

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

Jan. 14, 2014

Present: Leland Allison
Mickie Ehrhardt
Rod Bland
Andy Goodall

Jack Pearce
Sheriff Kettelkamp
Korey Bailey

Absent: Dan Swinson
Angel Palmer
Bill O'Connell

Visitors: Andy Macari, Pana Fire Capt; Craig Corzine, Assumption Fire Engineer; William Beard, Morrisonville Firefighter; Paul Parkin, Morrisonville Fire Capt; Larry Minott, Moweaqua Fire Chief; Norm Green, Edinburg Asst. Chief; and Andrew Whitehead, Mt. Auburn Fire Chief.

The Jan. 14, 2014 meeting of the C.C.E.T.S.B. was called to order at 6:40 p.m. by Chairman Andy Goodall. Roll call shows a quorum is present.

Minutes from the 11/12/13 meeting were reviewed by the board. Sheriff Kettelkamp made a motion to accept the minutes as written and Jack gave a second. Motion carried by a unanimous voice vote.

Financial reports for Nov. and Dec. were next reviewed by the board. Mickie gave a brief explanation of each report. Mickie clarified some entries that were questioned by board members. Ending balance as of 12/31/13 was \$64,829.94. Rod made a motion to accept the reports as written and Korey gave a second. Motion carried by a roll call vote with one no vote.

Administrators Report

The county wide phone system has been passed by the county board. Implementation is not expected until mid-March giving time to run fiber optics.

Mickie is proposing one standard operating procedure revision having to do with how tones are sent out when dual tones are used in an area such as Taylorville fire and Sutton ambulance. Right now, there are no real procedures in place on which agency is paged first. Mickie and Andy feel there needs to be consistency in which agency is paged first either fire or EMS. Mickie's proposal for by-law #12 is to page the fire agency first and the other agency to follow, such as EMS. Mickie also added to #201.4 that Pana Ambulance tones have to go out last because of their digital channel. If not, their digital channel will interfere with our county fire digital channel. The board needs to approve these changes. Andy spoke on the reasons for using this proposal. This is an agency consistent protocol which may be different from surrounding areas. Korey made a motion to accept the by-law changes as suggested by Mickie and Jack gave a second. These changes relate to by-law #12. Motion carried by a unanimous voice vote.

Mickie plans to focus strongly on call reviews. Issues that have brought complaints need to be addressed and we need to portray to the public that we are a very professional agency. Mickie feels that more and better feedback to the TC's will help them improve their job performance and service to the public.

Some time in the past, Pana Ambulance had their digital radio channel installed so they could monitor their ambulances in Pana as well as their dispatch in Decatur, being they are owned by Decatur Ambulance. Pana Ambulance has been using this channel after we dispatch them and we are losing track of where they are. Mickie had called their supervisor, explaining we need to track their times and locations during calls. Mickie is not satisfied with the corrective action that is being taken. Mickie is going to send an e-mail regarding corrective actions or we might consider taking this channel out of our console. We do not monitor this channel in our console as Shelby Ambulance and Decatur radio traffic also uses this frequency. She also plans to send a letter regarding this corrective action needed for our dispatching center or again we will consider

removal of this digital channel from our console.

Jill Waddington of Assumption Ambulance has expressed concern about ALS intercept response. When protocol requires ALS response with Assumption's BLS unit, Pana Ambulance is dispatched. Jill's concern is that if the patient wants to go to Decatur or Taylorville, should she wait for Pana and make them go to another area or cancel them and call for an ALS intercept from the direction that they are going. Mickie's concern relates to additional time for intercept if you cancel Pana which has already been in route for several minutes and opt for another ALS unit from where they are going. Assumption is somewhat unique since they can get ALS unit response from the three hospital directions that they go to. After discussion on the issue, it was decided that we will continue with our protocols and Assumption Ambulance can use their own discretion on ALS intercepts.

Old Business

Space issues continue to be a problem if we would have to activate the Pana P.D. dispatch for 9-1-1 calls. 9-1-1 and Pana P.D. need to continue discussions on ways that could relieve some of the problems. Test pages do continue to come from Pana dispatch during Monday night tests to assure that the backup system works properly.

New Business

This portion of the meeting was dedicated to the reason all of our visitors were here, which was reception issues from dispatch to receiving agencies. Andy began the discussion by recommending that each agency document any problems that they have with time, date and problems experienced. This will give Mickie solid information to help track problem complaints. Sheriff Kettelkamp passed out a form that Mickie created for agencies to fill out listing problems. This too would help create a solid record for problems that are experienced.

Each visitor was given a chance to explain their problems with the dispatch system. The complaints dealt with missed pages, static, and poor radio traffic. These were, basically, the same complaints from every department in our dispatch area. Andy Macari was very good to explain how our system works. He suggested changes that might be needed to help the system work better to solve some of our problems. There are aspects of our system that Andy is not too familiar with. However, he is very knowledgeable with radio and dispatch equipment. Some problems that could be the problem include audio path, type of antennas installed, and interference that could come from many other sources. Macari has offered to work with all agencies that have Kenwood equipment in an effort to help find ways to solve at least some of the problems that are being experienced. Kenwood is the type of equipment that he is most familiar with. Macari also spoke of a method called talk around which he explained, which might be used to help eliminate some of the problems Macari addressed one complaint which he felt could be related to audio issues rather than saturation issues in northern areas of our dispatch region. The Kincaid-Midland area is one of the few areas that Mickie has not received any paging or radio traffic complaints from. They receive their pages from the Sharpsburg tower as does Edinburg, which has numerous complaints of reception problems.

Mickie gave everyone an e-mail address to send their complaints to where she will receive them. This will enable her to have a hard copy of these complaints.

The issue of auto dial texting was also discussed. This system sends a text to all personal and they respond if they are coming. This should show up on their available system. Many departments use this system, however, not everyone agrees with its success. This is a system that would be used by individual departments rather than 9-1-1.

Mickie stated that 9-1-1 calls that are received from cell phones can be a problem, depending on where the call comes from and which tower the call comes from.

Everyone agrees that Global should give 9-1-1 a break financially on the cost of any changes

or upgrades that would be needed to help solve any of the problems that have been presented to the 9-1-1 board regarding any and all paging and radio traffic problems.

Mickie and Andy thanked all of the visitors for their attendance and participation in the meeting this evening. The board appreciates their input into the problems that they are having with dispatch from 9-1-1. The board will do everything they can to assure that these problems are solved.

With no further business to be brought before the board, Rod made a motion to adjourn and Korey gave a second. Meeting adjourned at 20:22.

Leland Allison
Secretary

CHRISTIAN COUNTY EMERGENCY TELEPHONE SYSTEMS BOARD

March 11, 2014

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

Visitors: Norm Green; Edinburg Fire

The March 11, 2014 meeting of the C.C.E.T.S.B. was called to order at 6:33 p.m. by Vice-Chairman Bill O'Connell. Roll call showed that a quorum was present.

The minutes from the Jan. 14th meeting were reviewed by the board. With no corrections or additions, Rod made a motion to accept the minutes as written and Korey gave a second. Motion carried by a unanimous voice vote.

The financial reports for Jan. and Feb. were next reviewed by the board. Mickie gave a brief explanation of each report. Sheriff Kettelkamp made a motion to accept the financial reports as written and Rod gave a second. Balance as of 2/28/14 was \$61,303.48. Motion carried by a unanimous roll call vote.

Administrators Report

Mickie attended a Pipeline Safety regional meeting 2/24 with other officials from our area. Mickie will be developing a training module for dispatch on handling of pipeline emergencies, concentrating on logistical functions, i.e.; contacts, resources, etc.

Mickie has no official report on the county phone system, but she reported that they are installing fiber optics into the Sheriff's office.

Mickie has received several radio reporting forms. She has sent all of these to Global. The patterns show a concentration in the Moweaqua area.

Mickie recognized Norm Green from Edinburg Fire who has complained of paging issues in his area. Global has addressed his location/paging issues in the past and their resolution is the same. His distance from the transmitter site will consistently cause intermittent paging and radio traffic problems. Global has provided a solution to guarantee page receipt. There is an invoice for \$1,987 to be presented and forwarded to Edinburg Fire with board approval. Mickie explained some of the ways that this solution would solve the problem including equipment needed. This cost would be Edinburg responsibility.

Problems with Moweaqua paging and radio traffic problems were discussed. No specific solution has been formulated, but some changes to be made in Moweaqua might help some of the issues. Mickie will continue to monitor Moweaqua complaints and forward them to Global.

The Global president is still not entirely convinced that our personnel are not correctly paging; including stacking pages or forgetting to switch transmitter sites on follow-up traffic. Mickie has

listened to some pages and did not find any indication of stacking pages. They were done separately. Mickie cannot determine on the recorder which transmitter the TC's are on when doing after-page radio responses.

Mickie is still reviewing Assumption ALS compliance response. Initial results may indicate that there should be even more ALS responses with Assumption than have actually been dispatched.

Pana PSAP installers were loaded last week. We will be cutting them over to SaaS next week.

Mickie spoke of policy changes including paging fire first on dual response calls per SOP12. SOP45 policy was written and implemented for stress relief/exercise equipment in dispatch. A tread desk at one of the work stations was installed which should help relieve stress and can be used during work. Hopefully, this will help promote better health and prevent less sick time. Because of the speed of the desk, specs were written on who would be able to use the equipment.

Mickie distributed copies of legislation updates which involve 9-1-1 now. Mickie gave a brief explanation of the legislative proposals that have been presented and are being discussed. Mickie spoke of proposals that would either be good or bad for 9-1-1 PSAP's. This includes how much money would be allocated for 9-1-1 systems.

Mickie spoke of Legislative Mandate-Public Act 98-0332 which adds to 9-1-1 call transfer, forward or relay, requires PSAP's to provide numbers for forward or relay, and requires protocol for training, implementation, and distribution.

Old Business

Space issues continue at Pana P.D. This is a problem that they will continue to work on.

Text paging will be used only on a by department protocol. This is not an issue that the board feels they should be involved with.

Pana Ambulance digital radio channel is still an issue at the dispatch center, but the TC's have been told not to communicate with them on that channel. They are to communicate with dispatch on our channel. Mickie has not received a response to a letter that she sent.

Global continues to bill for maintenance to try and locate paging and interference problems. One of their issues relates to the number of antennas that are installed at site locations. Everyone hopes that Global will work with the board and all agencies involved to fairly solve the paging and radio traffic problems that continue to come forward.

New Business

Mickie spoke on the issue of insurance companies requesting information from fire and EMS reports related to calls that agencies have responded to. Insurance companies may need to resort to the FOIA in order to receive this information. Information sheets that are faxed from dispatch to an agency may contain sensitive information that should not be revealed without a request under the FOIA. Mickie has sent e-mails to all agencies requesting that they are very careful about information that they release to anyone due to changes that have been made to the FOIA.

Mickie informed the board that Angel has turned in her resignation. This will be handled by the county board. Mickie hopes that someone from Assumption Ambulance will ask to fill her position to help represent their area and understand the problems that exist, especially with ALS response to Assumption.

With no further business to be brought before the board, Rod made a motion to adjourn and Sheriff Kettelkamp gave a second. Meeting adjourned at 19:05

Leland Allison
Secretary

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

May 13, 2014

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

Visitors: None

The May 13, 2014 meeting of the C.C.E.T.S.B. was called to order at 6:30 p.m. by Chairman Goodall. Roll call confirmed that a quorum was present.

The minutes of the March 11, 2014 meeting were reviewed by the board. Korey made a motion to accept the minutes as written and Rod gave a second. Motion carried by a unanimous voice vote.

Financial reports for March and April 2014 were next reviewed by the board. Mickie gave a brief explanation of each report. Balance as of 4/30/14 was \$69,286.71. Bill made a motion to accept both reports as written and Dan gave a second. Motion carried by a unanimous roll call vote.

Administrators Report

The county board adopted resolution R2014CB008 regarding Review of Current 9-1-1 Statutory Provisions. This resolution urges the Illinois General Assembly to review all potential funding options for the continued viability of 9-1-1 systems. It also urges the GA to grant counties with 9-1-1 systems the appropriate revenues to not only support the current system, but to continue progress toward planning of NextGen 9-1-1, and to extend the current Wireless Emergency Telephone System Act. This resolution hopes to generate additional funds to help 9-1-1 systems continue to be viable. Mickie discussed different options that could help increased revenues for 9-1-1.

The sheriff's office converted over to fiber optic internet on 4/25/14. It is significantly faster. There is only one area of the building that is still experiencing slow downs in printing. This area is corrections. This will definitely help with dispatch in 9-1-1 and the sheriff's office.

The implementation of the county phone system will be approximately the end of May. CCSO will be the last building in the county to cut over due to the 9-1-1 part. Billy Williams of CTI is still working with Emergitech on working out a solution to the headsets for 9-1-1/radio/admin. phones.

Mickie attended a supervisor training conference with two shift TC's from 5/5 thru 5/7. There are now 3 APCO certified training officers. Our next plan is to revise the training policy manuals, and program. All training of future TC's will be handled by certified trainers.

Mickie's goal is to have our communications training program effective, court defensible, and consistent. The plan will include: 1) create job descriptions/duties for CTO (Communications Training Officer) and CTO-Coordinator. 2) Revise SOP on communications training to insure it meets standards of department, APCO, and State of Illinois. 3) Update training manual and compile documents needed. No union issues on this training per Mickie.

On April 14th, Phil McCarty from GTSI and Mickie traveled to three communities to do radio/pager testing.

Assumption Fire/EMS, whose tones come off the Pana tower was the first stop. Some static and non-page was received at their firehouse. Remote areas in town showed no missed pages and hearable traffic, with the exception of GSI. Paging was tested off the Stonington tower with the

same audio quality.

The next stop at Moweaqua resulted in the same quality as in Assumption. Lower reception rate and tones were noted at the firehouse. It was noted that the height and composition of elevation may contribute to blocking of signals. As the personnel moved away from the firehouse, the pages and audio quality improved. Mickie has received only two more radio report forms from Moweaqua. They are installing store-forward equipment at their base which they have been told by their radio vendor should improve paging in their town.

The third stop at Edinburg Fire presented intermittent pages and quality from many areas in the community and area. Their base radio, which operates at a much higher wattage could not even reach the transmitter.

A Global tech responded to three transmitter sites on 4/15. He found probable lightning damage at the Sharpsburg site but was unable to determine when the lightning damage occurred. Normally, lightning strikes break equipment, but this type of damage would have caused inconsistency and occasional poor audio. Repairs were made and test pages were conducted. Other sites showed equipment in good shape. There was some slight adjusting of audio levels, but nothing warranted repair or replacement.

SaaS cutover has not been completed at Pana PSAP due to availability.

HB4575 which was proposed by Rep. Lilly would appropriate 1.3 million dollars to the poison control fund in lieu of the previous proposed legislation which would have allocated the money from the wireless surcharge fund.

The week of April 13-18 was National Public Safety Tele-communicator Week. During that week, two Christian county TC's were honored for calls during the past year. Tracey DeClerk received the "Honorary Stork Award" for delivering a baby prior to EMS arrival. Beth Patrick received the American Heart Association life saver award for assisting callers in performing CPR on a non-responsive 2 years old drowning victim.

Old Business

Andy discussed our protocol for dispatching ALS to Assumption for certain calls they respond to. It is not the boards intention to interfere with calls to Assumption and Morrisonville ambulance service calls, but to follow the protocol we have in place with our dispatchers. Mickie feels that billing issues may be involved when more than one agency makes contact with a patient. Bill discussed issues that Morrisonville Ambulance deals with regarding ALS intercept and billing. Which hospital the patient requests to go to can also create problems relating to which ALS service is dispatched to the scene.

New Business

The first item of new business for the board was to come up with a new contract for our administrator, which is overdue. It was decided that a three member sub-committee to review the old contract and bring suggestions for a new contract back to the board would be formed. It was suggested that Andy, Jack, and Bill be the three members for the committee. Andy and Bill were present to agree to be on this committee and Andy was sure that Jack would also agree. Rod made a motion to accept the members as presented for the committee and Dan gave a second. Motion carried. Mickie suggested that the job description be studied for revision due to all of the technology upgrades and advances that have been implemented. Andy hopes that the committee will be able to meet and bring back suggestions for a new contract to the full board at the July meeting.

Andy discussed the issue of emergency icon buttons available for portable radios. He explained how they worked on the radio and how help could be summoned to the radio holder. Mickie spoke on her experience while using a radio with this icon.

Andy discussed the simulated DUI accident that was held in Taylorville recently. It was discovered that many agencies in the area do not have MABAS frequencies programmed into their radios. This will cause major communications problems in the event of a major emergency involving multiple agencies. Most of the newer radios have enough programmable channels to put all of these frequencies in them. The use of the Star.com radio was also discussed but there are very few of them in use in our area per Mickie.

An active shooter full exercise will be held in Edinburg 5/23/14. This is a teacher institute day so school will not be in session. Thirty to forty students are expected to participate. Dan was very helpful in explaining what Edinburg agencies were planning for their participation. Mickie also discussed the number of agencies that planned to be involved in this training exercise. Simulated calls to 9-1-1 by students will also be included in this exercise.

With no further business to be brought before the board, Dan made a motion to adjourn and Rod gave a second. Meeting adjourned at 7:27 p.m.

Leland Allison
Secretary

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

July 8, 2014

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

Visitors: None

The July 8, 2014 meeting of the C.C.E.T.S.B. was called to order at 6:30 p.m. by Vice-chairman O'Connell. Roll call indicated that a quorum was present.

Minutes from the May 13th meeting were reviewed by the board. Jack made a motion to accept the minutes as written and Dan gave a second. Motion carried by a unanimous roll call vote.

Financial reports for May and June 2014 were reviewed by the board. Mickie gave a brief explanation of each report. Ending balance on June 30, 2014 was \$67,803.38. The court house balance shows a balance that is a few dollars higher than ours, but income and expenses match totals. These figures are being investigated. Rod made a motion to accept the financial reports as written and Sheriff Kettelkamp gave a second. Motion carried by a unanimous voice vote.

Administrators Report

Mickie began by discussing and explaining the two SOP drafts that were given to each board member. She requests that the board approve SOP3B and SOP3B exhibit A. This is a revised job description for the telecommunication and an exhibit for a duty assignment reflective of the certification for communications training office, to be included in the job description. Mickie explained the additions and changes to these drafts and why they were needed. Descriptions were used so there would be no conflict with the union contract. We have two TC's that are now trained as Communications Training Officers and language needed to be added to reflect these job descriptions. Physical demands language was also added to the Communications Training Officers draft. Mickie feels that this language should have been added before now. Jack made a motion to accept and approve the SOP drafts as written and Korey gave a second. Motion carried by a unanimous roll call vote.

Most of the county-wide phone system has been installed. CCSO/911 will be last to allow CTI and Emergitech time to work out issues with headsets and 9-1-1 data.

Mickie had created a draft of revised training manual. CTO's are currently reviewing for additions/deletions/changes. Manual and training checklist will be compliant with communications qualifications with Illinois Law Enforcement Training Standards as well as APCO standards.

Mickie is going to solicit applications and hire one part-time telecommunicator as soon as training documentation and materials are complete. We already have three, but only one is working due to conflicting full time jobs of the other two.

Mickie has only been receiving sporadic reports of radio quality issues.

SaaS cutover has not been completed at the Pana PSAP due to some additional

equipment that Mickie needs to install down there.

HB4575 that would have taken \$1.2 million out of the Wetsa fund to do poison control funding was voted down. Many sent in opinions that were against this bill and probably helped see this bill defeated.

MB2453 passed and was signed by the governor which created Public Act 0634. The wireless surcharge was not increased but the funding that 9-1-1 gets was restructured. Mickie explained how the restructuring would increase funding to 9-1-1 systems as well as payments to other organizations or departments which would decrease.

Illinois State Police will establish a statewide 9-1-1 administrator to implement a uniform statewide network outside of Chicago. It is thought that the ISP may be better suited to advocate for 9-1-1 as opposed to the ICC as a regulator of 9-1-1.

Mickie explained other portions of the bill and how 9-1-1 would be affected. A services advisory board consisting of 18 members representing several different agencies will be extended to develop a plan by 4/1/15 for the creation of a uniform statewide network (outside of Chicago) to assure that 9-1-1 systems will continue to be funded and be able to upgrade equipment for future needs.

Old Business

Global is still working on some paging and transmitting problems but Mickie feels that narrow banding has created at least 25% of our coverage problems. There is a plan to increase narrow banding an additional 50% in the next five years and Mickie is concerned with the problems that this could create. Mickie feels that the future plan is to try and force everyone to go digital, but she doesn't feel that this will ever succeed.

Dan discussed the Fire Text Response that has been installed in Edinburg. They are very pleased with the way this system is working. Dan explained how the system works and the cost of the system for both installation and monthly fees.

Rod discussed changes that have been made to the Pana area and is very pleased with how well the system is working after the changes.

Leland discussed the store forward system that has been installed in Moweaqua. He stated that this seems to be working very well. They are also trying to replace their old Minitor Three pagers as fast as possible but funding is an issue.

Bill, Andy and Jack hope to be able to bring suggestions back to the board at the Sept. meeting in regard to a new contract for Mickie.

New Business

Dan will compile cost figures that Edinburg put out for installation and monthly fees of their Fire Text Response system and present them to the board at our next meeting in Sept. Mickie is especially interested in this system since she has been asked about this type of system by several different agencies.

With no further business to be brought before the board, Jack made a motion to adjourn and Rod gave a second. Meeting adjourned at 19:01.

Leland Allison
Secretary

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

Sept. 9, 2014

Present: Leland Allison
Andy Goodall
Mickie Ehrhardt
Jack Pearce
Sheriff Kettelkamp
Bill O'Connell
Dave Herpstreith
Korey Bailey

Absent: Rod Bland

Visitors: None

The Sept. 9, 2014 meeting of the C.C.E.T.S.B. called to order at 6:33 p.m. by Chairman Goodall. Roll call indicated that a quorum was present.

The minutes from the July 8, 2014 meeting were reviewed by the board. Jack made a motion to accept the minutes as written and Korey gave a second. Motion carried by a unanimous voice vote.

Financial reports for July and August were reviewed by the board. There was an issue of getting the income and expenses reports from the treasurers office which leaves income and balances with incorrect figures and blank spaces. Mickie explained the reasons for these incorrect figures. She feels that actual incomes should be similar to previous months estimating a balance after expenses of about \$70,000. She explained the expenses for the last two months are correctly written on the reports. Bill made a motion to approve the expenses, but hold off on approval of income since this portion is incomplete and Dave gave a second. Motion carried by a unanimous roll call vote.

Our radio channel equipment which is shared with the Sheriff's office has a channel card that is faulting. This equipment has not had any maintenance upgrades since 2007. G.T.S.I. took the card back to their shop to attempt repair. A temporary card which was sitting in the equipment room as a spare may also be bad. It was swapped out in the middle of the night and doesn't seem to be working properly either. Mickie was unsure of the age of the spare card or why we had it.

G.T.S.I. was unable to repair the card and Z-tron will not fix it. A new card was ordered and is in place as it was a must have piece of equipment. The estimated cost of the card was approximately \$3,000, not including labor. 9-1-1 originally supported this equipment, but Mickie will ask that the Sheriff's office share the cost of repairs since they share use of the equipment.

Testing was conducted on telecommunicator applicants on 9/2. Applications were reviewed and two part-time telecommunicators were selected. They began training on 9/8/14. The training program is approximately 765 hours. The new training program using telecommunicator instructors is being used so this will be the last time Mickie will be involved in this type of training.

Phone network cable has been run to each phone extension. CTI and Emergitech were trying to integrate the implementation of IP911 and the phone system upgrades together and it was determined to not be feasible at the same time. CTI didn't want to wait three more months to finish their phone installation work. Emergitech will not have everything ready to implement for us until the end of the year. There will be a time when we will not be fully integrated and it will not be able to run the three systems through the headsets. We will have to readjust our operations in

order to operate while all work is completed which should be done in about three months.

Mickie advised that there are no new legislative issues to report on at this time.

Jack asked if we will have any major expenditures in the near future. Mickie advised that we would have maintenance agreement costs in the near future for our recorder at \$2,300 and our UPS system at \$3,300.

Old Business

Andy suggested that the board go into executive session to discuss Mickie's Administrator contract under personnel issues. Jack made a motion to go into executive session for this purpose and Bill gave a second. Motion carried and the board went into executive session at 6:48 p.m.

Jack made a motion to return to open session from executive session and Dave gave a second. The board meeting returned to open session at 6:58 p.m.

No action was taken in executive session regarding discussion of a new contract proposal for our administrator.

Bill made a motion to accept the contract proposal discussed in executive session which included wages, benefits, duration, and additional duties for the administrator and Korey gave a second. Jack questioned the personal days issue of the contract and Mickie was fine with the proposed change that was suggested. Bill amended his motion to reflect the change proposed and Korey gave a second to the amended motion. Roll call vote showed a unanimous vote to accept the new three year administrators contract. The contract will be retroactive to Dec. 1, 2013

Mickie presented the board members with the budget proposal presented for FY15. She explained projected budget income and expenses in this proposal. Figures continue to show being over budget as we have been in the past. Mickie continues to hope that the state will come through with more money to help our financial problems improve.

Andy asked if the twelve hour shifts were working out and Mickie feels that for the most part this is not having an impact on the budget. She feels that sick time call-ins are less, but obviously, medical leaves won't be effected.

Bill asked that telecommunicators be sure to give times on page outs. This helps responders that missed the calls to know when the page was sent out and have an idea if they need to respond.

New Business

Bill advised that the Morrisonville outdoor warning siren system was tested successfully. The system was activated by 9-1-1 at the Sheriff's office and everything worked well.

Korey asked about having to receive dispatch times by e-mail as opposed to fax. Mickie says that at this time that is only an option. Most agencies still receive times by fax. 9-1-1 currently pays for a fax interface in our system at about \$1,700 per year. Some agencies only have a fax machine to receive call times. Sending times by e-mail would not only save 9-1-1 money, but would allow multiple addresses to receive call times as could be set up per agency. Mickie and the board will recommend that all agencies receive times by e-mail. Privacy issues with e-mail were discussed.

With no further business to be brought before the board. Jack made a motion to adjourn and the Sheriff gave a second. Meeting adjourned at 7:17 p.m.

Secretary,
Leland Allison

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

Nov. 12, 2014

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

Absent: Andy Goodall
Dan Swinson
Dave Herpstreith

Visitors: None

The Nov. 12, 2014 meeting of the C.C.E.T.S.B. was called to order at 6:30 p.m. by Vice Chairman Bill O'Connell. Roll call indicated that a quorum was present. The meeting was rescheduled to Wed. 11/12 due to 11/11 being a holiday.

The minutes from the Sept. 9th meeting were reviewed by the board. Sheriff Kettelkamp made a motion to accept the minutes as written and Korey gave a second. Motion carried by a unanimous voice vote.

The financial reports were next reviewed by the board. Due to incomplete figures on the July and August reports, portions of these reports were included with the Sept. and Oct. reports for the board to review. Mickie gave a brief explanation of all reports that were reviewed by the board. Balance as of 10/31/14 was \$67,266.93. Rod made a motion to accept all of the financial reports as written and Dan gave a second. Motion carried by a unanimous roll call vote.

Administrators Report

The Radio Controller card has been replaced at a cost of \$3791.00. This was paid in October claims.

The last two remaining Windows XP machines are being replaced due to performance issues. These machines are located at backup stations which would be used during high call volume incidents. The cost will be split between 9-1-1 and the Sheriff's office. The total cost of each is \$1080.81.

Our two trainees are about 1/3 of the way through the program. Mickie is pleased with how the new training program is working. Mickie is meeting with the CTOs next Monday to go over the progress and discuss any issues related to the program.

One of the three remaining part time employees has taken another job and will be very limited on when hours can be taken. This means that all three have other jobs and will only be able to work less than fifteen hours per month each. The training program in progress will not be accelerated to get the trainees working until they are properly trained.

A power outage at the Morrisonville site in October caused batteries to drain. Dispatch allowed the power failure notification to run for three to four hours before notifying anyone. Bill stated that the entire town of Morrisonville was without power for about ten hours. He felt that the outage was power company related but couldn't find out the exact cause. When Morrisonville was notified, the fire department hooked up a generator for extended outage. When power was restored and the transmitter went back

to AC power, the batteries were too drained to function properly. This caused the need to have two service calls to the site.

Mickie questioned dispatchers on this outage issued and found that most were undecided as to what they should do.

Mickie felt that it was necessary to revise SOP #29 which deals with Trouble Reporting. She gave each board member a copy of the trouble reporting SOP that included updates and additions that she would like for the board to review and consider approving that deals with transmitter site trouble reporting. She had highlighted the sections that she has updated or added to assure that there would be no confusion on how to handle site power outages in the future.

Old Business

E-mail transition was discussed by the board. Mickie advised that she had three agencies that have converted from fax to e-mail. She feels that most of the agencies will wait as long as they can before they make the conversion. Korey and Leland advised that their departments were not having any problems with receiving their e-mail reports. Mickie reported a problem with G-mail addresses a short time back which blocked our computers from sending e-mails. Taylorville is working on receiving e-mail reports on their phones. At this time it is only in the experimental stage.

New Business

As per Mickie's request, the board discussed and reviewed the SOP changes that she has revised concerning site transmission trouble reporting. Sheriff Kettlekamp made a motion to approve the changes and updates to SOP 29 related to trouble reporting and Rod gave a second. Motion for approval passed unanimously. Leland and the board thanked Mickie for addressing and improving the SOP 29 to help prevent problems related to site transmission trouble reporting.

Generator hookup locations were discussed for all transmitter sites. Generator sizes for Morrisonville and Stonington are large enough to handle the sites during power outages. Mickie advised of procedures that would need to be used at Pana and Sharpsburg.

With no further business to be brought before the board, Sheriff Kettlekamp made a motion to adjourn and Dan gave a second. Meeting adjourned at 6:52 p.m.

Leland Allison
Secretary