

**MENARD COUNTY
EMERGENCY TELEPHONE SYSTEMS BOARD**

**MEETING MINUTES
June 19, 2017**

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

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

Guests: B. J. Sutton, Jason LeMar, and Brian Hollemkamp

BOARD MINUTES

- A motion to accept the consent agenda of the June 19, 2017, ETSB regular meeting was made by George Castles and seconded by Ken Yocom. All aye. Motion carried unanimously.
- A motion to accept the minutes of May 15, 2017, ETSB regular meeting was made by Ken Yocom and seconded by George Castles. All aye. Motion carried unanimously.
- A motion to accept the financial reports as presented was made by Ken Yocom and seconded by George Castles. All aye. Motion carried unanimously.

911 COORDINATOR REPORT

- A grievance report from Oakford was discussed with Oakford Fire Chief B. J. Sutton. Dave King discussed the terminology issue and the change that occurred in January of this year. Ben Hollis spoke on behalf of the Menard County Dispatch. Tones were set off today and the recording of the grievance issue was reviewed with the Sheriff. GTSI can listen and know which tones were used with the fire tone being used first however, the BLS tone and the fire are very similar. Ben will sit down with all dispatchers and discuss the usage and which ones are separate from their Fire Department. The first tone was the fire tone but dispatcher erroneously said BLS and the second tone could have been BLS with the third tone being fire. We realize we had an HR situation and it will be handled by the Sheriff's department for the lack of professionalism. Chief Sutton explained how they had worked very hard on separating from BLS as there is no longer a BLS in Oakford. The call was mishandled on both sides and Ben Hollis was not aware of it being an ongoing issue but will have GTSI pull the tone on Wednesday. Chief Sutton said he had sent an email with the new box cards but John was unable to locate prior to meeting. Ben Hollis suggested sending a new notice to John requesting the change and he will handle the correction at the dispatch

level. Oakford and others are still having radio issues.

- Bob Lott asked Jason LeMar and Brian Hollemkamp to attend meeting and discuss how to format and perform all addressing for the entire county's cities, villages, and other areas. We would like to offer them an open house with a presentation on how to handle the municipal and rural addressing to bring all into compliance with Jason and Brian aiding. A discussion was had with a need to set the protocol. John and others do have issues with our systems not being able to pull within the limits of the municipalities. A format is needed to include these cities, villages, and other areas to keep it on an even keel. Education would also be needed on how to address. John complimented Jason and Brian on how much easier it is working with them and how our decision to go with the in-house system was a great one. Jason is developing a form to complete for the cities, villages, and other areas. He will need a formal request to have this layer added to his system. John, Jason and Brian will get together to present this at our August meeting and send the formal layer request. A protocol will be set and cleaned up so we do not have any conflicting information. We will make a personal telephone call to all mayors and other to attend this August meeting to be held at the EMS building. Jason will send the contact list.
- John spoke with Chris Ginder along with Ben Hollis as the last information we received was at the end of June that the new system would be installed and it has not. They will keep pushing for this to be completed.
- Water damage was discovered at the Water Tower located at 522 West Washington with the Sheriff Department's equipment being damaged. It was purchased at the same time as ETSB equipment but ownership is the Sheriff Department. How it was listed on ETSB insurance was confusing when the last audit was conducted. ETSB should contact Sheriff to see if deductible costs could be split. ETSB will contact GTSI to get the new equipment ordered with immediate installation. If this is not possible we may go elsewhere for equipment purchase. Bob Lott will contact the Sheriff tomorrow and discuss. Discussion was also had on receiving a quote from USA wireless. John will contact Chris Ginder and Ben Hollis will contact Steve for definition of ownership. The insurance does have a clause on further damage. Recorder could have lightning damage as some channels are not working properly. Ben feels it could be a wiring issue and will investigate.
- All rails, monitors, and other equipment has been installed in the control room. Air conditioning system has been serviced.
- A question on whether dispatchers are using the new headsets was discussed as background noise is being heard. There has been some issues on adjustments but Ben Hollis feels all will be corrected when GTSI installs new equipment.

PSAP UPDATE

- Referenced under 911 Coordinator Report.

OLD BUSINESS

- Fees on each entity per flat rate or by call count with a minimum was discussed. A suggestion of \$500-750-1,000 flat rate for maintenance costs. This would be on a tier scale with call counts, population, and usage as this would be our only stream of revenue. Each member needs to contact their entity when possible and see if this can work and how they will accept it. John will send out the information and an annual bill will be sent in January. A motion to address the maintenance costs being shared was made by Bob Lott and seconded by Jason Huffman. All aye. Motion carried unanimously.

NEW BUSINESS

- None

HEARING OF CITIZENS

- None

SPECIAL COMMITTEES REPORT

- None

ADJOURN

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

Due to the Menard County Fair, there will be no July meeting. The next regular meeting will be held on August 21, 2017, at 7:00 p.m. at the Menard EMS Center.

Respectfully submitted,

Karen Boensel
Secretary/Board Member

**MENARD COUNTY
EMERGENCY TELEPHONE SYSTEMS BOARD**

**MEETING MINUTES
July 17, 2017**

Due to the Menard County Fair there will be no July meeting. The next regular meeting will be held on August 21, 2017, at 7:00 p.m. at the Menard EMS Center.

Respectfully submitted,

Karen Boensel
Secretary/Board Member