MEETING MINUTES
Emergency Telephone System Board
Thursday, September 26, 2013 5:30 P.M.
Lorraine H. Morton Civic Center, 2100 Ridge Ave., Aldermanic Library

Members Present: David Blatt, M.D., Community Representative, 9th Ward Alderman Coleen Burrus, Police Chief Richard Eddington, Division Fire Chief Tom Janetske, Fire Chief Greg Klaiber, Perry Polinski, Communications Coordinator

Members Absent: 7th Ward Alderman Jane Grover

Staff Present: Finance Manager Louis Gergits

Presiding Member 9th Ward Alderman Coleen Burrus

Declaration of Quorum
With a quorum present, Chairman Burrus called the meeting to order at 5:30 p.m.

APPROVAL OF MEETING MINUTES of July 25, 2013
It was moved by Dr. Blatt and seconded by D/C Janetske that the minutes of the July 25, 2013 meeting be approved. A voice vote was taken and the minutes were unanimously approved as written.

COMMITTEE REPORTS (LEGISLATIVE UPDATES)
A. Public Act 98-0332 – Requires PSAPs to have a Standard Operating Procedure in place that outlines how 9-1-1 calls received that are destined for other PSAPs within the State of Illinois will be forwarded. The ICC (Illinois Commerce Commission) will provide a database of appropriate 10-digit numbers for transferring.

Mr. Polinski explained that the Act defines how we will handle the transfer, forward, and relay of 911 calls received from outside of Evanston but within the State of Illinois. He used the example of an Evanston resident calling 9-1-1 and reporting that “my relative in another part of the State is having an emergency – could you transfer me there?” The list of numbers provided by the ICC will be another means of identifying the emergency number for that agency. Mr. Polinski advised that everything required to demonstrate compliance was submitted to the ICC by the September 12th due date.

STAFF REPORTS
A. Text-to-911

Mr. Polinski advised that requests have been made of the Tier 1 carriers and preparations to bring this service to our residents have begun. He went on to explain how text messages differ from voice calls and the work that is being done to identify the most appropriate solution to accomplish this task. It is envisioned that this service will be implemented in phases similar to wireless 9-1-1.
UNFINISHED BUSINESS

A. Fire Station Tone Alert System Bid

Board members were directed to a staff memo which explained that, in the FY 2012 budget, $120,000 was approved to replace the fire station tone alert system City-wide. This allocation carried over into FY 2013. As there was no responses at the May 2013 bid closing for the project, staff in conjunction with the Purchasing Department, reissued the bid with a closing date of July 30, 2013. As a result, the Fire Department is requesting an additional $110,000 based on actual bids, for a total of $230,000. Alderman Burrus moved to increase the budgeted amount to $230,000 and Dr. Blatt seconded. A voice vote was taken and the motion was approved.

B. EMD

Mr. Polinski reported that the “white paper” draft is complete but there is some information he would like an opportunity to confirm and possibly update as the 9-1-1 Supervisor that had been working on this project recently resigned.

NEW BUSINESS

Emergency Telephone System FY14 Proposed Budget Review - Mr. Polinski informed the Board that the only change in the budget packet is in the Emergency Telephone System revenue account. He explained that the FY13 Estimate and FY14 Proposed were changed to match the Projections and Actuals spreadsheet. This is keeping in line with the 2% applied annually to the decrease in landline and increase in wireless count which have reflected a stable trend in the past year. With respect to expenses, Mr. Polinski advised that, with the exception of “Service Agreements/Contracts,” which typically increase 3-5% annually, all operating expense related budget items for FY14 will remain flat in comparison to FY13 and yields to Mr. Gergits to address Salaries, Benefits and Intra-departmental transfers. Mr. Gergits explained that the 2% COLA increase was offset by an overall decrease in salaries due to a position vacancy. Regarding health insurance, he said that there were “wide swings” because employees change policies. He reported that the IMRF allocation is 11% of salaries. Mr. Gergits further explained that there was no increase in the Transfer to General Fund (general administrative expenses) which is typically calculated at approximately 20% and covers such administrative overhead as support services; Information Technology, Auditing, etc., or the Transfer to Insurance Fund.

In addition to the aforementioned fire station tone alert system, Mr. Polinski recaps the remaining items covered in the Capital Improvement staff memo which consists of Phase II of the CJIS (Criminal Justice Information System) security requirements; $70,000 for advanced dual-factor authentication software and $7,000 carried over from the FY 2013 budget to add an additional air conditioning unit to the 9-1-1 Center Phone Room.

Finally, Mr. Polinski presents the proposed 2014 Emergency Telephone System Board meeting schedule.

Dr. Blatt moves to approve the 2014 Budget and meeting schedule, Alderman Burrus seconds, so moved.
ADJOURNMENT
Dr. Blatt moved and Alderman Burrus seconded to adjourn. A voice vote was taken and the motion was approved at 6:00 P.M.

Respectfully Submitted,

Perry J. Polinski
Communications Coordinator
Police Department