

**Ogle County**



**103 Jefferson Street**

**PO Box 135**

**Oregon, Illinois 61061**

**Sandy Beitel, 9-1-1 Coordinator**

**815-732-1119**



Chairman B. Winebaugh called the monthly meeting of the Ogle County ETSB to order at 6:08 pm.

**Members Present:**

R. Buck                      D. DeWall  
L. Feary                      E. O'Brien  
S. Sullivan                    B. Winebaugh

**Members Absent:**

B. Brass                      F. Horner

**Others Present:**

S. Beitel, E9-1-1 Coordinator

There was no public present for comment.

A motion by D. DeWall and seconded by R. Buck to approve the meeting minutes as recorded for the July 13, 2011 meeting. The motion carried.

A motion by L. Feary and seconded by S. Sullivan to pay the following bills. The motion carried.

**Landline Account:**

Call One, Inc.	\$223.00
Card Member Services	\$90.91
Century Link	\$128.12
Dixon Ottawa Communications	\$3,170.00
Frontier	\$7,678.70
ISPCU	\$949.99
Language Line	\$51.85
Leaf River Telephone	\$151.80

Motorola	\$14,300.00
Ortgiesen Insurance Agency	\$8,561.00
Verizon Wireless	\$246.54
<b>Total Landline Bills</b>	<b>\$435,551.91</b>

**E911 Wireless**

Card Member Services	\$4,892.65
Frontier	\$6,149.59
Motorola, Inc.	\$15,000.00
Powerphone, Inc	\$389.00
<b>Total Bills Wireless</b>	<b>\$26,431.24</b>

**Total Bills for Payment** **\$61,983.15**

**Old Business:**

S. Beitel reported that she was in contact with Chris Davis, Dixon Ottawa Communications, and some of the equipment and software has started to arrive, thus the bills to Motorola for payment. He is waiting for the hardware such as the computers. He does not have a date for installation yet, but will keep us updated.

R. Buck spoke in reference to the Bylaws. All members received via e-mail the final draft he believes. R. Buck has been working with M. Rock from the States Attorney office. Discussion was held and it was decided to wait and vote on this after the election of officers later in the agenda.

S. Sullivan informed the members that the new monitor stands are in place and have freed up a lot of space at the consoles. She would like the board to have a meeting in Rochelle so they could see how it looks now. S. Beitel and S. Sullivan will work on that.

S. Beitel informed the members again of the Powerphone Liability Class, September 15<sup>th</sup>, at the Sheriff's office. There is room for members to attend. E. O'Brien and R. Buck stated they would like to attend.

B. Winebaugh informed the members that he will be sending Sheriff Harn a letter in reference to the vacancy on this board for the Sheriff's Office. It has been close to a year and he would like to see that position filled. A copy of the letter will be on file with these minutes.

**New Business:**

Chairman B. Winebaugh opened the floor for nominations for the office of Chairman. S. Sullivan nominated B. Winebaugh and D. DeWall seconded. There were no other nominations and L. Feary and S. Sullivan closed the nominations. The motion carried.

Chairman B. Winebaugh opened the floor for nominations for the office of Vice Chairman. A motion by E. O'Brien and seconded by S. Sullivan for D. DeWall to serve as Vice Chairman. There were no other nominations and L. Feary and R. Buck closed the nominations. The motion carried.

Chairman B. Winebaugh opened the nominations for Secretary. A motion by S. Sullivan and seconded by R. Buck for Sandy Beitel for the position of Secretary. There were no other nominations and L. Feary and D. DeWall closed the nominations. The motion carried.

Chairman B. Winebaugh returned to the issue of the Bylaws. A motion by L. Feary and seconded by E. O'Brien to approve the Bylaws as written. The motion carried. Chairman B. Winebaugh and Secretary S. Beitel signed them. Secretary Beitel will forward a copy of the approved bylaws to States Attorney Ben Roe.

S. Beitel spoke to the board about the situation with Rochelle Municipalities and their providing telephone service as a CLEC and not collecting or remitting surcharge. All board members have been receiving the emails in reference to this including the ones from the Illinois Commerce Commission. According to Scott Koteski, RMU, they have an attorney reviewing this. S. Beitel will keep the board informed with any and all correspondence received.

S. Beitel informed the board members that the way the monthly statistics are being compiled and provided would be changing due to changes occurring at the Sheriff's office in an effort to reduce costs. The one item that will not be available will be the accuracy of the Phase 2 wireless calls in the plotting.

**E9-1-1 Coordinators Report:**

S. Beitel provided the members with the financial information for the month ending July 31<sup>st</sup>. The Landline account has \$422,062.59. The NG account has 159,868.82. The wireless account has \$205,475.32 for a grand total of \$787,406.73. We continue to have CD's as well.

S. Beitel informed the board that she has accepted an invitation to Co-Chair the Operations Leadership Standard Operating Procedure committee with National NENA. Amy Bedford from Texas is the chairperson.

A motion by R. Buck and seconded by L. Feary for adjournment. The motion carried and the meeting was adjourned at 6:50 pm.

Respectfully Submitted,  
Sandy Beitel, Secretary  
Ogle County ETSB



**BY-LAWS OF THE EMERGENCY TELEPHONE SYSTEM BOARD  
OF OGLE COUNTY, ILLINOIS**

**ARTICLE I  
OFFICE AND MEETING LOCATION**

SECTION 1. Location of the principal office of the Emergency Telephone System Board of Ogle County, Illinois shall be the Ogle County Sheriff's Department, 103 Jefferson St., Oregon, IL 61061.

SECTION 2. The regular meeting place of the Emergency Telephone System Board shall be the Ogle County Sheriff's Department, 103 Jefferson St, Oregon, IL 61061 Ogle County, but the Emergency Telephone System Board may schedule meetings at other accessible locations in Ogle County, Illinois.

**ARTICLE II  
PURPOSE AND POWERS**

SECTION 1. The purpose of the Emergency Telephone System Board shall be according to the provisions of 50 ILCS 750/15.4, as amended.

SECTION 2. The powers of the Emergency Telephone System Board shall be those powers which are provided by 50 ILCS 750.15.4(b), as amended, by an ordinance creating the Emergency Telephone System Board of Ogle County, Illinois and by Title 83, Ill Adm. Code, as amended.

**ARTICLE III  
OFFICERS**

SECTION 1. The board shall consist of one representative from each P.S.A.P. (Public Service Answering Point) appointed by the respective Chief/Sheriff, one county board member appointed by the County Board, one citizen at large residing in the county, one additional law enforcement representative, and four representatives from the Fire/EMS services. Each member shall serve a term of four years.

SECTION 2. A Chairman shall be elected each year at the Emergency Telephone System Board's annual meeting. The Chairman may be re-elected. The Chairman shall preside over meetings of the Board and authenticate by his/her signature, when necessary, all the acts, orders, and proceedings of the Board.

SECTION 3. A Vice-Chairman shall be elected each year in the same manner as the Chairman and shall act for the Chairman during his/her absence from the Chair, and in the case of the position of Chairperson becoming vacant shall act as Chairman until the position is again filled as set forth below. The Vice-Chairman may be re-elected.

SECTION 4. A Secretary shall be elected each year at the Board's annual meeting and may be re-elected by the Board. The Secretary shall be the recording officer of the Board and shall oversee the filing of its records to be kept at the location of the Board's principal offices as stated in Article I, Section 1. Above.

SECTION 5. The Treasurer of the Emergency Telephone System Board shall be the Treasurer of the County of Ogle as provided for in 50 ILCS 750/15.4, as amended.

SECTION 6. In the case of any of the Emergency Telephone System Board offices becoming vacant, the Emergency Telephone System Board shall elect at its next meeting, a representative to fill the remainder of the unexpired term subject to the provisions of 50 ILCS 750/15.4, as amended

#### ARTICLE IV MEETINGS

SECTION 1. Regular meetings of the Emergency Telephone System Board shall be conducted. The date and time of those meetings shall be established by the Emergency Telephone System Board at its annual meeting.

SECTION 2. Special meetings of the Emergency Telephone System Board may be called by the Chairman of the Emergency Telephone System Board or by any two officers of the Emergency Telephone System Board or by a majority of the Emergency Telephone System Board.

SECTION 3. A quorum of the Emergency Telephone System Board shall consist of a majority of the membership of the Emergency Telephone System Board as referenced in 50 ILCS 750/15.4, as amended. Members who miss three consecutive meetings in a row may be subject to removal from the board by a majority vote.

SECTION 4. Meetings of the Emergency Telephone System Board shall be a subject to the provisions of the State of Illinois Open Meetings Act, 5 ILCS 120, as amended.

SECTION 5. Except as otherwise required by these By-Laws, laws of the State of Illinois, or ordinances of the County of Ogle, Illinois, meetings shall be conducted in accordance with the latest revised edition of the Robert's Rules of Order.

#### ARTICLE V COMMITTEES

SECTION 1. Committees of the Emergency Telephone System Board shall be established as necessary by the Chairman of the Emergency Telephone System Board.

#### ARTICLE VI

ADMINISTRATION

SECTION 1. The procedures to be followed by the Emergency Telephone System Board of expenditure and disbursement of funds shall be consistent with the provisions of 50 ILCS 750, 50 ILCS 751, and Title 83, Ill. Adm. Code, as amended.

SECTION 2. Subject to any limitations under Section 1, the Chairman shall possess the authority to approve expenditures up to Five Thousand Dollars (\$5,000.00), when the decision of expenditure is necessary before the next regular meeting of E.T.S.B.

ARTICLE VII  
AMENDMENT

SECTION 1. Amendments to these By-Laws shall be approved by a majority of the membership of the Emergency Telephone System Board.

Amended this 10<sup>th</sup> day of August, 2011.

Ayes\_\_\_\_\_

Nays\_\_\_\_\_

Attest:\_\_\_\_\_

Name  
Chairman

\_\_\_\_\_

Name  
Secretary

ARTICLE VIII  
ATTACHMENT  
MEMORANDUM OF UNDERSTANDING

Ogle County E9-1-1 Coordinator

JOB TITLE

E9-1-1 Coordinator/Telecommunications Divisions/Special Assignment

JOB DESCRIPTION

This position oversees the daily administration and operation of the Ogle County Enhanced 9-1-1 system.

The E9-1-1 Coordinator will work with the:

- 1) ETSB to implement and maintain goals and objectives,
- 2) The Public Safety Answering Points (PSAP's) to assure an efficient and effective 9-1-1 system,
- 3) The emergency services agencies of the county to meet their needs,
- 4) The public to educate and inform the citizens about the 9-1-1 system.

MINIMUM QUALIFICATIONS

1) Bachelor's degree preferred with a minimum of 5-7 years in public safety communications experience. Additional experience and qualifications will be considered in lieu of a degree.

2) Working knowledge of the use of computers as related to public safety communications, a working knowledge of radio frequency electronics and other forms of telecommunications systems.

3) Comprehensive experience in addressing systems and methodologies.

Knowledge of E9-1-1 related mapping systems

4) Knowledge of Computer Aided Dispatch (CAD) and Record Management Systems (RMS).

5) Ability to communicate with others of various levels of expertise.

6) Ability to work independently with minimum supervision.

7) Must be able to work various hours and be available on a 24-hour basis.

8) NENA Emergency Number Professional (ENP) Certification, or APCO Registered Public Safety Leader (RPL) Certification desirable or the willingness to pursue these certifications.

9) Valid Illinois Driver's License

10) Be subject to the hiring procedures as an employee of the Sheriff's Office including criminal history, background check, physical and drug screening, and psychological test.

## MEMORANDUM OF UNDERSTANDING

This is an agreement between the Ogle County Emergency Telephone System Board (ETSB) and the co-employers the Ogle County Sheriff and the County of Ogle.

Regarding the assignment of the job duties of the Ogle County E9-1-1 Coordinator:

1. The 911 Coordinator will be an administrative appointment. The coordinator is a telecommunicator and is an employee of the sheriff and subject to all applicable policies and procedures of the Sheriff's Office, the co-employers, and applicable collective bargaining agreements.
2. The assignment to the 911 Coordinator position will be a joint decision between the Ogle County ETSB and the Ogle County Sheriff. In case of a tie, a vote by the County Board Executive Committee will decide.
3. The Ogle County ETSB will fund 100% of the 911 Coordinators salary and 100% of the county funded fringe benefits. The fringe benefits include but are not limited to FICA, IMRF, Insurance benefits, Medicare, state and federal taxes, Workman's Compensation and unemployment.
4. The salary will be set according to applicable collective bargaining pay schedule including the supervisor stipend set in the collective bargaining agreement. The 911 Coordinator will have supervisory authority over 911 matters.
5. This agreement will be reviewed and modified as needed every year by all entities.
6. 911 Coordinators duties:
  - a) 911 Coordinators Duties – Appendix A
  - b) Other related duties – Appendix B

## APPENDIX A

### DUTIES OF THE E9-1-1 COORDINATOR

1. Attend the Emergency Telephone System Board (ETSB) meetings. Issue meeting notices, agendas, take and distribute minutes of the meetings, and perform other tasks as assigned.
2. Prepare and maintain official records for the Ogle County ETSB and the Sheriff.
3. Draft annual budget with assistance and guidance of the Ogle County ETSB, monitor the cash flow, and advise the Ogle County ETSB on budgetary impacts.
4. Consult with the Ogle County Treasurer on financial matters.
5. Prepare monthly statistical data for the Ogle County ETSB
6. Stay current with all local, state, and federal rules and regulations regarding E9-1-1.
7. It is expected that the E9-1-1 Coordinator will remain active in local, state, and national 911 organizations.
8. Work with the Ogle County State's Attorney on legal matters.

9. Maintain accurate listings of emergency service providers, emergency service number boundaries, including all law enforcement, fire, and EMS services and provide these updates to the PSAP's.
10. Receive reports of problems from PSAP's and coordinate timely resolution. Make repair call out decisions. Respond to the PSAP's in case of emergency or serious problem.
11. Perform PSAP equipment maintenance and coordinate repair of ETSB owned equipment. Do periodic testing of entire 911 system.
12. Act as liaison with telephone companies, Illinois Commerce Commission, each participating governmental agency, emergency services providers, equipment maintenance contractors, Ogle County PSAP's Communications Supervisors and the public.
13. Coordinate public awareness and public relations activities to include programs and presentations about the enhanced 911 system.
14. Serve as a point of contact for E9-1-1 issues to the news media and prepare news releases as directed.
15. Work with cities, municipalities, and county entities regarding addressing. This will include but not be limited to additions, deletions, or modifications in addressing necessary for the E911 system and other programs utilized by the PSAP's.
16. Maintain E911 telephone system, computer system hardware and software. Perform any necessary trouble shooting and updating of software and equipment.
17. Provide training on the use of 911 equipment to PSAP employees as required.
18. Assist the Communication Centers with development of policy and procedures to ensure the E911 Communication Centers operate efficiently as requested or required.
19. Perform periodic reviews to determine that agencies/PSAP's remain in compliance with criteria, standards, rules and regulations as established by the Ogle County ETSB, local, state, and federal government.
20. Other duties as assigned by the Ogle County ETSB as long as they are not in conflict with the Sheriff's Office.
21. Assist in either the Ogle County Sheriff PSAP or the Rochelle Police PSAP as needed from time to time as long as such temporary assignment does not detract from the main duties of the Coordinator.
22. At any time the Sheriff should permanently assign the Coordinator to the communications center this would rescind (nullify) this MOU and the financial obligation from the ETSB for the Coordinators salary and benefits.

## APPENDIX B

### OTHER RELATED DUTIES

Maintain databases related to the Reverse 911 programs, Computer Aided Dispatch system, addressing databases, mapping databases, and any other addressing databases. Training of other employees in above mentioned databases.  
Work with committees and work groups on radio spectrum narrow banding and other public safety communications issues, including technological issues.

Work in conjunction with Emergency Management Agency on National Incident Management System and Incident Command Systems as required.  
Other duties as assigned by the Sheriff or their designee.

---

Ogle County ETSB Chairman

---

Date

---

Ogle County Sheriff's Office

---

Date