

COMMUNICATIONS CENTER BOARD
Meeting minutes from December 18, 2018
Held in the Macomb Police Department Training Room

Communications Board Members present:

Mayor Inman, Comm. Bd. Chairman
George Dixon Comm. Bd. Vice Chair, McDonough County Bd.
Ben Thompson, Comm. Bd. Secretary, McDonough County Mutual Aid
Chief Curt Barker, Comm. Bd. Treasurer, Macomb PD
Sheriff Nick Petitgout, McDonough County

Communications Board Members absent:

Tom Clark, ETSB Chairman

Also present:

Eric Lenardt, Interim Director
Jeanette Moon, Administrative Assistant

Mayor Inman called the meeting to order at 3:43pm.

A roll call attendance was taken; 5 of the 6 members were present. Chief Barker moved with second by Sheriff Petitgout to approve the minutes from both November 27, 2018 and December 6, 2018, motion carried with a voice vote.

George Dixon moved with second by Sheriff Petitgout to approve the claims, motion carried with a roll call vote of 5 yes and 1 absent.

Treasurer Reports:

Jeanette read the report noting this reflects the end of the year numbers. There is an ending gain of \$19,605.21. Chief Barker moved with second by Sheriff Petitgout to approve the treasurer's report, motion carried with a voice vote.

Old Business

Staff update:

Shelbi Taylor has given her resignation as a full time Telecommunicator effective December 31, 2018. She will stay on as part-time. Our current trainee will begin full-time training on January 2, 2019. She is expected to fill a full-time position when she completes her training. We have someone coming in today to observe who is currently a part time dispatcher in Hancock County. She is interested in a part-time position. Currently she is finishing her college degree in law enforcement and will be doing an internship. We also have another person coming who is a dispatcher in Henderson County.

Discuss and Approve AC Unit Installation expense:

The State 911 Administrator said this expense should be shared because the equipment in the room is used both boards. Therefore, the expense for the unit should be shared between the ETSB and the Communications Board. Our half is \$3,998.50. Chief Barker moved with second by Sheriff Petitgout to pay the \$3,998.50 for the AC Unit and the installation, motion carried with a roll call vote of 5 yes and 1 absent.

New Business

Policy and Procedure Manual:

Eric reported that he has them. They are two separate books. He has found them in the computer. He will work on them for discussion at the February meeting.

Discuss and Approve Directors' procurement policy/procedure:

Eric would like to make this applicable for both boards. He discussed some of the changes recommended during the ETSB meeting held earlier. The board recommended changing the value on the formal bidding amount, to \$30,000, as that is what typically a County entity would do. Eric asked about changing the \$30,000 amount consistently throughout the document. The board agreed that was correct. Eric stated he would work on the draft and bring it to the next meeting.

IT services update:

It has been a very busy nine days. Eric has about twelve pages of notes from TimbukTech about some of the work they have performed. They have logged 66 ½ hours and had we not been under contract with them, at the rate of \$115/hour, that would be \$7647.00. The day after we approved the contract they installed their local backup and had us protected. Some of the main things discovered are:

- The exchanger server had not had a software update or patch applied in 10 years, nor did it have a valid SSL (security) certificate installed.
- The Cushing server has never had a software update or patch applied since installation.
- The Cushing server was 62% fragmented, a defragmentation was never done.
- The firewall was configured incorrectly. This left us open to a brute force attack on 12/17/18. This caused the Cushing server to crash at 3:30am. We endured over 16,000 log in attempts from across the United States in an 8-hour period.

TimbukTech has corrected all issues.

Eric read one note from the TimbukTech pages from the work done from the crash on 12/17/18, "Reviewed the logs but not seeing any issues with the replication or responses. Found issues with DNS forwards (previously identified a few years ago and recommended fix) fixed those issues so the forwarders are now all pointing externally and the isp.state.il.us can be resolved properly from both servers. He added, with each fix we make, we are breaking something else that was not set up or updated or configured correctly. He would like to thank the agencies for their patience and understanding during all of this. Sheriff Petitgout said he appreciates Eric's work and knows it has been a challenging time handling all of this IT mess.

Executive Session

A motion was made to enter into executive session by Chief Barker; pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2 (C) Sec. 2 (C) (1) to consider the appointment, employment, compensation, discipline, performance or dismissal of an employee of the public body or legal counsel for the public body, and pending or probable litigation, pursuant to Sec. 2(c) (11). Sheriff Petitgout gave the second and a roll call vote was taken. The motion passed with 5 yes votes and 0 no votes; 1 member was absent from the vote.

The meeting was closed at 4:04pm.

The meeting was re-opened at 4:15pm.

Mayor Inman reported the Board is interested in changing the compensation rate for the Interim Director and we will have the item on the agenda for January 30, 2019 and will likely make the increase retroactive to January 1, 2019. We also hope to have the position permanently filled on or about June 1, 2019.

Public Comment

None

The next meeting is January 30, 2019 directly following the ETSB meeting in the Macomb Police Department Training Room.

Chief Barker moved with second by Sheriff Petitgout to adjourn, motion carried with a voice vote.

The meeting adjourned at 4:18pm.

Jeanette Moon
Recording Secretary
Administrative Assistant
McDonough County 911

Ben Thompson
Board Secretary