

**MENARD COUNTY
EMERGENCY TELEPHONE SYSTEMS BOARD**

MEETING MINUTES

October 15, 2018

The regular meeting of the Menard County ETSB was called to order by George Castles at 7:00 p.m.

Members Present: John Balster, Jason Huffman, Karen Boensel, Ken Yocom, George Castles, Ben Hollis, Bob Lott, Pat Rebbe, Dave King, and Mike Chandler.

Absent: Mike Burg

Guest: Hal Schirding

BOARD MINUTES

- A motion to accept the consent agenda of the October 15, 2018, ETSB regular meeting was made by Bob Lott and seconded by Dave King. All aye. Motion carried unanimously.
- A motion to accept the minutes of September 17, 2018, ETSB regular meeting was made by Dave King and seconded by Pat Rebbe. All aye. Motion carried unanimously.
- A motion to accept the financial reports as presented was made by Mike Chandler and seconded by Ben Hollis. All aye. Motion carried unanimously..

911 COORDINATOR REPORT

- The Property/Casualty insurance premium received is for \$9,057.24. This is an extreme increase from what last year's premium was. The property listed is at the total of \$1,300,000, however we only show a total of \$930,000. John will update upon hearing from Dara Worthington as to the increase and reduce coverage and premium difference.
- Geo-Comm will only support for one more year. New equipment installation is at \$6,535.00 with support for one year at \$3,850.00. We may need to contact vendors by January, 2019, and put this out for bids. Jason Huffman and Ben Hollis with their team will work on getting what information is needed and invite vendors for a presentation.
- A motion for the Geo-Comm proposal at \$3,850.00 for one year of support to be paid was made by Ben Hollis and seconded by Dave King. All aye. Motion carried unanimously.
- An invoice has been received for Jason Huffman's EMD certification and training in the amount of \$395.00. A motion to pay this was made by Mike Chandler and seconded by Bob Lott. All aye. Motion carried unanimously.
- Employee turn over became a very large discussion and we are concerned on how many we are going to train and then the employee moves on. It was decided we may have to advertise for this dispatcher/corrections officer position.
- Pictures of the Washington Street building shows at least a quarter to a half-inch depth of water. We have a bid on insulation, however Darren Smith cannot get a heating/air unit to size for this building. A heating/air unit and a dehumidifier and dry-loc painted on the outside of the building is what is being recommended. After much discussion we decided to try doing what is similar to our Oakford and Vineyard Hills buildings. Smith's bid is for \$4,435.50 which Pat Rebbe will present to

the City of Petersburg for their decision on the 50/50 split. Dave King recommends to paint the outside of the building first. A motion by Dave King to have dry-loc paint the inside and outside of the building for the cost of \$590.00 first with a second made by Mike Chandler. If this does not correct the moisture situation then have Pat Rebbe take the Smith bid to the City of Petersburg for their decision. John Balster will contact for painting. All aye. Motion carried unanimously.

- John will contact and cancel the insulation.
- In the budget review we the committee we placed the cost of a new laptop for the 911 Coordinator. Hanson's bid for this laptop is \$2,585.00. A motion to purchase was made by Ken Yocom and seconded by Karen Boensel. All aye. Motion carried unanimously.
- Hanson sent a quote for the new CAD server in the amount of \$11,780.00 and we would like to get this installed before the end of this fiscal year. A motion for installation and payment was made by Mike Chandler and seconded by Ken Yocom. All aye. Motion carried unanimously. Ben Hollis will contact.

PSAP UPDATE

- Jason Huffman stated we will be sending Andy Coulter for EMD training, Alex Thompson will go to Sangamon County and the rest will go to a free training in January.
- No Call report.
- EMD quality assurance audit went ok, however we were not in compliance like we should be. Will set up a corrective action plan of breaking the bad habits of not using the correct language and protocols.
- Jason and Ben and 2 others would like to attend the conference convention in Springfield for continuing education hours plus to speak with vendors. The cost will range from \$600-800.00. A motion was made by Bob Lott and seconded by Pat Rebbe to approve this cost so they may attend. All aye. Motion carried unanimously.

OLD BUSINESS

- No decision on StarCom.

NEW BUSINESS

- It was discovered during the budget review that we had not increased John Balster's salary for 7 years. A motion to increase John's salary to \$19.50 was made by Mike Chandler and seconded by Ken Yocom. All aye. Motion carried unanimously.

HEARING OF CITIZENS

- None

SPECIAL COMMITTEES REPORT

- None

ADJOURN

- A motion to adjourn was made by Ben Hollis and seconded by Ken Yocom. All aye. Motion carried unanimously.

The next regular meeting will be held on November 19, 2018, at 7:00 p.m. at the Menard County Courthouse.

Respectfully submitted,

Karen Boensel
Secretary/Board Member