

C.C.E.T.S.B.

March 12, 2013

Present: Leland Allison
Angel Palmer
Bill O'Connell
Andy Goodall

Mickie Ehrhardt
Dan Swinson
Rod Bland

Absent: Bruce Kettlekamp
Jack Pearce

Visitors: None

There were no meeting held in Jan. or Feb. of 2013 due to a lack of a quorum.

The March 12, 2013 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 Dec. 11, 2012 meeting were reviewed by the board. Dan made a motion to approve the minutes as written and Angel gave a second. Motion carried by a unanimous voice vote.

Financial reports from Jan. and Feb. as well as the report dated 3/12/13 were reviewed by the board. Mickie gave a brief explanation of the reports. Mickie spoke on the maintenance cost on the Pana recorder which was purchased a year ago. Pana pays nothing for maintenance costs on this recorder, although they use it the most. Dan made a motion to send Chief Sims of Pana P.D. a letter requesting that he include financial assistance in his budget for help to the 9-1-1 board in maintenance costs to this recorder and Bill gave a second. Mickie will draft this letter. This motion passed by a unanimous voice vote. Dan made a motion to accept the financial reports as written and Bill gave a second. Motion carried by a unanimous roll call vote.

Administrators Report

The T.I.C.P. project was completed on Jan. 16, 2013. Our compliance rate exceeded the set standard.

Training is in progress for InterBadge. InterGlam training begins next week and continues through March 25th. Cut over for projects is March 26-27th.

Mickie and Mike Crews attended an E.O.P. meeting in Springfield for Lake Springfield dam break scenario. Affected areas of Christian County were discussed as well as evacuation and Mitigation plans for the eastern part of our county. Mickie stated that she was surprised at the amount of area that could be affected should this dam break. She gave a brief description of some of the areas and how they would be affected.

Warranty is up for the Pana recorder. Maintenance options included 8 to 5 business hours at a cost of \$2491.50 annually or 24/7 service for \$3114.38. Based on our usage, Mickie opted for the 8 to 5 service Monday thru Friday.

Mickie has received e-mails from Jill Waddington of Assumption Ambulance regarding their paging quality including static, no activation, activating when not their call, etc. She could not provide exact details about certain calls, personnel, location of personnel, etc. She will document this for future reference.

Jill also has complains about the mutual aid response procedure for A.L.S. She is requesting that this be eliminated. She also wants to advise of complaints regarding the

Paramedics who respond as A.L.S. Mickie advised her this needed to be taken up with their E.M.S. system affiliate and that 9-1-1 has no authorization over A.L.S. responding personnel.

There was a lengthy discussion about Jill's complaints and concerns. Angel is very aware of Jill's complaints because she is a member of Assumption Ambulance. The board discussed ways that she could take to resolve some of her issues. Liability is a big issue in regard to A.L.S. paging. If she is willing to accept responsibility and her medical control will agree, there could be changes made if possible. Angel is very supportive of the board, but also can relate to Jill's complaints.

Old Business

Leland presented Andy with a copy of the minutes of the last regular meeting held so he could review for possible old business issues. No issues needed an update at this time.

Mickie advised that Korey Bailey, who is from Stonington, has been appointed to our board. He will be representing the public sector replacing Greg Sims. He is a member of Stonington Fire which is now out on a call, so we don't expect him to attend this meeting.

Mickie will have Andy sign an agreement that has been made with the Sheriff's office and the county board that will call for reimbursement of some maintenance costs to 9-1-1 included in our maintenance agreement with Emergitech. Mickie quoted maintenance costs and savings to the 9-1-1 board that this agreement covers.

With no further business to be brought before the board, Bill made a motion to adjourn and Angel gave a second. Meeting adjourned at 6:55 p.m.

Leland Allison
Secretary

CHRISTIAN COUNTY EMERGENCY TELEPHONE SYSTEMS BOARD

April 9, 2013

Present: Leland Allison
Bruce Kettelkamp
Bill O'Connell
Korey Bailey
Rod Bland
Dan Swinson
Mickie Ehrhardt

Absent: Jack Pearce Jr.
Angel Palmer
Andy Goodall

Vice Chairman Bruce Kettelkamp called the April 9, 2013 meeting of the C.C.E.T.S.B. to order at 6:35 p.m. in the absence of President Goodall. Roll call was taken and a quorum was present.

The board reviewed minutes from the March 2013 meeting. Dan Swinson made a motion to accept the minutes as written and seconded by Bill O'Connell. Motion carried by a unanimous voice vote.

The board reviewed the financial report dated 3/12/13. 911 Administrator Ehrhardt gave a brief explanation of income and expenses, noting the courthouse had made a couple of errors from the previous month's claims not paying some ICTC bills to the appropriate account. The amount was sent and credited to another account. The amounts will be balanced in May. Bill O'Connell inquired as to any upcoming maintenance items. Ehrhardt advised no planned upgrade/maintenance costs will be due that have not been budgeted. Dan Swinson inquired as to the breakdown of the Illinois Consolidated bills. Ehrhardt explained these expenditures. With no further questions or comments, a roll call vote was made. Motion carried by a unanimous roll call vote.

Administrator Report

Emergitech project update: cutover complete. A couple issues have come up. Some older PC issues are causing some problems, but these are not 911 related, that of the Sheriff's Office. With their budget issues, they are aware of the minor issues and will consider replacement of some of the equipment.

Letter was sent to Pana PD regarding payment contribution for the recorder maintenance.

Memorial Healthcare sent out a letter to each of their customers on oxygen in Christian County and surrounding counties urging them to complete the Premise Alert Program form and submit to their respective 9-1-1 centers, fire departments and ambulance services.

The Premise Alert Program, which has been in force since 2009, was briefly explained by Ehrhardt as well as the requirements of the PSAPs to maintain a database for special needs persons. She is concerned as to the extent of the customer's oxygen use, any extra containers in the home, etc. She will contact MHCS and see if it would be possible to modify their notification and form. Korey Bailey reaffirmed the importance of knowing any extra bottles of O2 and their location in the home in the event of a fire.

Old Business

Recorder maintenance issue was discussed during Admin Rept.

No additional feedback from Assumption Ambulance regarding pages. Ehrhardt advised she has received one instance since the last meeting, but nothing further.

New Business

Korey Bailey inquired as to the transmitter on top of the Stonington elevator. Ehrhardt explained the transmitter's use in paging from the PSAP. Bailey noted there was a previous instance of a problem with the power at the transmitter. GTSI was called to troubleshoot. In those cases, a Stonington elevator employee had to meet with them to obtain access. The transmitter has a backup power alert which dispatch receives on the radio frequency notifying them of a potential backup power situation.

With no further discussion coming before the board, a motion to adjourn was made by Dan Swinson and seconded by Rod Bland. Meeting adjourned at 7:50.

Prepared by:
Mickie Ehrhardt
9-1-1 Administrator

CHRISTIAN COUNTY EMERGENCY TELEPHONE SYSTEMS BOARD

May 13, 2013

Present: Leland Allison
Dan Swinson
Bill O'Connell
Korey Bailey
Rod Bland
Jack Pearce Jr.
Mickie Ehrhardt

Absent: Bruce Kettelkamp
Angel Palmer
Andy Goodall

Jack Pearce Jr. called the May 13, 2013 meeting of the C.C.E.T.S.B. to order at 6:30 p.m. in the absence of President and Vice-President.. Roll call was taken and a quorum was present.

The board reviewed minutes from the April 2013 meeting. Korey Bailey made a motion to accept the minutes as written and seconded by Rod Bland. Motion carried by a unanimous voice vote.

The board reviewed the financial report for the expenses/income for the month of April, 2013. 911 Administrator Ehrhardt gave a brief explanation of income and expenses. Ending balance as of April 30, 2013 \$75,901.75. Ehrhardt noted that a payment was not received for the remainder of the Consolidated surcharge. It was verified with ICTC that it will be sent and on the May report. With no further questions or comments, a roll call vote was made. Motion carried by a unanimous roll call vote.

Administrator Report

Brad Sims responded on the request to pay a portion of the recorder maintenance. He has proposed to his Council to pay half of the annual maintenance. If approved, he will advise of the decision.

Discrepancy over contract delivery of the Emergitech agreement as to what was to occur in Pana. Ehrhardt has been in contact with Emergitech on several occasions and a couple of were discussed, awaiting their decision on what to do about the cloud environment in Pana.

Internet connection speeds are a problem at the Sheriff's Office and 9-1-1. With the increase in users and applications running through the connection, there are many occasions where the connection is lost or is extremely slow. It is a burden on operations, especially in communications. T6, internet provider, has been contacted to look into it. A tech has been on site on a couple of occasions, did not network adjustments and replaced some equipment.

The courthouse was contacted about the contract between T6 and the county to provide wireless internet. Jan Bland will look into the issues, i.e. payment, contractual agreements, etc.

911 Administrator's laptop is in need of replacement. The device is 6 years old and has started coming apart at the back hinges, cracking in several places. Pricing was done both locally and online. The government pricing at Dell was the best option – including Windows 7 Professional, at a cost of \$704.00.

There is one workstation in communications – the rarely used station – that is 9 years old and has failed. The feasibility of repair is not worth the cost. Ehrhardt is obtaining quotes, but estimates replacement to be in the ballpark of \$905.00. The ETSB discussed the matter and a motion was made by Jack Pearce Jr. and seconded by Bill O'Connell to authorize the replacement of the workstation and the administrator's laptop, not to exceed \$1610.00. Motion passed unanimously by roll call vote.

A part-time dispatcher resigned after one day due to building/communications room access. No action needed regarding employment.

Old Business

Recorder maintenance issue was discussed during Admin Rept.

The Assumption Ambulance call regarding dispatch conduct and procedure policy was reviewed. Dispatcher followed protocol by only dispatching fire to a fluid leak. Call audio is available if the board would like to review. Ehrhardt recommends no disciplinary action to be taken.

New Business

Leland Allison introduced discussion before the board regarding the request of Assumption Ambulance to be dispatched to traffic accidents, with injury and no injury. Angel Palmer was supposed to get hold of 911 Administrator. There was a call where Angel had called dispatch and asked to page them out when no injuries were advised. She advised the dispatcher questioned why the request was made and was not professional in doing so. He was unsure of all of the details but the main request is that 911 page out the ambulance to all traffic crashes even if no injury. Ehrhardt noted that EMS is currently paged for traffic crash with injury, or unknown. However, she felt that paging out EMS to confirmed - no injuries may not be an appropriate policy consideration. Current policy is that if a traffic crash and no injuries are advised, no leakage, etc. law enforcement is the only discipline to respond. One more emergency vehicle that would not be needed, other communities may request the same practice. Discussion was made to cases where in the event of a community such as Taylorville to request this would be adding to already stretched EMS availability in that community. Leland advised he believe this was situation where the caller stated no injuries and then one was requested when police and fire arrived. With minimal instances where EMS is requested after law enforcement or fire arrive on scene, the current policy should remain in place – EMS will be paged if it is later determined there is an injured party who needs transported. Leland stated their concern was when fire department was paged and EMS was not. Discussion about situations such as leakage, wash down, etc. which did not involve EMS would involve times where fire may be sent and EMS would not. Ehrhardt advised the issue of the dispatcher demeanor was a separate issue and will be investigated. No date or time of the call could be provided. The board took no action on the discussion. Assumption Ambulance is encouraged to attend the ETSB meetings and discuss issues and concerns.

Bill O'Connell inquired as to the possibility of texting calls to responders. Ehrhardt advised that a service would have to be purchased and maintained. The reliability of the service may come into play – example, the lack of timeliness of some regular texts. She advised some agencies have downloaded some software on their phones to do so, but this is not provided by 911. Ehrhardt advised that one agency has requested that call sheets be emailed. This is possible and being done, but is requesting that agencies require either a fax or email to responders but not both. This is an added step for telecommunicators. Ehrhardt also advised the need to maintain an email database of all responders if this option increases.

Election of officers was discussed, but due to the low attendance, it was decided to table the election until next month's meeting's agenda.

With no further discussion coming before the board, a motion to adjourn was made by Rod Bland and seconded by Bill O'Connell. Meeting adjourned at 7:52.

Prepared by:
Mickie Ehrhardt
9-1-1 Administrator

CHRISTIAN COUNTY EMERGENCY TELEPHONE SYSTEMS BOARD

June 11, 2013

Present: Leland Allison
Dan Swinson
Bill O'Connell
Korey Bailey
Mickie Ehrhardt

Bruce Kettelkamp
Angel Palmer
Andy Goodall
Rod Bland
Jack Pearce Jr.

Chairman Goodall called the meeting of the C.C.E.T.S.B. to order at 6:30 p.m. Roll call was taken and a quorum was present.

The board reviewed minutes from the May 13, 2013 meeting. Jack Pearce Jr. made a motion to accept the minutes as written and seconded by Rod Bland. Motion carried by a unanimous voice vote.

The board reviewed the financial report for the expenses/income for the month of May, 2013. 911 Administrator Ehrhardt gave a brief explanation of income and expenses. Ending balance as of May 31, 2013 \$90,737.27. With no further questions or comments, motion to approve made by Jack Pearce Jr. and seconded by Bill O'Connell. Motion carried by a unanimous roll call vote.

Administrator Report

Issue with Emergitech contract with Pana PD and the SaaS environment has been resolved. Emergitech will absorb any costs to implement the cloud network at Pana as we understood the contract to be. Only item that will be needed to put in is a Sonic Firewall. Pana PD does not have a firewall which is a requirement for a remote hosted solution. Cost is approximately \$2000.00.

There will be a meeting between the court house administration, T6 wireless, and CTI will take place to discuss intermittent internet service issues. The Sheriff's Office and 9-1-1 are also having extreme slowdowns and it is disrupting operations – affect safety and liability. The issue has already been addressed at the PSAP and arrangements were already made to switch from T6 wireless back to CTI DSL as a quick fix. A more soluble solution and reliable will lie down the road when CTI is able to provide their fiber services. The cost is \$65/mo. which will be split between CCSO and ETSB.

Personnel: Applications are being taken for part-time dispatch. Down to one main part-time that has been working more hours than part-time should, which may involve benefits.

Old Business

Pana PD pending council approval will pay 50% of the recorder maintenance for 2014. Rod Bland advised that he believes this will/has gone through.

Discussion tabled from previous meeting to review the Assumption Ambulance request to be paged with Assumption Fire to all traffic crashes. The board confirmed to not revise police, to remain as written – to page EMS to injuries or injuries unknown statuses.

New Business

Election of officers was held.

Secretary/Treasurer:

Motion to nominate Leland Allison to retain position of Secy/Treas. made by Jack Pearce Jr. and seconded by Dan Swinson. Motion carried.

Vice-President:

Sheriff Kettelkamp requested to not retain his position due to scheduling conflicts. Motion to nominate Bill O'Connell was made by Dan Swinson and seconded by Rod Bland. Motion carried.

President:

Motion to nominate Andy Goodall to retain position of President made by Sheriff Kettelkamp and seconded by Bill O'Connell. Motion carried.

Change of meeting frequency discussion. Ehrhardt stated she confirmed with ICC there are no rules on their behalf on frequency of meetings. Bylaws were distributed to board members and language read. Discussion was initiated to change meeting dates to every other month. Language changes were discussed. A motion to change language to reflect ETSB meeting dates will occur on the second Tuesday bi-monthly (every other month). The meetings will be held on the odd months, beginning in July 2013. Ehrhardt will publish a legal notice as required and amend bylaws and distribute accordingly. The day of the week and time will remain the same.

Minor language change to bylaws to reflect location of meeting. The specific address of the meeting was deleted from basement of Sheriff's Office to state a location as established by ETSB.

Dan Swinson made motion to make the above mentioned changes to bylaws, seconded by Bill O'Connell. Motion carried by roll call vote.

Dan Swinson inquired as to the reason dispatch was still stacking pages – paging different agencies on different transmitters. Ehrhardt advised they were not to do so and inquired as to any specific shift, dates, and times. Swinson advised they have had a few. They will monitor the telecommunicator's actions. Ehrhardt is doing call reviews and will add the paging sequence to the review.

With no further discussion coming before the board, a motion to adjourn was made by Jack Pearce Jr. and seconded by Angel Palmer. Meeting adjourned at 7:17 p.m..

Prepared by:
Mickie Ehrhardt
9-1-1 Administrator

C.C.E.T.S.B.

Sept. 10, 2013

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

Visitors: Daniel Bland, Pana Police Chief

The Sept. 10, 2013 meeting of the C.C.E.T.S.B. was called to order at 6:38 p.m. by Chairman Goodall. Roll called indicated that a quorum was present.

Minutes from the 6/11/13 meeting was reviewed by the board. Jack made a motion to accept the minutes as written. Korey gave a second to the motion. Motion carried by unanimous voice vote. There were no meetings held for July and August.

Financial reports for June, July and August were reviewed by the board. Mickie gave a brief explanation of each report. Rod made a motion to accept the reports as written and Jack gave a second. Motion carried by a unanimous roll call vote.

Administrators Report

Sheriff Kettelkamp, Chief Engeling, Chief Sims, Daniel Bland, and Mickie met concerning their desire to add InterBadge to our network. Options were discussed. Mickie relayed that information to Emergitech office and they sent a quote for InterBadge user additions for Pana P.D. The response to our SaaS network is growing with Morrisonville P.D. also requesting information to join the network. Mickie also recommends a review and/or revision of the MOU between the Sheriff's Office and ETSB regarding shared software to include other agencies. Mickie received a final quote and met with Chief Bland to discuss the upgrade to InterCad to the SaaS environment and the possibility of their adding InterBadge to their reporting system.

By-laws were revised as per June's meeting and distributed via e-mail to board members regarding meetings on odd months six times a year. Notice of meeting change will be posted in July regarding the change and will cover the annual notice posting.

Mickie attended a meeting of department heads at the court house regarding a proposal from Consolidated Communications to implement a county wide phone system. A Consolidated rep says our current phone system that was purchased in 2008 will not work. Therefore, if the county decides to proceed with this project our desk sets will have to be replaced as well as the servers. Mickie questioned the panel as to who would be paying for the new hardware. Mickie voiced her concern about 9-1-1 not being able to absorb the cost of the new phones and hardware, especially since this system is not that old. The cost savings to the county overall is understood, but the true savings to the Sheriff's Office and 9-1-1 would be in the T-1 line that we currently pay for which is \$662.00. Long distance and taxes are obviously not included with the proposal. In addition to free local service, which would be IP based, we would be provided with free internet service at the metro-B level similar to what is provided to hospitals, universities, etc. This is fast

copper wire service. Mickie cautioned about problems that could occur with IP based phone service. Jack will continue to investigate through county board meetings who may be expected to absorb the costs of this change-over and report back to our board.

Switch over to CTI DSL is complete. Internet is now normal speed with very few instances of slow down time. One problem that Mickie spoke about with IP based phone service is that if the internet goes down, phone service is also lost.

Mickie tested 11 applicants. Results were scored and interviews were scheduled. Mickie interviewed all applicants. Mickie hired two part-time employees who are currently in training and attending EMD class in Peoria.

Prior to meeting with county on the phone system, Mickie had a meeting with Fulton Communications who will be handling the maintenance agreement from now on, inheriting the contract from Mitel. Initial contact involved obtaining budgetary figures for annual maintenance. They are ready to propose modifications to our system that would save on maintenance costs. The costs are currently approximately \$6300 per year which is split 50/50 between ETSB and CCSO. Mickie has put this on hold with the rep until she hears the decision of the county board on the phone system.

Mickie attended an Emergitech User Group 8/26-8/29 with Sheriff Kettelkamp and Jail Admin. Burke. We submitted several requests for product upgrades. Breakout sessions included network (internal/external) security which we have had some problems with in the last month. She also got to see IP Cad (future version) which is like our system on steroids. This is a few years down the road. Mickie participated in a panel discussion regarding Cloud SaaS due to our migration to their remote hosted services; etc and answered questions since we are one of the agencies who have cut over to that.

Mickie attended the IEMA conference which was held in the recent past.

Legal notice was published in the Breeze-Courier in July to reflect the meeting date changes for the C.C.E.T.S.B.

Pana P.D. Chief Daniel Bland requested a copy of the recorder maintenance invoice. His council has approved our request for 50% assistance for maintenance of equipment and payment will be made upon receipt of the invoice.

Mickie explained to the board the budget request that was presented to the Christian County Board for approval for fiscal year 2014. She was able to answer all questions presented to her by our board members in regards to the budget request. Everyone accepted the budget request that has been presented to the Christian County Board for approval.

New Business

Andy brought up the issue of possible installation of beacon locators in ambulances so they can be tracked by dispatch. This would help in locating a rig that could be very close to a call location. These beacons could also be installed in all emergency vehicles. Cost would probably cause these installation to be in the distant future but the board will consider and investigate this request.

Another issue brought up was inter-mobile computers between squad cars and other agencies for consideration. This is also a consideration for future projects.

Korey discussed a problem of power failure at the Stonington site. Moweaqua was also affected by this failure. Mickie explained the cause of this failure, steps taken to

repair the problem, and steps that will be taken to insure that this issue doesn't happen again.

Andy discussed problems that could occur with IP phone service. Mickie spoke on guarantees that would be in place for back-up should this system fail. Leland asked if IP failure would affect call boxes for back-up in the areas covered by 9-1-1. Mickie assured us that these call boxes would not be affected by an IP phone failure at dispatch.

Discussion was held on complaints about reception from the new system that we have installed. Everyone agrees that there are conditions that will interfere with reception continuously. Some agencies expected perfect reception all the time. This just isn't possible no matter what system is in place. This system is a repeater system and many people just don't understand how it works and what to expect from it.

With no further business to be brought before the board, Jack made a motion to adjourn and Rod gave a second. Meeting adjourned at 7:25p.m.

Leland Allison
Secretary

C.C.E.T.S.B.

Nov. 12, 2013

Present: Leland Allison
Korey Bailey
Mickie Ehrhardt

Dan Swinson
Jack Pearce
Sheriff Kettelkamp

Absent: Angel Palmer
Rod Bland
Andy Goodall
Bill O'Connell

Visitors: None

The Nov. 12, 2013 meeting of the C.C.E.T.S.B. was called to order at 6:42 by Jack Pearce. Roll call showed that a quorum was present.

Minutes from the Sept. 10, 2013 meeting were reviewed by the board. Leland made a motion to accept the minutes as written and Sheriff Kettelkamp gave a second. Motion carried by a unanimous voice vote.

Financial Reports for Sept. and Oct. were next reviewed by the board. Mickie gave a brief explanation of each report. Balance as of 10/31/13 was \$117,864.74. Dan made a motion to accept the financial reports as written and Jack gave a second. Motion carried by a unanimous roll call vote.

Administrators Report

Pana P.D. Chief Bland has informed Mickie that the Pana council was not receptive to adding InterBadge network. He stated that their budget probably will not allow for this addition, but he will keep her posted on their final decision. Mickie stated that we will proceed with our plans assuming that Pana will not be included in the InterBadge network.

The County Finance Committee has approved a bid from CTI for a county phone system. Mickie met with Billy Williams of CTI, Paul Schmitz, Mike Gianasi, and Jan Bland on 11/4 to discuss the issues with implementation and 9-1-1. Many of the specs regarding 9-1-1 interfacing were omitted from the specs as presented for bid. Mr. Williams was concerned about these issues.

Mr. Williams and Adam Vocks came to look at our equipment and go over what would be needed as far as integrating 9-1-1 trunking/headsets, etc. into the IP phone system. The full county board has not yet approved this bid yet and Jack confirmed this.

Mickie advised that an executive session would be needed to address Administrator contract renewal and full time personnel issues. This will be addressed later in the meeting.

All departments not including 9-1-1 were asked by the county board to cut budgets an additional 2.5% due to the loss of revenue from Kincaid Generation. This revenue loss is expected to total approximately \$600,000 annually.

Mickie next discussed equipment issues with the board related to repair and replacement of various items. Over the last couple of months, she has dealt with some repair and replacement issues.

The printer in the administrative office was replaced. The printer board malfunctioned allowing only one page to print at a time before having to be powered down and reset. Cost of the new printer was \$149.99. This is a cheaper printer that Mickie believes works just as well as the more costly models.

The master clock fuse went out which caused power supply to fail. An attempt to repair was unsuccessful. Manufacturer advised that this unit was out of warranty. Replacement cost was \$4735.22. We were not charged for the labor to try to repair.

The Stonington tower site was scheduled for a power outage in July. Global was sent to the site to troubleshoot. Transmitter did not convert back off of battery power and drained the battery. The battery was recharged and a round of tests was completed. Site was found ok after battery recharge.

The DOC tower site had radio problems due to transmitter/electronics overheating. Repairs have been made and no invoice has yet been received.

Two 19" monitors went out in the dispatch center. Mickie replaced them with less expensive non-touch screen monitors to save costs. Mickie advised that touch screen is not something that is a necessity in the performance of most duties and would only be used where the need is most important. The cost of the two monitors was \$339.99 Savings of about ½ will be seen when replacing touch screen with regular monitors.

Mickie received a day of department head training on Oct. 4th provided by the county. Topics included discipline, FMLA, hiring/interviewing, harassment, and bullying. Mickie was pleased with the content of the training and the cost was taken care of by the county.

Sheriff Kettelkamp made a motion to accept the Administrators report as presented and Korey gave a second. Motion carried by a unanimous voice vote.

Old Business

The maintenance agreement for 9-1-1 and the Sheriff's office expired on Oct. 31st for the phone system. We are not going to renew this because they will not pro-rate it for us. We are going to wait until the new phone system is put into place instead of paying the \$6,600 for the agreement. The new system will not be in place until this spring so, hopefully, we will not have any problems until then.

Pana has agreed to pay ½ of the recorder maintenance for the Pana dispatch site.

Andy had brought up the issue of locator devices for ambulances and other emergency vehicles but we simply do not have funds for this now.

New Business

Pana is having equipment issues at their dispatch center. Mickie advised that we would not be able to function in full back-up there due to console space and physical space. Mickie is uncomfortable with using Pana as a full back-up center due to major equipment differences since our new dispatch center was built. We may have to spend some money to upgrade Pana equipment and space if we plan to continue using them as back-up. Switching to Montgomery County could be a problem since they are having issues as well. Keeping the back-up PSAP in Pana is a major priority, however, Pana has considered eliminating their dispatchers. Keeping our back-up PSAP in Pana is a priority reason to help keep dispatchers at Pana P.D. There was discussion on how we could help convince the Pana City Council regarding trying to eliminate their dispatchers because we feel they are truly needed.

Jack made a motion to go into executive session to discuss personnel issues and Korey gave a second. The board went into executive session at 19:06.

Dan made a motion to come out of executive session at 19:18 and Sheriff Kettelkamp gave a second with no action taken.

With no further business to be brought before the board, Jack made a motion to adjourn and Sheriff Kettelkamp gave a second. Meeting adjourned at 19:19.

Secretary,
Leland Allison