

- EMD certification courses-in discussion with IAED re. possibility of hosting on here since we will have several to certify. They adv'd Bloomington & Springfield are considering hosting as well. All within the next 90 days.
- Because of staffing and costs, no dispatchers attended the MABAS conference this year. MABAS did not provide backfill or O/T (one or the other). In this past, this saved approximately \$700-900/yr in wages. Costs absorbed would have included: mileage/meals and additional backfill.
- Met with GTSI and Pana Chief regarding requirements and time line of relocating the radio software to Pana PD.
- Established timeline for installation of Zetron Max at primary PSAP.

*2<sup>nd</sup> week of April*





# Christian/Shelby County Emergency Telephone Systems Board

March 13<sup>th</sup>, 2017

Members Present: Frank Mulholland, Jared Rowcliffe, Andy Goodall, Craig Corzine, Sean McQueen, Mickie Ehrhardt – 911 Admin.

Members Absent: Dave Herpstreith, Rob McCall, Korey Bailey, and Bruce Kettlekamp

## Call to Order

Meeting was called to order at 5:31 pm at the Pana Police Department by Andy Goodall, Chairman. Roll call conducted, quorum was not present until Craig Corzine arrived at 5:45 pm.

## Approval of Minutes

Motion to approve minutes from the January 9<sup>th</sup> meeting by Sean McQueen seconded by Frank Mulholland. Motion Carries.

## Financial Report

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

Motion to approve financial report by Craig Corzine. Seconded by Frank Mulholland. Roll Call vote: Frank Mulholland - Y, Jared Rowcliffe - Y, Andy Goodall - Y, Craig Corzine - Y, Sean McQueen - Y

## Administrator's Report

911 Admin updates the board on the status of the Consolidation plan and grant. Please see attached Admin report dated March 13<sup>th</sup>, 2017.

## New Business

Air Medical Support Clearinghouse will provide one number dispatch of air medivac available.

Recorder Replacement/Upgrade final cost was \$16,136.00 from GTSI.

Dave Herpstreith has resigned from the 911 board. Recommendation will be given to the Christian County Board Chair for replacement.

## Old Business

911 Administrators contract is due to be reviewed as it expired November 30<sup>th</sup>, 2016. Will be employed under existing contract until new one ratified. Committee composed of Andy Goodall, Sheriff Kettlekamp and Craig Corzine.

**Motion to Adjourn by Frank Mulholland seconded by Craig Corzine. Motion carries. Meeting adjourned at 6:05 pm.**

# Christian/Shelby County Emergency Telephone Systems Board

April 10<sup>th</sup>, 2017

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

Members Absent: Craig Corzine

## **Call to Order**

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

## **Approval of Minutes**

Motion to approve minutes from the March 13<sup>th</sup> meeting by Frank Mulholland seconded by Korey Bailey. Motion Carries.

## **Financial Report**

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

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

## **Administrator's Report**

911 Admin updates the board on the status of the Consolidation plan and grant. Please see attached Admin report dated April 10<sup>th</sup>, 2017.

## **New Business**

Dan Bland, Pana PD Chief has been named by Christian County Board as replacement for Dave Herpstrieth.

## **Old Business**

Air Medical Support Clearinghouse will provide one number dispatch of air medivac available.

911 Administrators contract is due to be reviewed as it expired November 30<sup>th</sup>, 2016. Will be employed under existing contract until new one ratified. Committee composed of Andy Goodall, Sheriff Kettlekamp and Craig Corzine.

Recorder Replacement/Upgrade final cost was \$19,079.00 from GTSI.

Board discussed computer based protocol proposals from APCO/Powerphone and National Academy. No decision made.

## **Committee Reports**

SOP Committee met 4/10/17 and made progress. Hope to have to Board at June Meeting.

**Motion to Adjourn by Rob McCall seconded by Frank Mulholland. Motion carries. Meeting adjourned at 6:07 pm.**

# Administrator's Report

April 10, 2017

- 3/21/17 – Attended NG911 Workshop in Effingham. Was basic presentation of what will be expected of systems for NG911 in the upcoming years.

With our current systems going in to place, we will be in good shape as far as NG911. IP911 controller, recorder, radio software interfaces and 911 Service Provider (TELCO) will be IP.

- Mabas 64 meeting – 3/28/17:
  - Asked for local community dates for public education
  - Asked for any suggestions/ideas for education for their areas
  - Discussed tentative 911 test page date/times
  -

## Shelby County update:

- Coles Co Regional Planning regarding mapping project.  
Update from vendor:
  - 3/16/17 We have completed the MSAG and are working on the errors that kick out of the phone companies database. I just received the first list of errors from Consolidated Communications and we will be working through those over the next couple of weeks. We have completed Consolidated Communications list of address changes with the exception of a few outliers. We will work with Consolidated to find those customers. We are working on Frontier's database of address changes at the current time and have a 60% match thus far.
  - 4/7/17 We have completed the address matching for Consolidated and Frontier. I am currently in the process of fixing the records that kicked out when Consolidated ran the addresses against the MSAG. That will take a couple of weeks.
- Grant project progress report – month March- filed.
- Grant Reimbursement request filed 3/29. Was unable to pull out as much as anticipated due to invoices not coming in from vendors.
  - Final disbursement period June 30, 2017.
  - Report provided to board members.
- Still seeking public education contacts/dates. Have a couple dates. Ideas, materials, etc.
- GTSI:
  - Has removed 2 radio positions from CCSO PSAP and are building the PCs for Pana. This is ahead of schedule but is work that could be done while they are waiting on other.
  - RoIP links scheduled for completion first week in May.
  - CCSO PSAP radio PCs install date: April 24<sup>th</sup>.
- INDigital

- Cut trunks – Shelby landline 4/19/17.
- Modification plan approved and order returned from ISP approving INDigital as 911 Service Provider.

• Staffing/Personnel:

- 1 of P/T has resigned. 2 remain in training.
- EMD certification courses in Springfield May 1-3. Tentative scheduling based on decision of board for protocol vendor – possible change.
  - Christian Co - 3 in attendance. Shelby -2

Shelby County update:

- Coles Co Regional Planning regarding mapping project. Update from vendor:
  - 3/17 We have completed the MSA and are working on the error list kick out of the phone companies database. I just received the first list of errors from Consolidated for maintenance and we will be working through them over the next couple of weeks. I have completed Consolidated's list of address changes with the exception of a few outliers. We will work with Consolidated to find those customers. We are working on a vendor's database of address changes at the current time and have a 60% match thus far.
  - 4/17 We have completed the address matching for Consolidated and Frontier. I am currently in the process of fixing the records that kicked out when Consolidated ran the software against the MSA. That will take a couple of weeks.
- Grant project progress report – month March-filed.
- Grant Reimbursement request filed 3/29. Was unable to pull out as much as anticipated due to invoices not coming in from vendors.
  - Final disbursement period June 30 2017
  - Report provided to board members.
- Still seeking public education contact dates. Have a couple dates. Ideas materials, etc.
  - Has removed 2 radio positions from CCSO PSAP and are building the PCS for Pans. This is ahead of schedule but is work that could be done while they are waiting on other.
  - Radio links scheduled for completion first week in May.
  - CCSO PSAP radio PCS install date: April 24<sup>th</sup>.

# Christian/Shelby County Emergency Telephone Systems Board

May 8<sup>th</sup>, 2017

Members Present: Frank Mulholland, Jared Rowcliffe, Andy Goodall, Sean McQueen, Rob McCall, Daniel Bland, Craig Corzine, Mickie Ehrhardt – 911 Admin.

Members Absent: Sheriff Kettlekamp and Korey Bailey

## **Call to Order**

Meeting was called to order at 5:30 pm at the Pana Police Department by Andy Goodall, Chairman. Roll call conducted, quorum was present.

## **Approval of Minutes**

Motion to approve minutes from the April 10<sup>th</sup> meeting by Frank Mulholland seconded by Dan Bland. Motion Carries.

## **Financial Report**

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

Motion to approve financial report by Craig Corzine. Seconded by Frank Mulholland. Roll Call vote: Frank Mulholland - Y, Jared Rowcliffe - Y, Andy Goodall - Y, Sean McQueen – Y, Rob McCall – Y, Craig Corzine – Y, Daniel Bland – Y

## **Administrator's Report**

911 Admin updates the board on the status of the Consolidation plan and grant. Please see attached Admin report dated May 8<sup>th</sup>, 2017.

## **New Business**

9-1-1 Administrator title change discussed. Will be acted on with the administrator contract.

## **Old Business**

Air Medical Support Clearinghouse will provide one number dispatch of air medivac available.

911 Administrators contract is due to be reviewed as it expired November 30<sup>th</sup>, 2016. Will be employed under existing contract until new one ratified. Committee composed of Andy Goodall, Sheriff Kettlekamp and Craig Corzine.

## **Committee Reports**

SOP Committee met 5/8/17 and finished up. PDF versions will be emailed out to board.

**Motion to Adjourn by Rob McCall seconded by Sean McQueen. Motion carries. Meeting adjourned at 6:11 pm.**

# Administrator's Report

May 8, 2017

## Shelby County update:

- Coles Co Regional Planning regarding mapping project.

### Update from vendor:

5/8/17 Consolidated sent a new list that is 340 records in error. I feel that their new list is wrong and that many of the errors should not have kicked out. I will let you know more later today. Frontier - we are down to a handful of errors, or approximately 25.

We have field checked all of Cowden, Herrick, Strasburg, Sigel, Oconee and parts of Shelbyville and Windsor. This has helped get rid of several errors. We are calling many of the other numbers today to get their addresses.

MSAG changes/corrections on PSAP side are complete.

- Grant project progress report – month April- filed.
- Grant Reimbursement request filed 3/29. Funds not received to date.
- Some public education handouts have been ordered. Brochures are being printed.
  - Public events plotted on calendar June – August.
- GTSI:
  - Pana PSAP radio is operational.
  - RolP links should be completed by end of this week.
  - CCSO PSAP radio PCs install date: moved to 5/29. GTSI had weather related issues. This is the only week available for the PSAP.
- INDigital
  - Engineers on site 5/15-5/19. Will be working with Zuercher (Emergitech) to get CPE and network operational.
  - Network landline cut date moved to 5/31 – due to telco, networking and final MSAG work from Coles Co Regional Planning and INDigital MSAG team.
- Zuercher training
  - Admin training for IP911 – 6/8
  - User training 6/14 1:00PM-5:00P & 6/16 9:00AM-1:00PM
  - In-house mapping/Geography training 6/12 1:00P-4:00PM

**Christian/Shelby County**  
**Emergency Telephone Systems Board**

Special Meeting Open Session - May 15<sup>th</sup>, 2017

Members Present: Frank Mulholland, Jared Rowcliffe, Andy Goodall, Sean McQueen, Rob McCall, Daniel Bland, Craig Corzine, Mickie Ehrhardt – 911 Admin.

Members Absent: Sheriff Kettlekamp and Korey Bailey

**Call to Order**

Meeting was called to order at 3:33 pm at the Pana Police Department by Andy Goodall, Chairman. Roll call conducted, quorum was present.

**Closed Session Pursuant to 5 ILCS 120/2(c)(1)**

Motion to enter Closed Session Craig Corzine. Seconded by Frank Mulholland

**Exiting Closed Session**

Motion to exit closed session Frank Mulholland. Seconded by Dan Bland

**New Business**

Motion to hire additional staff five weeks earlier than planned by Rob McCall. Seconded by Sean McQueen.

Roll Call Vote: Frank Mulholland - Y, Jared Rowcliffe - Y, Andy Goodall - Y, Sean McQueen - Y, Rob McCall - Y, Daniel Bland - Y, Craig Corzine – Y

Motion Carries Unanimously

**Motion to Adjourn by Craig Corzine seconded by Frank Mulholland. Motion carries.**

# Christian/Shelby County Emergency Telephone Systems Board

June 12<sup>th</sup>, 2017

Members Present: Frank Mulholland, Jared Rowcliffe, Andy Goodall, Daniel Bland, Korey Bailey, Sheriff Kettlekamp, Mickie Ehrhardt – 911 Admin.

Members Absent: Craig Corzine, Rob McCall and Sean McQueen

## **Call to Order**

Meeting was called to order at 5:38 pm at the Pana Police Department by Andy Goodall, Chairman. Roll call conducted, quorum was present.

## **Approval of Minutes**

Motion to approve minutes from the May 8<sup>th</sup> regular meeting and May 15<sup>th</sup> open and closed meeting by Frank Mulholland seconded by Dan Bland. Motion Carries.

## **Financial Report**

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

Motion to approve financial report by Korey Bailey. Seconded by Frank Mulholland. Roll Call vote: Frank Mulholland - Y, Jared Rowcliffe - Y, Andy Goodall - Y, Daniel Bland - Y, Korey Bailey - Y, Sheriff Kettlekamp – Y

## **Administrator's Report**

911 Admin updates the board on the status of the Consolidation plan and grant. Please see attached Admin report dated June 12<sup>th</sup>, 2017.

## **New Business**

Board discussed issue with public events contracting with EMS provider and dispatch sending the unit that is first available. Board decided that if EMS provider contracts with event, provider must be staged at the event, to be given priority.

## **Old Business**

Air Medical Support Clearinghouse will provide one number dispatch of air medivac available. Jared Rowcliffe makes motion to approve agreement. Frank Mulholland seconds. Carries with voice vote.

911 Administrators contract is due to be reviewed as it expired November 30<sup>th</sup>, 2016. Will be employed under existing contract until new one ratified. Committee composed of Andy Goodall, Sheriff Kettlekamp and Craig Corzine.

**Motion to Adjourn by Jared Rowcliffe seconded by Frank Mulholland. Motion carries. Meeting adjourned at 6:10 pm.**



# Christian/Shelby County Emergency Telephone Systems Board

July 10th, 2017

Members Present: Korey Bailey, Craig Corzine, Andy Goodall, Daniel Bland, Sheriff Kettlekamp, Rob McCall, Sean McQueen, Frank Mulholland, Jared Rowcliffe and Mickie Ehrhardt – 911 Admin.

Members Absent: None

## **Call to Order**

Meeting was called to order at 5:31 pm at the Pana Police Department by Andy Goodall, Chairman. Roll call conducted, quorum was present.

## **Approval of Minutes**

Motion to approve minutes from the June 12<sup>th</sup> regular meeting by Frank Mulholland seconded by Sheriff Kettlekamp. Motion Carries.

## **Financial Report**

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

Motion to approve financial report by Korey Bailey. Seconded by Frank Mulholland. Roll Call vote: Korey Bailey - Y, Craig Corzine - Y, Andy Goodall - Y, Daniel Bland - Y, Sheriff Kettlekamp - Y, Rob McCall - Y, Sean McQueen - Y, Frank Mulholland - Y, Jared Rowcliffe - Y and Mickie Ehrhardt – 911 Admin.

## **Administrator's Report**

911 Admin updates the board on the status of the Consolidation plan and grant. Please see attached Admin report dated July 10<sup>th</sup>, 2017.

## **New Business**

There was a question from the public regarding tones being dropped without any audio coming through with the page. Admin Ehrhardt explained the dispatchers were still getting used to the new console interface.

## **Old Business**

Air Medical Support Clearinghouse will provide one number dispatch of air medivac available. Contract waiting to be executed by Clearinghouse officials.

Administrator contract has been reviewed by committee and contract details stays the same. Admin requested 4 personal days be added back to the contract, board agreed. Sheriff made motion, Rob McCall seconded. Motion carried.

## **Public Comment**

Administrator discussion with Board regarding Shelbyville Fire. Dispatch is notifying them of a call but then there is not any other communication from the Dept. Dispatch is unaware of the status of the units. For unit safety, dispatch needs to be aware of the status. Same issue with Shelbyville Ambulance. Board advises to contact leadership and ask that they provide that information.

**Motion to Adjourn by Rob McCall seconded by Sean McQueen. Motion carries. Meeting adjourned at 6:21 pm.**

# Christian/Shelby County Emergency Telephone Systems Board

August 14, 2017

Members Present: Craig Corzine, Daniel Bland, Sheriff Kettlekamp, Sean McQueen, Jared Rowcliffe and Mickie Ehrhardt – 911 Admin.

Members Absent: None

## **Call to Order**

Meeting was called to order at 5:33 pm at the Pana Police Department by Jared Rowcliffe, Acting Chairman. Roll call conducted, quorum was present.

## **Approval of Minutes**

Motion to approve minutes from the July 12<sup>th</sup> regular meeting by Sheriff Kettlekamp seconded by Craig Corzine. Motion Carries.

## **Financial Report**

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

Motion to approve financial report by Dan Bland. Seconded by Sheriff Bruce Kettlekamp. Roll Call vote: Craig Corzine - Y, Daniel Bland - Y, Sheriff Kettlekamp - Y, Sean McQueen - Y, Jared Rowcliffe - Y and Mickie Ehrhardt – 911 Admin.

## **Administrator's Report**

911 Admin updates the board on the status of the Consolidation plan and grant. Please see attached Admin report dated August 14<sup>th</sup>, 2017.

## **New Business**

Jared Rowcliffe updated the board on the status of the communication tower agreement with the Cromwell Radio Group tower. No action taken.

## **Old Business**

Air Medical Support Clearinghouse will provide one number dispatch of air medivac available. Contract has been executed on both sides.

## **Public Comment**

No public comment.

**Motion to Adjourn by Sean McQueen seconded by Sheriff Kettlekamp. Motion carries. Meeting adjourned at 6:07 p.m.**

# Administrator's Report

August 14, 2017

## Shelby County update:

- INDigital bi-weekly conference calls on wireless – cutover set for 10/3/17.  
  
9-1-1 Presentation 8/8/17 at Shelby Electric. Worked in to their safety training. Topics included what to expect when you dial 9-1-1, how wireless vs landline 9-1-1 works and how 9-1-1 would work in to their “May Day” procedures.
- Attended Findlay Walleye Fest on Saturday, July 29<sup>th</sup>. Handed out informational pamphlets, goodies and spoke to/answered questions from many attending.
- Windsor Harvest Picnic this weekend. Have penciled in, but may have to rearrange schedule.
- Pana Labor Day parade. Will be asking for volunteers to walk parade and hand out items. - *Ask about Sheriff's gator.*
- Insight mapping installation will begin this week. Potential use-cut date August 24, 2017.

Will be speaking to Zuercher about the addition of 2 more user positions for Shelby County, 1 viewer position and an Admin position. The older version of Emergitech InterMap has not been usable in Shelby. The AVL will not run on the remote servers. The software is very outdated – will not support the current projection files. It will also create duplication issues when we go to update map data. And, the InterMap could be eliminated from maintenance in lieu of Insight mapping.

Will obtain costs from sales.

- Personnel

Down one FT TC and 2 PT TCs – currently one FT in training. Expected to be ready by early December.

Talked to Chief Deputy about PT situation. May look into reimbursement conditions &/or some set scheduled hours prior to hiring the next. Problem is turnover and costs incurred.

Have added 3<sup>rd</sup> TC on Friday & Saturday evenings for now due to activity – even though FT is not out of training.

# Christian/Shelby County Emergency Telephone Systems Board

September 11, 2017

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

Members Absent: Korey Bailey, Craig Corzine, Daniel Bland and Bruce Kettlekamp.

## **Call to Order**

Meeting was called to order at 5:33 pm at the Pana Police Department by Andy Goodall, Chairman. Roll call conducted, quorum was present.

## **Approval of Minutes**

Motion to approve minutes from the August 14<sup>th</sup> regular meeting by Sean McQueen seconded by Rob McCall. Motion Carries.

## **Financial Report**

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

Motion to approve financial report by Rob McCall. Seconded by Frank Mulholland. Roll Call vote: Andy Goodall – Y, Sean McQueen - Y, Frank Mulholland - Y, Rob McCall - 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 August 14<sup>th</sup>, 2017.

## **New Business**

No new business.

## **Old Business**

Larry Thies of Air Evac Lifeteam spoke to the Board regarding the Air Medical Support Clearinghouse. Thies noted that nobody that their corporate office has not been contacted. Air Evac Lifeteam has concerns that the organizers of the clearinghouse are going to turn the service into a biased system that gives preferential treatment to the organizers own helicopters.

## **Closed Session**

Jared Rowcliffe makes a motion to enter closed session pursuant to 5 ILCS 120/2 (c) (i). Frank Mulholland seconds.

Jared Rowcliffe makes a motion to exit closed session. Frank Mulholland seconds.

Rob McCall makes a motion to pay half of repair costs to front door. Frank Mulholland seconds. Roll Call vote: Andy Goodall – Y, Sean McQueen - Y, Frank Mulholland - Y, Rob McCall - Y, Jared Rowcliffe - Y

## **Public Comment**

No public comment.

**Motion to Adjourn by Frank Mulholland seconded by Sean McQueen. Motion carries. Meeting adjourned at 6:07 p.m.**

# Christian/Shelby County Emergency Telephone Systems Board

November 13, 2017

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

Members Absent: Craig Corzine

## **Call to Order**

Meeting was called to order at 5:33 pm at the Pana Police Department by Andy Goodall, Chairman. Roll call conducted, quorum was present.

## **Approval of Minutes**

Motion to approve minutes from the September 11<sup>th</sup>, 2017 regular meeting by Frank Mulholland seconded by Sheriff Kettlekamp. Motion Carries.

## **Financial Report**

911 Admin presents expenses and incomes from the September and October Financial Reports.

Motion to approve financial report by Rob McCall. Seconded by Daniel Bland. Roll Call vote: Andy Goodall – Y, Sean McQueen - Y, Frank Mulholland - Y, Rob McCall - Y, Jared Rowcliffe – Y, Daniel Bland – Y, Korey Bailey – Y, Sheriff Kettlekamp - 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 13<sup>th</sup>, 2017.

## **New Business**

Drafting a policy for responding agency modifications to paging/radio systems requested by Admin to be drafted. Any changes to the system on the agency side impacts the 911 centers ability to page and communicate.

Shelby County PSAP mapping upgrade proposal from Zuercher, initial cost of \$26,000. Rejected. Two position mapping, new proposal down to \$8,130. Rejected again. New proposal for one station down to \$5,570. Jared Rowcliffe makes motion to approve expenditure. Sheriff Kettlekamp Seconds.

## **Old Business**

Air Medical Support Clearinghouse – Sean McQueen makes motion to rescind agreement. Rob McCall seconds. Motion Carries by aye vote.

Cromwell Tower – Jared Rowcliffe updated the board on the status of the tower agreement. Nothing new to act on at the current time.

Admin informed the Board that she has inquired with GTSI on power interrupt alarms for all the tower sites.

**Motion to Adjourn by Daniel Bland seconded by Frank Mulholland. Motion carries. Meeting adjourned at 6:14 p.m.**

# Christian/Shelby County Emergency Telephone Systems Board

December 18th, 2017

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

Members Absent: Craig Corzine

## **Call to Order**

Meeting was called to order at 5:30 pm at the Pana Police Department by Andy Goodall, Chairman. Roll call conducted, quorum was present.

## **Approval of Minutes**

Motion to approve minutes from the closed session September 11<sup>th</sup>, 2017 and the November 13<sup>th</sup>, 2017 regular meeting by Frank Mulholland seconded by Korey Bailey. Motion Carries.

## **Financial Report**

911 Admin presents expenses and incomes from the November Financial Reports.

Motion to approve financial report by Sheriff Kettlekamp. Seconded by Rob McCall. Roll Call vote: Andy Goodall – Y, Sean McQueen - Y, Frank Mulholland - Y, Rob McCall - Y, Jared Rowcliffe – Y, Daniel Bland – Y, Korey Bailey – Y, Sheriff Kettlekamp - 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 11th, 2017.

## **New Business**

No new business.

## **Old Business**

Cromwell Tower – Jared Rowcliffe updated the board on the status of the tower agreement. Cromwell provided a tower agreement that Rowcliffe presented to the Board. Frank Mulholland makes motion to approve and Daniel Bland seconds. Roll Call vote motion approves unanimously.

Admin presented to the Board the proposal from GTSI to move the tower sites in Shelbyville and Cromwell tower to Moweaqua and Findlay. Motion to approve contingent on Sheriff's Office approval and GTSI confirming payment can be made in April/May. Jared Rowcliffe makes motion Sheriff Kettlekamp seconds. Motion carries unanimously.

Daniel Bland and Andy Goodall were reappointed. Rob McCall and Sean McQueen terms expired in November. McQueen has expressed interest in continuing to serve. McCall will not be reappointed. Another representative will be appointed by the Shelby County Board.

**Motion to Adjourn by Frank Mulholland seconded by Sean McQueen. Motion carries. Meeting adjourned at 5:50 p.m.**