

COMMUNICATIONS CENTER BOARD
Meeting minutes from January 29, 2019
Held in the Macomb Police Department Training Room

Communications Board Members present:

Mayor Inman, Comm. Bd. Chairman
Ben Thompson, Comm. Bd. Secretary, McDonough County Mutual Aid
Chief Curt Barker, Comm. Bd. Treasurer, Macomb PD
Tom Clark, ETSB Chairman
Sheriff Nick Petitgout, McDonough County

Communications Board Members absent:

George Dixon Comm. Bd. Vice Chair, McDonough County Bd.

Also present:

Jeanette Moon, Administrative Assistant
Edgar Rodriguez, McDonough County ESDA
David Estes, Mutual Aid

Ben Thompson called the meeting to order at 4:04pm.

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 December 18, 2018, motion carried with a voice vote.

Chief Barker moved with second by Tom Clark to approve the claims, motion carried with a roll call vote of 5 yes and 1 absent.

Treasurer Reports:

The total income received in December was \$55,069.14. The expenses were \$53,837.90. The income received so far for January is \$26,925.59. We have received the quarterly payment from Lifeguard and the fourth quarter billing went out in the beginning of the month. The expenses so far for January are at \$25,607.01. Sheriff Petitgout moved with the second by Ben Thompson to approve the Treasurer's report, the motion carried with a voice vote.

Old Business

Staff update:

Jeanette gave a quick update as Eric is unable to attend the meeting being out of town with a family medical emergency. Dallas Trone has been hired as a dispatch trainee. She was a dispatch trainee in Hancock County.

Discuss and Approve Directors' procurement policy/procedure:

Discussion was held over the high dollar amount of \$30,000 versus \$25,000. The state law is \$30,000 for County funds and \$25,000 for municipal funds. We chose to use the higher amount. We will hold this for next months' meeting.

New Business

Discuss and Approve purchase of dispatch chairs:

Eric sent notes on a quote he sent with Jeanette to the meeting. He is asking the Boards' approval to purchase three chairs from Miller At Work. Eric reached out to three vendors. Two vendors brought chairs into the Center for the dispatchers to try. The third never returned any phone calls or emails. Of the chairs the dispatchers tried, the vendor Miller At Work, had the best chairs for our needs. These chairs are rated for use 24/7/365. They come with a lifetime warranty on the frame construction and base which includes labor and a five year warranty on parts except arm pads, casters and upholstery. The cost, if paid up front at time of order, is \$5,337.00. In accordance with the purchasing policy, he is asking the board to waive written quotes with a recommendation to purchase on the basis of the best quality of the item for a specific need. Sheriff Petitgout moved with second by Ben Thompson to pay the \$5,337.00 and order the three chairs, motion carried with a roll call vote of 5 yes and 1 absent.

Discuss and Approve new expenditure line item:

Discuss and Approve budget adjustment:

Jeanette explained in planning the FY19 budget we planned on taking the \$29,780 for the server project out of our reserves but we made the error and never put those funds into an expense line. She has been guided by the County Treasurer in how this should be addressed. She recommends creating an expense line called Computer Equipment and making a budget adjustment moving \$29,780 from the reserves into the newly created line for the server project expenses. Sheriff Petitgout moved with second by Chief Barker to create the line as stated and to amend the budget moving \$29,780 from reserves into the Computer Equipment line, motion carried with a roll call vote of 5 yes and 1 absent.

Discussion grant application for NG911 GIS grants:

Eric has given Tom an update on this. Eric also sent some notes on the topic: The McDonough/Schuyler County Dispatch Center is going in with Fulton, Knox, McLean, Hancock, Peoria, Warren and Woodford Counties to apply for an NG911 Expense grant to scrub and verify our GIS data and to put it together into the schema directed by the State of Illinois to make ourselves ready for NG911 by the summer of 2020. A very generic Memorandum of Understanding (MOU) needs to be signed and sent back to the Fulton County ESDA director Chris Helle so that he can submit the joint application. The MOU holds no one accountable at this time for any money. It is strictly a generic MOU that says we are going to work together to apply for this grant. A more detailed MOU would be needed once the grant money is awarded. The general consensus coming out of the GIS committee for NG911 is that each PSAP is looking at a grant of \$25,000 to help with the expenses of working the GIS data and preparing it for the new schema.

Discussion and possible approval of increase to the salary for the Interim Director of the 911 Center:

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 4:29pm.

The meeting was re-opened at 4:31pm.

Mayor Inman stated Eric is doing a good job as the Interim Director and has taken on quite a lot of responsibility. There is \$61,000 budgeted to compensate the position of Interim Director. Tom Clark moved to raise the salary to \$61,000 retroactive to December 1, 2018, with the second given by Sheriff Petitgout, motion passed with 5 yes votes and 0 no votes; 1 member was absent from the vote.

Other Items:

Mayor Inman stated we'd like to move forward with filling the position of Director on a permanent level in March with the goal to have it filled by June. Tom Clark and Sheriff Petitgout agreed to sit on a search committee.

Public Comment

None

The next meeting is February 26, 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 4:36pm.

Jeanette Moon
Recording Secretary
Administrative Assistant
McDonough County 911