



**Cook County
Emergency Telephone System Board**

**December 18, 2023
10:30 a.m.**

ATTENDANCE

Board Members in attendance;

Mr. John Cornier
Mr. Thomas Fleming
Mr. Michael Kuryla
Mr. John Matthews
Ms. Elizabeth Ryles

Staff and Guest in attendance ;

Mr. Martin Bennett, Executive Director
Ms. Shereen Gamble, Administrative Analyst
Ms. Valerie Rhodes, Director of Support Services
Mr. Brian Tracy, States Attorney
Ms. Krista Pyrocich, Lauterbach & Amen

Executive Director Bennett called the meeting to order at 10:31 a.m.

Attendance was taken.

MOTION TO APPROVE MINUTES

Mr. Kuryla made a motion and Mr. Cornier made the second to approve the Board meeting minutes of October 20, 2023 as presented.

Roll Call Vote;

Cornier	Yes
Fleming	Yes
Kuryla	Yes
Matthews	Yes
Morris	Absent
Ryles	Absent

Motion carried.

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9511 W. Harrison
Des Plaines, IL 60016

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LEGISLATIVE REPORT

Legislative Reports for the December 2023 ETSB meeting.

LEGISLATIVE REPORT

Executive Director Bennett advised there was a legislative webinar session at Plainfield Fire Protection District last week about upcoming changes to the current language, which sunsets every few years. The biggest concern is the FCC already established what 9-1-1 surcharge funds can be used for but the State Police has included more restrictions. The thought of many centers, including us and the Big 5 counties, is that local ETSB Boards know it's their responsibility to make their decisions based on what's best for their communities. We've voiced that we should follow the national standard established by the FCC. We work with Illinois NENA, Illinois APCO, John Kelly who is an attorney for the majority of the ETSBs and consults with us, along with lobbyists through APCO and NENA that lobby to law makers about the some of the changes we want made. We have a voice and we're staying on top of it. We are in a good place with protecting our interests as a board and 9-1-1 Center.

COMMUNICATIONS CENTER OPERATIONS

AUTOMATIC TRANSFER SWITCH AND UPS REPLACEMENT QUOTES

Of the three quotes, staff recommends Prime Electric and Mitsubishi because Prime Electric is the long-standing primary electrician vendor for the State of Illinois building. They installed our last UPS in 2015 and are familiar with the electrical layout in the center and the overall building. One of the vendors didn't propose a retrofit and instead proposed a new system but no UPS. It's our recommendation based on the 30-week lead time that we use Prime Electric.

We've selected the retrofit option for the ATS because the one we have now is over 30 years old and they no longer make it. The second option didn't bid the UPS and bid for only the UPS. The third option provided a lead time of 70 weeks, more than double Prime Electric's lead time.

Our recommendation for the ATS and UPS replacement is Prime Electric with a do not exceed cost of \$175,000 as a buffer for any issues. We're asking for the do not exceed cost of \$175,000 to have a buffer for any issues that arise when we disconnect since we may have to bring in some temporary equipment during the replacements. In the event we lose power, we will go to generator, so we will need Osco fuel to top off both generators. We will include preventative maintenance which will lower maintenance cost in our operational budget for the year.

Mr. Kuryla made a motion and Mr. Cornier made the second to approve the recommendation for Prime Electric and Mitsubishi to replace the ATS and UPS with a do not exceed cost of \$175,000.

Cornier	Yes
Fleming	Yes
Kuryla	Yes
Matthews	Yes
Morris	Absent
Ryles	Absent

Executive Director Bennett noted that Board Member Ryles has joined the meeting at 10:40 am.

EXPANSION IN CRESTWOOD

Our space is limited in Maywood so Executive Director Bennett contacted the Village Administrator of Crestwood regarding the old Civic Center. He also met with FGM about replicating the floor plan we have here, up to 36 positions. We want a true back-up center, which Maywood does not allow for, nor the redundancy needed. Crestwood would receive free dispatch services in lieu of rent. We would capture an agreement similar to the one we have here at the State's building in Des Plaines. Mr. Fleming asked what Crestwood would contribute to the build. Executive Director Bennett advised Crestwood will put capital into the building and we will cover the generator and UPS, along with outfitting our positions with consoles and wiring. We have a meeting with the Statewide Administrator the week after the holiday to make Crestwood a live site, which will make it eligible for grant funding. Mr. Cornier asked how long we anticipate a zero-dollar rent contract to last and would Crestwood's Board vote yearly on renewing the contract. Executive Director

Bennett would agree to a long-term contract; at least 20 years would protect everyone's interests. Mr. Fleming inquired about an out-clause and Executive Director Bennett answered that we have a 4 year out-clause in Des Plaines, so we would ask for something similar. Mr. Matthews asked about the building. Executive Director Bennett had FGM Architects come out to see the building and area. Crestwood is already making improvements to the building. Mr. Matthews asked if a cost analysis would be completed and Executive Director Bennett said yes, we would capture all the costs in the agreement. Mr. Cornier brought up a concern regarding the plumbing and water in the building; he asked who will incur the costs if it's not up to code. Executive Director Bennett answered that the Village of Crestwood often buys businesses and rehabs the building, then rents it out to businesses in the area. We will have FGM as our project manager to verify everything is completed correctly since they have so much experience with public safety centers. There is 2,700 square feet in Des Plaines and in Crestwood, there will be over 5,000 square feet once a wall is moved out and a second floor is added. Once we populate Crestwood, we'd like to retain our space in Maywood as a training center, if cleared through the Statewide 911 Administrator. We would leave our equipment there until it was time to replace it as the cost to move the equipment is high, and unnecessary. All the infrastructure would be done first, then we'd roll out equipment for the desks to complete the positions. We'd continue to build out positions each year until complete. We will submit our request to the state for grant funding related to the consolidations. Typically, approximately 90% of the project is covered. Our biggest concern is always redundancy throughout our sites. We're growing rapidly; we've almost tripled in size since 2014. Mr. Cornier asked about feedback we've received from our contract agencies. Executive Director Bennett explained we've received very good feedback with the technology we offer and our operational meetings. We have retained everyone who's signed with us; some have already renewed their contracts with us.

Executive Director Bennett asked for a vote from the Board to grant Executive Director Bennett the authority to work with the Village of Crestwood and the State's Attorney's Office to formulate an IGA or MOU to establish a south back-up center within the Village of Crestwood and to work with FGM architects. Any costs will be brought back to the Board for approval.

Mr. Cornier asked what the time frame is for the completion of the project, and how our use of the space in Crestwood would affect their costs for dispatching services. Executive Director Bennett answered that it will depend on how much construction work is needed. The cost will be part of the agreement we enter with Crestwood. Although we will be occupying the space, Crestwood will also be investing capital. Typically, we put half of the agency's surcharge towards the cost of their dispatching services, but if there's no cost, then we will collect 100% of their surcharge. We will capture this agreement in a document to bring to the Board for approval.

Mr. Cornier made a motion and Mr. Matthews made the second to enter either an IGA or MOU with the Village of Crestwood and the State's Attorney's Office.

Cornier	Yes
Fleming	Yes
Kuryla	Yes
Matthews	Yes
Morris	Absent
Ryles	Yes

Motion carried.

SURCHARGE UPDATE

Sprint was improperly paying us for four zip codes. All the information regarding subscribers is proprietary information and not shared with PSAPs. We have zip code agreements with surrounding agencies since zip codes are typically split between several PSAPs. We won't be getting the money we previously thought we were owed, but we will not be reimbursing Chicago for the misapplied funds.

FINANCIAL REPORT

DECEMBER BILL PAYMENT RESOLUTION

The December Bill Payment Resolution is attached for the Board's review.

The significant items to report are;

Total Bills \$2,398,752.55

Mr. Cornier made a motion and Mr. Kuryla made the second to approve the December Bill Payment Resolution as presented in the amount of \$2,398,752.55.

Roll call vote;

Cornier	Yes
Fleming	Yes
Kuryla	Yes
Matthews	Yes
Morris	Absent
Ryles	Yes

Motion carried.

FY2024 PROPOSED BUDGET

Executive Director Bennett advised we adjusted our projected surcharge revenue from 4.2 million this year to 3 million for next year (FY2024). Two payments were received this year that are currently not on the books. First, the State has money that goes into a Next Generation 9-1-1 Fund, and if the State doesn't use that money, they distribute it back to the 9-1-1 centers. We received a check in November for \$950,000. Although we have a loss in surcharge revenue, we did not account for this check which makes up for some of the lost revenue. It's rumored that we should expect a similar disbursement in July of 2024. We will keep the Board updated.

Although we will receive surcharge for Crestwood and Worth when they join us in April of 2024, we left their revenue lines blank since we don't know the expected amount because they're currently part of Southwest Central. As for salaries, wages, and benefits, there's an increase due to changes made in Collective Bargaining Agreements and cost of living. However, we have one open CAD Administrator position in our budget that we will not fill in 2024. In December of 2024, for FY2025, Des Plaines will join the center and will bring 1.6 million in surcharge revenue; our half is \$800,000. We're trying to be ultra-conservative this year, but we will see an influx in FY2025 when Des Plaines is on-boarded.

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We consolidated some of our bills which leaves us with a budget of -\$69,384, but that doesn't account for leaving the CAD Administrator position open. With that, we will be back in the positive for our operating budget. As we prepare for FY2025, we will make any necessary adjustments.

Mr. Fleming asked where the Grant checks get documented in the budget. Executive Director Bennett explained they go into the grant revenue line item. He also pointed out the second page for capital. In FY2023, we spent less than the budget amount listed. In order to apply for grant money, the amount on our application must be accounted for in our budget.

Mr. Cornier made a motion and Mr. Fleming made the second to approve the proposed Operating Budget of \$5,611,895 FY2024.

Roll call vote;

Cornier	Yes
Fleming	Yes
Kuryla	Yes
Matthews	Yes
Morris	Absent
Ryles	Yes

Motion carried.

Mr. Kuryla made a motion to approve the proposed Capital Budget of \$2,265,000 for FY2024, second by Mr. Matthews.

Roll call vote;

Cornier	Yes
Fleming	Yes
Kuryla	Yes
Matthews	Yes
Morris	Absent
Ryles	Yes

Motion carried.

FINANCIAL REPORT

Lauterbach & Amen provided the following report;

The financial report was received and filed.

Ms. Pyrocich advised not much has changed. The revenues are below what was projected due to the lower Cook County surcharge received, but the check for \$950,000 will cover that deficit.

Executive Director Bennett shared that the State has mentioned making another change to surcharge distribution. Another item we discuss is that it's been a number of years since the last surcharge increase and salaries have exploded in these past few years. We believe there should be an increase to offset these salary increases.

CLOSED SESSION

None.

PUBLIC COMMENTS

None.

FOR THE GOOD OF THE ORDER
2024 ETSB BOARD MEETING SCHEDULE

MOTION TO ADJOURN

Mr. Matthews made a motion to adjourn the meeting of December 18, 2023, second by Ms. Ryles.

Roll call vote;

Cornier	Yes
Fleming	Yes
Kuryla	Yes
Matthews	Yes
Morris	Absent
Ryles	Yes

Motion carried.

The December 18, 2023 Cook County Emergency Telephone System Board meeting was adjourned at 11:29 a.m.

Next Meeting
January 19, 2024
10:30 a.m.
9511 W. Harrison, LL11
Des Plaines, IL 60016

Valerie Rhodes, Director of Support Services

Date

