

911

Cook County Emergency Telephone System Board

E.T.S.B.

**Cook County Administration Building
69 W. Washington, Des Plaines, IL 60016**

22nd Floor Conference Room

Thursday, September 22, 2011

9:30 a.m.

ATTENDANCE

Board members in attendance were Chairman Albert Pritchett, Mr. Willie Carter, Ms. Grace Colbert-Mauldin, Mr. DeWayne Holbrook, Mr. Arthur Jackson, Mr. William McHenry, and Mr. William Little.

Also present was Mr. John Robberson, Executive Director, Ms. Shereen Gamble, Administrative Analyst, Mr. John Kelly, Ottosen Britz Kelly Cooper & Gilbert, Ltd., Mr. John Hunter, AT&T, Ms. Betty Jackson, Village of Dixmoor, Ms. Cherita Moore, Village of Robbins, Mr. Jay Rutili, Deputy Chief Ray Farinella and Chief Burrough Cartrette, Cook County Sheriff's Office, Mr. Owen Wavernik, Newsletter Editor, Mr. John Redzierski, Motorola, and Mr. Terry Bishop, Selden Fox, Ltd.

CALL TO ORDER

Chairman Pritchett opened the meeting at 9:37 a.m.

MOTION TO APPROVE MINUTES

Chairman Pritchett directed the following change should be made to the July 28, 2011 minutes.

BILL PAYMENT RESOLUTION

Mr. Little ~~directed~~ *recommended and the Board concurred* that the Executive Director provide the Board with policy on the usage of the credit card as well as the membership rewards points earned. Executive Director Robberson responded that he will provide this information to the Board as directed.

Mr. Jackson made a motion to approve the minutes of July 28, 2011, as amended; second Mr. McHenry. All in favor. Voice vote. Approved.

PSAP OPERATIONS

EXECUTIVE DIRECTOR'S REPORT

NEWLY APPOINTED COMMUNICATIONS CENTER DIRECTOR

Executive Director Robberson introduced newly appointed Communications Center Director Chief Burrough Cartrette, who has replaced Ms. Denise Roche-Evans, who retired in December 2010.

E.T.S.B.

September 22, 2011

911

Cook County Emergency Telephone System Board
9511 W. Harrison
Des Plaines, IL 60016

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CREDIT CARD POLICY

Executive Director Robberson reported that the first draft of the Board's Credit Card Policy was included in September's agenda for the Board's review. The Credit Card Policy is attached and made a part of these minutes.

Mr. Little motioned, and Ms. Colbert-Mauldin made the second, to adopt the Credit Card Policy as presented. All in favor. Voice vote, approved.

ILLINOIS NENA CONFERENCE

The Illinois NENA Conference will be held in Springfield, IL from October 16 - 19, 2011. An invitation has been extended to the remote site agencies. Any Board member who is interested in attending should contact Ms. Gamble as soon as possible.

MANAGEMENT REPORTS

Executive Director Robberson presented the Management Reports for the month of June 2011. The call volume trend remains consistent, with landline continuing to drop slightly, and wireless calls remain constant.

REMOTE SITE VISITS

Mr. Siedleski reported that he continues monthly remote site visits and attends to the needs of each agency. Mr. Siedleski has addressed several issues at the remote sites such as creating and customizing a tow and ticket reporting database for the Dixmoor Police Department and Phoenix Police Department, providing additional CAD training to Phoenix, installing a UPS solution that will sufficiently address the needs of and connect E9-1-1 telephone lines used to transfer and receive 9-1-1 calls to the UPS at the Robbins Police Department, and working with Stone Park Police Department and Norcomm Public Safety Agency as Stone Park Police Department relocates their dispatching functions to Norcomm. Mr. Siedleski's report is attached and made a part of these minutes.

Mr. Jackson questioned if Phoenix Police Department was underutilizing the CAD system. Mr. Siedleski responded that at the time the Village of Phoenix had an internal system to track tickets and incidents. They have now requested additional CAD training to make the transition to the CAD system. This was previously an issue with the Dixmoor Police Department, however Dixmoor has been active in utilizing the CAD system under the supervision of Ms. Betty Jackson.

Mr. Little questioned if all the remote site agencies are providing at least the minimal level of service and what procedures or guidelines are followed to report issues of concern. Mr. Siedleski responded that at his level of involvement in the remote sites operations, in his opinion they are providing the minimal level of service. Any problems or issues at the remote site agencies that cannot be resolved on site and require additional follow up are reported to the Executive Director who will take the appropriate course of action, which includes, but is not limited to contacting the mayor. Mr. Jackson added that the Board is investing time and money into these communities and systems with the concept of providing the best services possible.

9-1-1 CENTER CLIMATE CONTROL

Executive Director Robberson reported that the State of Illinois Central Management Services has made modifications to the HVAC system, however work still needs to be done to achieve a balance in temperature between Communications Center and the equipment room. It may be necessary to install supplemental equipment which is owned and operated by the County in order to maintain control the temperature of the equipment room which houses 9-1-1 and CAD equipment for both the County and the State.

CAD UPGRADE

Mr. Ruitili provided a status report to the Board regarding the CAD upgrade. Approximately five years ago the CAD system's software was upgraded. In June 2010, the CAD kickoff meeting was held and the goal of the project was to keep the Communications Center and the Sheriff's Office as a whole technically superior. Countywide interoperability on the Sheriff's radio system was a pre-cursor to the CAD upgrade. This CAD upgrade includes new features such as:

- GPS tracking that allows the telecommunicators to view on a map the closest squad car to an incident.
- CAD messages to squad cars.
- Video images from squad cars to CAD.
- Text and data to squad cars.
- Dispatchers can link into video from specific locations if an agreement has been made with the owner.
- The CAD system can be doubled in size and has been designed to host multiple agencies.

Mr. Ruitili stated that credit should be given to the Cook County Board of Commissioners and the Cook County Sheriff for having the foresight to build such a robust state of the art radio system. Chairman Pritchett added that Mr. Farbman, the previous Executive Director, was instrumental in the development of the success of interoperability.

The interface between CAD and the new 9-1-1 telephone system will be crucial. The Board requested that Mr. Ruitili be intimately involved in the purchase of the 9-1-1 telephone system to ensure a successful marriage of the two (2) systems.

Mr. Little complimented Mr. Ruitili on providing the Board with a presentation which clearly highlighted the features of the new CAD. Mr. Little questioned how the Board can be assured that the Communications Center is state of the art and that the level of excellence that is expected is being achieved. Mr. Ruitili responded that the Communications Center has been CALEA certified three (3) times, however due to funding and manpower issues it was no longer feasible to continue. An internal ratings systems could be developed to monitor center operations to ensure that quality of services are being maintained at a level which is expected.

9-1-1 TELEPHONE EQUIPMENT

Executive Director Robberson reported that the finalize RFP for the 9-1-1 telephone equipment was sent to all Board members for review and comments. Mr. Kelly added that he has reviewed the RFP. The RFP is well written and in his opinion it will suit the needs of the Communications Center.

Mr. Little motioned, and Mr. McHenry made the second, to authorize management to release the RFP for the 9-1-1 telephone equipment as presented pending development of a timeline with and the approval of legal counsel.. All in favor. Voice vote, approved.

PUBLIC EDUCATION

Executive Director Robberson reported that Ms. Gamble's educational efforts are well documented in this issue of Answering the Call. Mr. Wavernik added that Ms. Gamble approached Cook County Board President Preckwinkle who graciously made a practice 9-1-1 call at the Village of Dixmoor's Fest. Cook County Board President Preckwinkle's photo and an article on the Village of Dixmoor's Fest will be featured in the next issue of Answering the Call.

Chairman Pritchett also commented on the Answering the Call article regarding the Telecommunicators involvement in identifying a murder victim, stating he is proud of the work that is being done by the Telecommunicators.

FIVE YEAR PLAN

Mr. Jackson reported that he scheduled preliminary meetings with Chairman Pritchett and Executive Director Robberson. The first full Five Year Planning Committee meeting is scheduled in October. The feasibility of consolidation, legislation regarding 9-1-1 surcharge funding and NG technology will be some of the topics of discussion.

LEGISLATIVE UPDATE

Mr. Kelly reported that on August 26, 2011, the Illinois Commerce Commission (ICC) released a survey that confirms that 9-1-1 PSAP's statewide are underfunded and that the surcharge mechanism is in need of an overhaul. NENA has taken the task of summarizing the 136 page report into a two (2) page summary handout for the legislators. In Mr. Kelly's opinion, the ICC is unprepared to deal with NG technology which is broadband based while the current system of wireline is outdated. There are 15 counties applying to the ICC to operate NG 9-1-1 systems.

NENA and APCO have proposals from two (2) consulting firms to rewrite the Emergency Telephone System Act, which will also include language in preparation for Next Generation (NG).

Mr. Kelly and Executive Director Robberson will participate in a legislative roundtable at the Illinois NENA Conference in October.

FINANCIAL REPORT AND BILL PAYMENT RESOLUTION

BILL PAYMENT RESOLUTION

Mr. Terry Bishop, Selden Fox, Ltd, noted that the September Bill Payment Resolution includes a payment of \$945,000 to the County of Cook for reimbursement of salaries for FY2011 through July 30, 2011. The total amount requested of \$998,000 is approximately \$52,000 higher than estimated, therefore a partial payment was issued until the matter can be resolved with the Cook County Comptroller's staff.

Mr. Jackson questioned how the ten (10) mandatory furlough days required to be taken by staff have been reflected in the Compilation Reports. Mr. Bishop responded that the mandatory furlough days will reduce the liability to the County of Cook for salaries. Mr. Little voiced his disappointment that the Board was not made aware of the mandatory furlough days required to take by staff. Chairman Pritchett indicated that although he had discussed the matter with Executive Director Robberson, he should have made the Board aware of the issue. Mr. Little added that the Board should be made aware of all issues that have an impact on the Communications Center and its' operation.

Ms. Colbert-Mauldin motioned, and Mr. Carter made the second, to approve the September Bill Payment Resolution.

Roll Call Vote taken:

Mr. Carter	Yea
Ms. Colbert-Mauldin	Yea
Mr. Holbrook	Yea
Mr. Jackson	Yea
Mr. Little	Yea
Mr. McHenry	Yea
Chairman Pritchett	Yea

The September 2011 Bill Payment Resolution may reflect Surcharge Reallocation Program payments made on behalf of the remote sites agencies. The September 2011 Bill Payment Resolution is attached and made a part of these minutes.

FINANCIAL STATEMENT

Mr. Bishop reviewed the August 2011 Compilation Reports. Mr. Bishop noted that after a closer look at the revenue line item, he determined that some of the hardwire revenue should have been classified as VOIP or wireless. The reclassifications are reflected in these reports. In addition, the next Compilation Reports will add columns for the annual budget and prior month comparisons on the balance sheet.

Ms. Colbert-Mauldin motioned, and Mr. Carter seconded, to receive and file the Compilation Reports for the period ending August 31, 2011.

Roll Call Vote taken:

Mr. Carter	Yea
Ms. Colbert-Mauldin	Yea
Mr. Holbrook	Yea
Mr. Jackson	Yea
Mr. Little	Yea
Mr. McHenry	Yea
Chairman Pritchett	Yea

PROPOSED FY2012 BUDGET

Executive Director Robberson reported that the first draft of the FY2012 Budget will be distributed at the November meeting for the Board's review.

EXECUTIVE SESSION

None conducted.

FOR THE GOOD OF THE ORDER

None.

MOTION TO ADJOURN

Mr. Little motioned, and Mr. McHenry seconded, to adjourn the meeting of September 22, 2011. All in favor. Voice vote, Approved. The September 22, 2011 Cook County Emergency Telephone System Board meeting was adjourned at 11:19 a.m.

Next Meeting
January 26, 2012
Cook County Administration Building
69 W. Washington, 34th Floor
Chicago, IL 60602
9:30 a.m.

Shereen Gamble

Shereen Gamble, Administrative Assistant

10/25/11

Date

John Robberson

John Robberson, Executive Director

10/25/11

Date

Cook County ETSB Meeting
September 22, 2011
9-1-1 Executive Director's Report

CAD Upgrade

As reported at the last ETSB meeting the project timeline for completion of the CAD upgrade had been revised to the fourth quarter of 2011. That timeline has been shifted to the first quarter of 2012 at the request of the Sheriff's Police Department. This decision was made to accommodate the scheduling of personnel who will need to be included in an extensive train the trainer program, and who will then in turn facilitate the training of all other Telecommunicators. The CAD vendor is currently waiting for certification of structural integrity for the placement of equipment on the radio tower in Des Plaines which will establish enhanced point to point connectivity between Des Plaines and Maywood to support data synchronization between the two sites. A two week provisioning workshop for all key project personnel was conducted on-site in August by the vendor. This workshop resulted in significant progress on the configuring of the new CAD system. The vendor was also on-site the week of September 12 working with staff in conducting initial application training and testing of the new system. At the direction of the Board a Motorola representative will be in attendance at the September meeting to make a presentation and answer questions concerning the status of the project.

9-1-1 Telephone Equipment

Per direction received from the Board at the last meeting the latest version of the RFP which the staff has developed for the replacement of the 9-1-1 call taking system has been e-mailed to each Board member. The document is quite detailed due to the technical nature of the project, and the legal requirements governing the process. Staff will provide an overview of the document at the September meeting, and highlight the benefits to be realized from a new system.

Credit Card Policy

Included in your Board packet for review and discussion at the Board meeting is the first draft of a policy governing the use of credit cards. The policy was prepared based on the direction received from the Board at the July meeting, and following consultation with our accounting firm.

Monthly E911 Call Volume and Transfer Report

Included in your Board meeting packet is the Call Volume Report prepared by Mr. Siedleski which summarizes the call volume activity for the month of August, and for the first eight months of the current calendar year.

9-1-1 Center Climate Control

The State has begun making modifications to the existing heating and cool equipment, and has added additional temperature sensing devices to address the issues reported on at the last meeting. There has been a marked improvement in stabilizing the temperature on the dispatch floor. Further modifications and adjustments are being investigated to bring the system into balance between the communications room and the equipment room. Temporary adjustments have been made to provide additional cooling in the interim.

Municipal Tax Objection

Mr. Kelly will be in attendance at the meeting and will brief the Board on the status of the objection filed with the Attorney General, as well as 9-1-1 related legislative initiatives in Springfield.

APCO 2011 Conference

I represented the ETSB at the APCO 2011 Conference in Philadelphia on August 7th through the 11th. The conference attracted attendees from around the world, and provided an outstanding opportunity to meet with leaders in the field of public safety communications. This is the single largest conference devoted strictly to public safety communications. The combination of program offerings, and equipment demonstrations, are of tremendous value in keeping up with the innovations and technologies that are reshaping the world with regard to emergency communications.

Respectfully submitted,



John J. Robberson
Executive Director
Cook County Emergency Telephone System Board

DRAFT

COOK COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

CREDIT CARD POLICY

OVERVIEW

The credit card is intended to provide an efficient, cost-effective method of making purchases.

The credit card is issued with a specific spending limit in a designated individual's name. Eligibility to retain and use a credit card is subject to approval by the Executive Director. Cards may be issued to the following personnel:

<u>Position Title</u>	<u>Spending Limit</u>
Executive Director	\$15,000

The use of the credit card is administered by the Executive Director to ensure generally accepted accounting practices are utilized in reconciling purchases and issuing payment.

CONDITIONS OF USE

- 1) The credit card is to be used only by the person listed on the card.
- 2) The cardholder will ensure the safe custody of the credit card at all times.
- 3) The credit card is to be used only for Cook County Emergency Telephone System Board business related expenditures. The cardholder may place an order with a supplier:
 - a) in person;
 - b) by phone or fax;
 - c) by mail; or
 - d) via the internet only when the site has been confirmed secure.
- 4) Examples of inappropriate uses for the credit card would include:
 - a) personal expenses;
 - b) cash advances;
 - c) alcoholic beverages;
 - d) airline tickets and hotel reservations, unless attending a conference and prior approval has been given by the Executive Director;
 - e) capital purchases;
- 5) The cardholder will ensure sufficient budget funds are available to cover purchases.

- 6) Credit card statements will be sent directly to the Executive Director for payment. The receipts will be submitted to the Executive Director for use in reconciling the card statement and processing payment.
- 7) Any "rewards points" or other incentives earned through the use of the credit card shall be used to the benefit of the Emergency Telephone System Board and are not be redeemed for personal use of the card holder.
- 8) Failure to comply with these conditions of use will result in the withdrawal of the credit card and disciplinary action.
- 9) The credit card is the property of the Cook County Emergency Telephone System Board and will be surrendered at the Board's request or upon resignation, termination or retirement.

Approved: _____

Date

Memo

To: John Robberson, Executive Director E911
From: Victor Siedleski
Date: September 8, 2011
Re: Remote Site Status Report

At the direction of the ETSB, and to better serve our remote site communities, the staff of the Cook County ETSB makes regular monthly visits to assess and attend to the needs of each agency.

Below are examples of remote agency issues recently addressed by the ETSB Staff :

ETSB staff met with Phoenix PD to assist in creating a customized Tow and Ticket Reporting Database. Utilizing the existing network infrastructure and data sharing tools, the ETSB is in the process of crafting a solution for logging and tracking Phoenix's Tows and municipal tickets.

ETSB staff met with Robbins Police Chief Johnny Holmes regarding a recent power outage at Robbins PD. Upon investigation it was discovered that the telephones used to receive transferred E911 calls are not currently on a UPS. ETSB Staff is in the process of acquiring and installing a UPS Solution that will sufficiently address the needs of Robbins in the event of future outages.

ETSB staff worked in co-operation with Stone Park PD, Nor Comm Public Safety and Chicago Communications during Stone Parks dispatch facility relocation to Nor Comm. With less than optimal notice, ETSB staff organized a successful transition of Stone Parks E911 traffic.

Monthly visits to each remote site will continue to focus on maintaining direct contact and providing support as needed.

Respectfully submitted,



Victor Siedleski, Assistant CAD Administrator

Cook County E911 Monthly Call Volume and Transfer Report

August 2011

The following report displays the incoming Call Volume and Transfer Call Volume for the month.

A. Incoming Call Volume by Type:

Statistics gathered by the caller class of service and by caller trunk number.

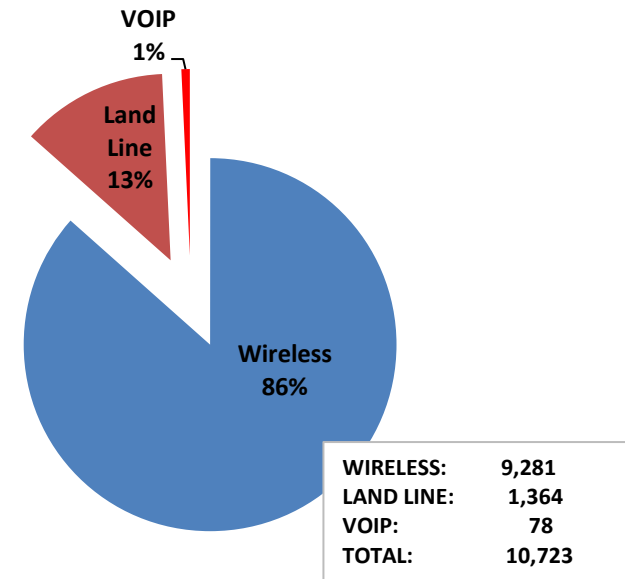
B. E911 Transfer Call Volume:

Chart reflects transfers to ETSB remote sites, Call Volume derived from other agencies, and transfers out to other agencies.

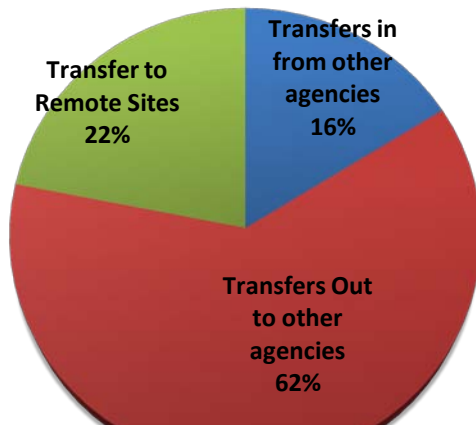
C. Remote Site Transfer Call Volume:

Compares the Transferred Call Volume of each Cook County ETSB remote site for the month.

A. Incoming Call Volume by Type

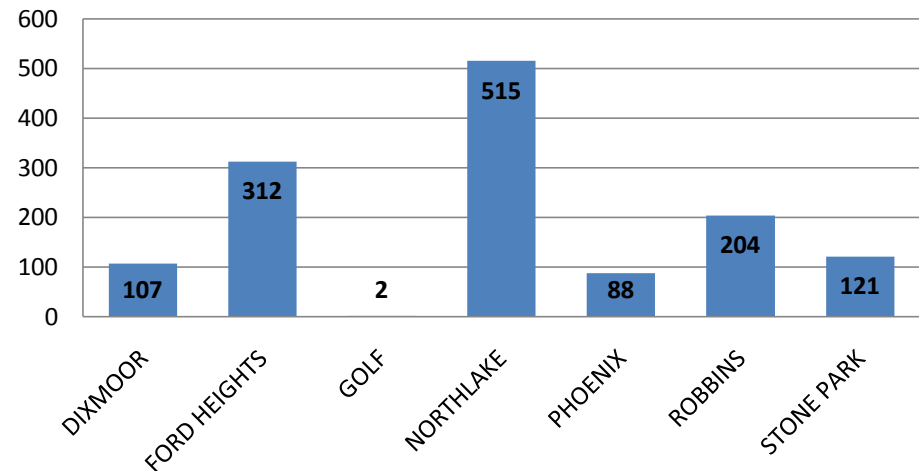


B. E911 Transfer Call Volume



TRANSFERS OUT TO OTHER AGENCIES:	3,817
TRANSFERS TO REMOTE SITES:	1,349
TRANSFERS IN FROM OTHER AGENCIES:	996

C. Remote Site Transfer Call Volume



Cook County E911 5 Year to Date Call Volume Report

2007- 2011

January - August

The data displayed represents calls and incidents created for the months indicated in title.

A. Remote Site Call volume

Compares remote site call volume by agency.

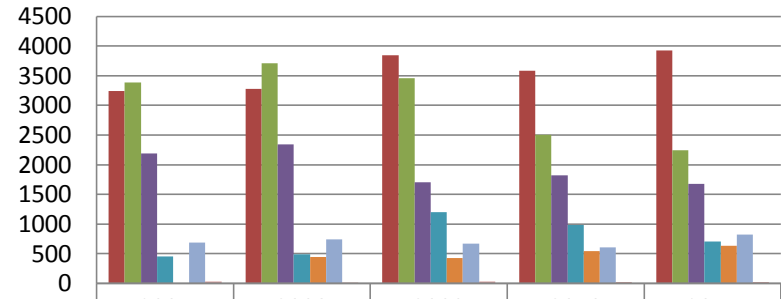
B. 5 Year Call Volume Trend:

Compares incoming E911 call volume by class of service.

C. E-911 Call Transfers

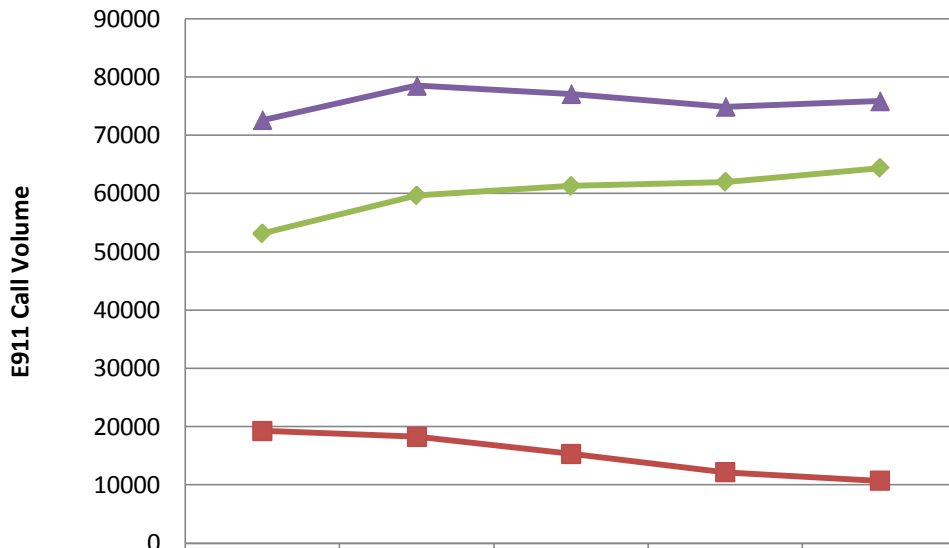
Compares landline and wireless calls transfered to other PSAP's.

A. Remote Site Call Volume



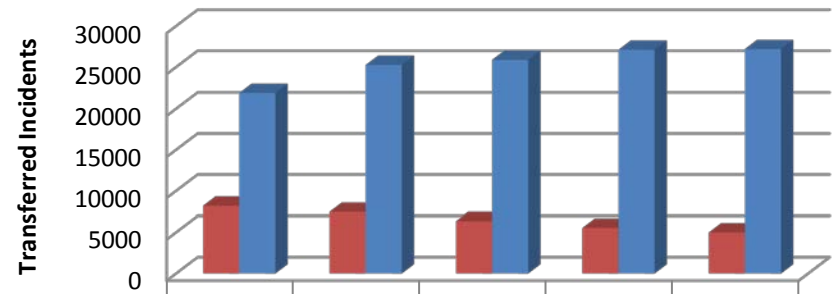
■ NORTHLAKE	3239	3282	3844	3581	3930
■ FORD HTS	3384	3710	3456	2,502	2,243
■ ROBBINS	2186	2341	1704	1,818	1,680
■ PHOENIX	450	487	1204	985	709
■ DIXMOOR	0	446	429	544	635
■ STONE PARK	692	743	666	609	821
■ GOLF	34	13	28	24	22

B. 5 Year E-911 Call Volume Trend



■ Landline	19277	18239	15346	12165	10685
◆ wireless	53171	59667	61286	61992	64364
▲ Total	72620	78511	77096	74909	75856

C. E-911 Call Transfers



■ Land-Line	8190	7463	6350	5542	4998
■ Wireless	21925	25256	25881	27113	27204

**Cook County Emergency Telephone System Board
Compilation Report
For the Period Ended August 31, 2011**

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Selden Fox, LTD.

A PROFESSIONAL CORPORATION
CERTIFIED PUBLIC ACCOUNTANTS
619 Enterprise Drive
Oak Brook, Illinois 60523-8835

630-954-1400
630-954-1327 FAX

email@seldenfox.com
www.seldenfox.com

ACCOUNTANT'S COMPILATION REPORT

Cook County Emergency Telephone
System Board
Des Plaines, Illinois

We have compiled the accompanying statement of net assets of Cook County Emergency Telephone System Board (ETSB) as of August 31, 2011, the related statements of activities and cash flows for the nine months then ended and the statement of activities by period for each of the nine months and for the period ended August 31, 2011. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about ETSB's financial position, results of operations and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

The year to date budget (adopted) and the supplemental schedule of capital outlay on pages 6 through 8 is presented for purposes of additional analysis and has been compiled by us from information that is the representation of management of Cook County Emergency Telephone System Board without audit or review. Accordingly, we do not express an opinion or any other form of assurance on such supplementary information.

We are not independent with respect to Cook County Emergency Telephone System Board.

Selden Fox, Ltd.

September 14, 2011

Cook County Emergency Telephone System Board
Statement of Net Assets
August 31, 2011

Assets	
Current assets:	
Cash and cash equivalents:	
Cash	\$ 6,094,704
Total cash and cash equivalents	6,094,704
Prepaid expenses	85,850
Surcharge receivable	856,574
CADS - Sheriff's Department receivable	111,024
Total current assets	7,148,152
Property and equipment	2,330,831
Less accumulated depreciation	<u>(2,089,063)</u>
Total property and equipment, net	241,768
Total assets	\$ 7,389,920
Liabilities and Net Assets	
Current liabilities:	
Accounts payable	\$ 105,296
Comcast refund payable	203,141
Surcharge reallocation payable	256,414
Surcharge due to others	1,155
Accrued salaries payable	<u>1,065,372</u>
Total current liabilities	1,631,378
Net assets:	
Net assets, unrestricted	<u>5,758,542</u>
Total liabilities and net assets	\$ 7,389,920

See accountant's compilation report.

Cook County Emergency Telephone System Board
Statement of Activities
For the Nine Months Ended August 31, 2011

	Year To Date Actual	Year To Date Budget (Adopted)	Year to Date Variance to Budget (Adopted)
Revenues:			
Hardwire surcharge	\$ 688,921	\$ 570,000	\$ 118,921
Voice over IP	262,018	157,500	104,518
Wireless surcharge	1,170,813	975,000	195,813
Interest and other income	8,299	7,500	799
Total revenues	2,130,051	1,710,000	420,051
Expenditures:			
Personnel services:			
ETSB admin salaries and overtime	379,382	363,000	16,382
Cook County administration fee	111,750	111,750	-
ETSB benefits	90,000	90,000	-
ETSB pension	29,075	48,000	(18,925)
ETSB training and seminars	3,781	15,000	(11,219)
CCSPD training and seminars	16,057	22,500	(6,443)
Membership fees	2,806	2,625	181
ETSB travel	26,269	15,000	11,269
Sheriff salaries and overtime	421,461	405,000	16,461
Sheriff's benefits	69,000	69,000	-
Sheriff pension	28,704	44,250	(15,546)
Employee welfare	5,583	6,000	(417)
Total personnel services	1,183,868	1,192,125	(8,257)
Supplies and materials:			
Postage	1,690	2,250	(560)
Publishing	4,031	5,250	(1,219)
Insurance	13,008	19,511	(6,503)
Public education	1,666	6,375	(4,709)
Office supplies and software	4,028	6,000	(1,972)
Office equipment	261	1,500	(1,239)
Total supplies and materials	24,684	40,886	(16,202)

(cont'd)

**Cook County Emergency Telephone System Board
Statement of Activities (cont'd)
For the Nine Months Ended August 31, 2011**

	Year To Date Actual	Year To Date Budget (Adopted)	Year to Date Variance to Budget (Adopted)
Expenditures (cont'd):			
Equipment maintenance:			
Office equipment	\$ -	\$ 750	\$ (750)
Computer aided dispatch system	129,312	127,875	1,437
UPS and generator	4,693	3,750	943
Data logger/call checker	2,493	1,500	993
911 telephone system	119,073	83,625	35,448
Training/conference room equipment (maint)	-	750	(750)
Miscellaneous (maint)	2,409	2,250	159
Total equipment maintenance	257,980	220,500	37,480
Contractual services:			
Consulting services	-	7,500	(7,500)
Legal/accounting/other	44,892	37,500	7,392
Total contractual services	44,892	45,000	(108)
Communications:			
AT&T language line	1,684	2,625	(941)
911 phone lines-provider monthly recur	126,194	120,000	6,194
911 phone line-provider admin charge	23,782	20,250	3,532
Internet access	226	375	(149)
Ameritech wireless tariff	5,799	6,750	(951)
Communication center admin telephones	5,475	7,500	(2,025)
Total communications	163,160	157,500	5,660
Contingency fund - capital outlay contingencies			
	-	3,750	(3,750)
Total contingencies	-	3,750	(3,750)

(cont'd)

**Cook County Emergency Telephone System Board
Statement of Activities (cont'd)
For the Nine Months Ended August 31, 2011**

	<u>Year To Date Actual</u>	<u>Year To Date Budget (Adopted)</u>	<u>Year to Date Variance to Budget (Adopted)</u>
Expenditures (cont'd):			
Miscellaneous:			
Miscellaneous	\$ 1,002	\$ 750	\$ 252
Board meeting expenses	<u>1,727</u>	<u>1,500</u>	<u>227</u>
Total miscellaneous	<u>2,729</u>	<u>2,250</u>	<u>479</u>
Total expenditures	<u>1,677,313</u>	<u>1,662,011</u>	<u>15,302</u>
Increase in net assets before depreciation	452,738	47,989	404,749
Depreciation expense	<u>12,652</u>	<u>39,375</u>	<u>26,723</u>
Increase in net assets	440,086	<u>\$ 8,614</u>	<u>\$ 431,472</u>
Net assets, beginning of the period	<u>5,318,456</u>		
Net assets, end of the period	<u>\$ 5,758,542</u>		

See accountant's compilation report.

**Cook County Emergency Telephone Board
Statement of Activities by Period
and Schedule of Capital Outlay
For Each Month and the Period Ended June 30, 2011**

	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Year To Date Actual	YTD Budget (Adopted)	Year to Date Variance to Budget (Adopted)
Revenues:										
Hardwire surcharge	\$ 193,231	\$ 106,138	\$ 84,847	\$ 90,718	\$ 133,256	\$ 88,998	\$ 63,333	\$ 766,519	\$ 443,333	\$ 317,188
Voice over IP	12,700	22,483	17,500	17,338	17,500	17,500	17,500	122,501	122,500	1
Wireless surcharge	104,079	104,352	107,619	103,996	76,382	128,995	105,000	728,333	758,333	(30,000)
Interest and other income	693	1,798	535	1,251	598	749	840	6,464	5,833	631
Total revenues	310,703	234,751	210,501	213,301	227,738	234,152	188,673	1,617,817	1,328,999	287,818
Expenditures:										
Personnel services:										
ETSB admin salaries and overtime	101,633	37,624	37,624	37,881	37,763	37,763	35,335	325,603	282,333	43,270
Cook County administration fee	-	-	-	49,667	12,417	12,417	12,417	86,918	86,917	1
ETSB benefits	10,000	10,000	10,000	10,000	10,000	10,000	10,000	70,000	70,000	-
ETSB pension	3,137	3,152	3,152	3,159	3,184	3,184	2,961	21,888	37,333	(15,445)
ETSB training and seminars	-	-	-	-	870	-	2,581	3,451	11,667	(8,216)
CCPSD training and seminars	12,124	60	-	-	887	-	663	13,734	17,500	(3,766)
Membership fees	2,756	50	-	-	-	-	-	2,806	2,042	764
ETSB travel	1,447	847	810	-	4,048	-	14,696	21,848	11,887	10,181
Sheriff's salaries and overtime	43,288	40,617	41,220	41,698	39,089	43,846	40,046	289,700	315,000	(25,300)
Sheriff's benefits	7,667	7,667	7,667	7,667	7,667	7,667	7,667	53,669	53,667	2
Sheriff's pension	2,906	2,906	2,906	2,907	2,906	2,906	2,906	20,343	34,417	(14,074)
Employee welfare	3,159	25	755	-	660	-	803	5,402	4,667	735
Total personnel services	188,115	102,748	104,134	152,856	119,471	117,763	130,275	915,362	927,210	(11,848)
Supplies and materials:										
Postage	385	130	147	-	444	-	435	1,521	1,750	(229)
Publishing	1,344	-	-	-	1,342	-	1,346	4,032	4,083	(51)
Insurance	-	-	-	2,168	2,168	2,168	2,168	8,672	15,175	(6,503)
Public education	-	-	14	-	-	-	-	14	4,958	(4,944)
Office supplies and software	1,040	49	759	(153)	1,799	-	487	3,981	4,667	(686)
Office equipment	-	-	-	-	281	-	-	281	1,167	(906)
Total supplies and materials	2,749	179	920	2,015	6,014	2,168	4,436	18,481	31,800	(13,319)

(cont'd)

**Cook County Emergency Telephone Board
Statement of Activities by Period
and Schedule of Capital Outlay (cont'd)
For Each Month and the Period Ended June 30, 2011**

	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Year To Date Actual	YTD Budget (Adopted)	Year to Date Variance to Budget (Adopted)
Expenditures (cont'd):										
Equipment maintenance:										
Office equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 583	\$ (583)
Computer aided dispatch system	14,925	14,634	14,503	14,209	14,209	(12,336)	14,209	74,353	99,458	(25,105)
UPS and generator	-	-	1,992	-	307	-	2,393	4,692	2,917	1,775
Data logger/call checker	1,682	585	-	-	225	-	-	2,492	1,167	1,325
911 telephone system	-	54,252	9,260	9,261	9,260	9,260	9,260	100,553	65,042	35,511
Training/conference room equipment	-	-	-	-	-	-	-	-	583	(583)
Miscellaneous	2,000	-	325	-	84	-	-	2,409	1,750	659
Total equipment maintenance	18,607	69,471	26,080	23,470	24,085	(3,079)	25,862	184,499	171,500	12,999
Contractual services:										
Consultation services	-	-	-	-	-	-	-	-	5,833	(5,833)
Legal/accounting/other	4,689	3,224	3,068	-	19,500	-	8,091	38,572	29,167	9,405
Total contractual services	4,689	3,224	3,068	-	19,500	-	8,091	38,572	35,000	3,572
Communications:										
AT&T language lines	374	141	298	-	122	-	485	1,420	2,042	(622)
911 phone lines - provider monthly recur	14,541	11,049	19,431	-	16,920	-	38,597	100,538	93,333	7,205
911 phone lines - provider admin charge	6,057	1,402	1,232	1,473	2,818	2,535	-	15,317	15,750	(433)
Internet access	35	-	-	-	-	-	155	190	292	(102)
Ameritech wireless tariff	-	-	3,121	-	1,806	-	871	5,798	5,250	548
Communications center admin telephones	882	728	236	-	1,795	-	845	4,486	5,833	(1,347)
Total communications	21,889	19,320	24,318	1,473	23,281	2,535	40,953	127,749	122,500	5,249
Contingency fund - capital outlay contingencies										
	-	-	-	-	-	-	-	-	2,917	(2,917)
Total contingencies	-	-	-	-	-	-	-	-	2,917	(2,917)

(cont'd)

EMERGENCY TELEPHONE SYSTEM BOARD

Bill Payment Resolution

Whereas the Emergency Telephone System Board of Cook County, Illinois has the need for supplies, equipment and services in coordinating and supervising the implementation and the ongoing maintenance of an emergency telephone system for the unincorporated areas of Cook County and municipalities of Dixmoor, Ford Heights, Golf, Northlake, Phoenix, Robbins and Stone Park; and;

Whereas the Emergency Telephone System Board had received supplies equipment and/or services for the billings for transmitted for payment in the Board meeting of **September 22, 2011** is itemized below;

Now, therefore, be it resolved by the Emergency Telephone System Board of the County of Cook, Illinois that the custodian of the Emergency Telephone System Board make payments in the amounts set forth on behalf of the Emergency Telephone System Board.

PAYEE	EXPLANATIONS	REFERENCE NUMBER ACCOUNT NUMBER	AI	AMOUNT
Selden Fox, Ltd. 619 Enterprise Drive Oak Brook, IL 60523-8834	Monthly Accounting Services provided for the month of July 2011	1535-5304.-7972 5304 Consult/Legal/Accounting		\$1,000.00
Owen Wavrinek 3124 Autumn Lake Drive Aurora, IL 60504	Newsletter	1535-5304-7873 Consultation Legal/Accounting		\$2,891.10
Ottosen Britz Kelly Cooper & Gilbert, Ltd. 1804 North Naper Blvd, Suite 350 Naperville, IL 60563	Legal Retainer Fees July and August 2011	1535-5304-7974 Consultation Legal/Accounting		\$3,000.00
AT&T P.O. Box 8100 Aurora, IL 60507-8100	911 Lines charge	1535-5405-7975 5405 Tele SysExp \$8735.48 5405 Maywood Back Up \$1429.18 5410 Wireless \$2698.04		\$12,862.70
AT&T P.O. Box 8100 Aurora, IL 60507-8100	Endeavor Report	1535-5405-7976		\$1,761.54
FedEx P.O. Box 94515 Palatine, IL 60094-4515	Fed Ex charges	1535-5102-7977 Postage		\$483.27
AT & T Mobility P.O. Box 6428 Carol Stream, IL 60197-6428	Executive Director's cellular phone - Robberson	1535-5411-7978 Cmmunications Center Administrative Telephone		\$156.47
AT & T Mobility P.O. Box 6428 Carol Stream, IL 60197-6428	CAD Administrator's cellular phone - Orrico	1535-5411-7979 Communications Center Administrative Telephone		\$172.84
AT&T Starterline P O Box 105068 Atlanta, GA 30348	Regulatory fees	1535-5405-7980 IBT Monthly Recurring Charges		\$93.42

PAYEE	EXPLANATIONS	REFERENCE NUMBER ACCOUNT NUMBER	AI	AMOUNT
Language Lines Services P O Box202564 Dallas, TX 75320-2564	Language Line Charges	1535-5403-7981 Language Lines		\$673.47
MC.NET 720 Industrial Dr, Unit 121 Cary, IL 60013	1 year e-mail access for S. Gamble	1535-5409-7982 Internet Access		\$35.40
Ice Mountain P.O. Box 856680 Louisville, KY 40285-6680	Comm Center water delivery	1535-5020-7983 Employee Welfare		\$49.98
Office Depot P.O. Box 88040 Chicago, IL 60680-1040	Office Supplies for ETSB	1535-5106-7984 5106 Office Supplies \$14.98 5009.1 CCSPD Train \$108.95 5105 Pub Ed \$3485.95		\$3,608.88
Comcast Cable P.O. Box 3002 Southeastern, PA 19398-3002	cable adapter boxes	1535-5411-7985 Communications Center Administrative Telephone		\$29.42
CMS-Communication Revolving Fund 520 Stratton Office Building Springfield, IL 62706	Office phone, faxes, & modems June and July 2011	1535-5411-7986 Communications Center Administrative Telephone		\$977.55
Motorola 13108 Collection Center Drive, Chicago, IL 60693	CAD System Maintenance FY2011 September 2011 contract \$318,534 Sheriff's PD reimburses one half per Intergovernmental Agreement) monthly payments until PremierOne CAD cutover of \$26,544.50 Sept/Oct Payments	1535-5206-7987 CAD System Maintenance		\$53,089.00
Power Phone P.O. Box 1911 Madison, CT 06443-0900	Dispatch Judo August 3-4, 2011 8 CCPSD dispatchers and 1 Phoenix	1535-5009-7988 5009.2 Training Dixmoor 1476.00 5009.5 Phoenix Train \$369.00		\$1,845.00
Power Phone P.O. Box 1911 Madison, CT 06443-0900	Homeland Security for Dispatchers Hosted by CCSPD Sept 15, 2011 and 2 Phoenix and 2 Dixmoor	1535-5009.5-7989 5009.2 Dixmoor \$418.00 5009.5 Phoenix Train \$418.00		\$836.00
N.E.M.R.T 355 Smoke Tree Plaza North Aurora, IL 60542	Courtesy and Diplomacy for Non- Sworm Personnel October 17, 2011	1535-5009.1-7990 5009.1 Training Sheriff		\$100.00
Illinois APCO 600 Wall Street Glendale Heights, IL 60139	Surviving Dispatch Stress 1 CCSPD TC 9/13/2011	1535-5009.1-7991 Training Sheriff		\$75.00
Chadwicks 5200 West 74 th Street Edina, MN 55439	Board Meeting Expenses July 2011	1535-5902-7992 Board Meeting Expenses		\$129.25
Osco Oil P.O. Box 70 13351 Main St Lemont, IL 60439	generator fuel	1535-5207-7993 UPS & Generator		\$549.40
CDW-G 230 N. Milwaukee Avenue Vernon Hills, IL 60061	MS GSA Office Pro Plus 2010 and Sony AIT Turbo 8MM	1535-5107-7994 5107 Office Equip		\$558.78

PAYEE	EXPLANATIONS	REFERENCE NUMBER ACCOUNT NUMBER	AI	AMOUNT
Air Savers 4400 S. Lawndale Avenue Lyons, IL 60534	Filter replacement for air purification system	1535-5213-7995 Miscellaneous Maintenance		\$1,225.00
S. Stein & Company 1334 N. Kostner Chicago, IL 60651	10 Dispatch Chairs -FY2010 CCSPD SRP funds	0535-2002.1-7996 Sheriff Surcharge Reallocation Program FY2010		\$5,910.00
American Express P.O. Box 0001 Los Angeles, CA 90096-0001	credit card payment	1535-0000-7997 5012 ETSB Travel \$1089.95 5020 Emp Wel \$141.77 5903 Board Mtg Exp \$0.00 5105 Public Education \$298.60 5411 Comm Center Phones \$86.42 5009.1 Sheriff Train \$70.20 5102 Postage \$87.50 5106 Office Supplies \$43.78 5901 Misc (interest late fee) \$209.12 5009 ETSB Train \$201.10		\$2,228.44
County of Cook 118 N. Clark, Room 500 Chicago, IL 60602	reimbursement to Cook County for salaries through July 30, 2011 FY2011 balance due (see attached details) partial payment	1535-5001-7998 Salaries and Wages		\$945,000.00
Cook County Sheriff's Police Department c/o County of Cook 118 N. Clark, Room 500 Chicago, IL 60602	Call taker hire back program and telecommunicator overtime May 2011 SRP Sheriff FY2009	0535-2002.1-7999 Sheriff Surcharge Reallocation Program FY2009		\$13,584.28
Cook County Sheriff's Police Department c/o County of Cook 118 N. Clark, Room 500 Chicago, IL 60602	Call taker hire back program and telecommunicator overtime September 2011 SRP Sheriff FY2009	1535-2002.1-8000 Sheriff Surcharge Reallocation Program FY2009		\$12,242.58
Cook County Sheriff's Police Department c/o County of Cook 118 N. Clark, Room 500 Chicago, IL 60602	Call taker hire back program and telecommunicator overtime October 2011 SRP Sheriff FY2009	1535-2002.1-8001 Sheriff Surcharge Reallocation Program FY2009		\$10,007.40
Crowne Plaza Springfield 3000 South Dirksen Pkwy Springfield, IL 62703	hotel expenses while attending INENA conference in Springfield, IL Oct 16 - 19, 2011 for Gamble, Robberson, Jackson, McHenry, Pryor, Jackson B, Childs	1535-0000-80021 5012 ETSB Travel \$1453.76 5009.2 Dixmoor Train \$396.48 5009.5 Phoenix Train \$396.48 5009.6 Robbins Train \$396.48		\$2,643.20
Word Systems, Inc. 9225 Harrison Park Court, Ste 100 Indiannapolis, IN 46216	repair logging recorder	1535-5208-8003 Data Logging Recorder Maintenance		\$1,075.00
Shereen Gamble 9511 W. Harrison Des Plaines, IL 60016	reimbursement for expenses incurred with attending Illinois State Fair in Springfield, IL August 18, 2011 and July ETSB meeting (see attached details)	1535-5012-8004 ETSB Travel		\$328.18

PAYEE	EXPLANATIONS	REFERENCE NUMBER ACCOUNT NUMBER	AI	AMOUNT
John Robberson 9511 W. Harrison Des Plaines, IL 60016	reimbursement for expenses incurred with attending APCO conference in Philadelphia from Aug 7-11, 2011, meetings in Aurora and Arlington Heights re RFP (see attached details)	1535-5012-8004 5012 ETSB Travel		\$319.25
Victor Siedleski 9511 W. Harrison Des Plaines, IL 60016	reimbursement for expenses incurred with traveling to remote sites (see attached details)	1535-5012-8005 ETSB Travel		\$318.50

Approved and adopted this day, September 22, 2011

 Attest, Albert Pritchett, Chairman

 Date

 Attest, Grace Colbert, Treasurer

 Date

Please forward to the Cook County Treasurer

AGENDA
COOK COUNTY EMERGENCY TELEPHONE SYSTEM BOARD
Thursday, September 22, 2011
Cook County Administration Building, 22nd Floor Conference Room
69 W. Washington, Chicago, IL 60016
9:30 a.m.

Chairman Pritchett
Item #1

MOTION TO APPROVE MINUTES
• July 28, 2011

Mr. Robberson
Item #2

PSAP OPERATIONS

- Executive Director's Report
- Credit Card Policy
- Illinois NENA Conference
- Management Reports
- Remote Site Reports
- Climate Control
- CAD Upgrade
- 9-1-1 Telephone Equipment RFP

Mr. Jackson
Item #3

FIVE YEAR PLAN

Mr. Kelly
Item #4

LEGISLATIVE UPDATE

Mr. Robberson
Item #5

FINANCIAL REPORT

- Bill Payment Resolution
- Proposed FY2012 Budget
- Financial Report

Chairman Pritchett
Item #6

CLOSED SESSION

- Personnel Issues, Pending Litigation

Chairman Pritchett
Item #7

FOR THE GOOD OF THE ORDER

Next Meeting
Thursday, November 17, 2011
Cook County Administration Building, 22nd Floor
69 W. Washington
Chicago, IL 60602
9:30 a.m
