

MEETING OF THE WHEELING/DES PLAINES EMERGENCY TELEPHONE SYSTEM BOARD

MEETING AGENDA

**Location: Scanlon Conference Room Wheeling Village
Hall, 2 Community Blvd, Wheeling, IL**

JULY 14, 2020 – 9:00 A.M.

- 1. Call to Order**
- 2. Roll Call – Police Chiefs, Fire Chiefs, Finance Directors and PSAP Representative**
- 3. Consideration of Meeting Minutes**
- 4. Appointment of Chairman – 1 Year Term**
- 5. Appointment of Secretary – 1 Year Term**
- 6. Determine Annual Meeting Schedule**
- 7. Consideration of Treasurer’s Report**
 - a. Approval of Expenditures July – December 2019
 - b. Approval of 2019 Annual Financial Report
 - c. Approval of Expenditures January – June 2020
 - d. Approval of Financial Report January – June 2020
- 8. Communications Received**
- 9. Agenda Items**
 - a. Report on PSAP – Rocella Rodgers
- 10. Old Business**
 - a. Application for 9-1-1 Modification Plan
 - b. Ratification of Rules of Procedure of the Wheeling-Des Plaines JETSB
- 11. New Business**
- 12. Comments from the Public**
- 13. Adjournment**

MEETING OF THE WHEELING JOINT EMERGENCY TELEPHONE SYSTEM BOARD

MEETING MINUTES

Wheeling Finance Department Conference Room
Wheeling Village Hall
2 Community Blvd, Wheeling, IL 60090

JULY 18, 2019

1. Call to Order

Chairman Mondschain called the meeting to order at 10:03 a.m. on July 18, 2019.

2. Roll Call

Members Present

James Dunne, Wheeling Chief of Police
William Kushner, Des Plaines Chief of Police
Keith MacIsaac, Wheeling Fire Chief
Michael Mondschain, Wheeling Finance Director
Rocella Rodgers, Wheeling PSAP Manager
Alan Wax, Des Plaines Fire Chief
Dorothy Wisniewski, Des Plaines Finance Director

Members Absent

None

Others Present

Joseph Licari, Wheeling Deputy Police Chief
Brian Smith, Wheeling Assistant Finance Director

3. Consideration of Meeting Minutes

Secretary Wax presented the minutes of the November 14, 2018 JETS Board meeting. Chief Dunne made a motion to approve the minutes. The motion was seconded by Chief Kushner and unanimously approved (7-0) by voice vote.

4. Consideration of Treasurer's Report

- a. Financial Reports for the Fiscal Year Ended December 31, 2018. Director Mondschain presented the 2018 year-end financial reports. Director Wisniewski made a motion to approve the reports. The motion was seconded by Chief Kushner and unanimously approved (7-0) by voice vote.
- b. Approval of Expenditure Resolution #2019-01: Approval of Expenditures 11/01/2018 – 12/31/2018. Assistant Director Smith presented the expenditures. A correction was made to note the expenditures were for the period starting November 2018 instead of October 2018 as was included in the Resolution document cover page in the Agenda Packet. Following some discussion and explanations by Assistant Director Smith, Director Wisniewski made a motion to approve Resolution 2019-01, as amended. The motion was seconded by Chief Dunne and unanimously approved (7-0) by voice vote.

- c. Approval of Expenditure Resolution #2019-02: Approval of Expenditures 01/01/2019 – 06/30/2019. Assistant Director Smith presented the expenditures. Chief Wax made a motion to approve Resolution 2019-02. The motion was seconded by Chief Dunne and unanimously approved (7-0) by voice vote.

5. Election of Chairman and Secretary

Chairman Mondschain noted the requirements of the Intergovernmental Agreement that established the Wheeling Joint Emergency Telephone System Board that the Chairman and Secretary be elected annually.

Chief Dunne made a motion nominating Director Mondschain to continue as Board Chairman for 2019. The motion was seconded by Director Wisniewski and unanimously approved (7-0) by voice vote.

Chief Kushner made a motion nominating Manager Rodgers as Board Secretary for 2019. The motion was seconded by Chief MacIsaac and unanimously approved (7-0) by voice vote.

6. Communications Received – None

7. Agenda Items

- a. Report on PSAP and Police Department dispatching – Dispatch Center Manager Rodgers reported on the following:
- i. The three Division Goals:
 - A. QA Program. The new program has been implemented, albeit manually. There is a noted marked increase in the levels of performance and accuracy. Between January and July, there has been 100% compliance with radio dispatch benchmarks, and call-intake is going very well, with some minor “lagers” and remediation implemented.
 - B. Phone System Implementation. The equipment was delivered on 7/12/19, and is expected to be installed on 7/22/19, with a “go-live” date expected in mid-October. This is the system shared with Northbrook PD and RED Center. The text-to-911 portion of Next-Generation-911 (NG911) has begun. The PSAP is recording visual CAD system screens. Multi-media NG911 is planned for the 2020 budget. There will be some Illinois grant funds available for module implementation in 2020.
 - C. CAD System Upgrade. The “go-live” date is expected in November, 2019.
 - ii. Alarm Monitoring. This equipment is still being replaced. The project is behind the expected timeline, but is still moving forward.
 - iii. The PSAP implemented Rapid-SOS, which is a “pre-cursor” to NG911. There have been three of four uses, and the system worked well.
 - iv. The Uninterrupted Power System (UPS) worked well during a recent power failure. This was the first test of the system.
 - v. Starcom software and hardware have been updated. Des Plaines PD is still having some noise issues with the Cook County radios – further related discussions will be held.
 - vi. The Center has been tracking the 2-minute logs on priority-1 calls. There is concern about some delay on priority-1 calls, which will be reviewed. There may be a change to remove report-delayed incidents from priority-1 classification and place them in priority-2.
 - vii. Manager Rodgers is working with Chief MacIsaac on Reverse-911 community alerting.
 - viii. Manager Rodgers will be working with Northbrook PD and RED Center to draft a Continuity-of-Operations plan. The state may require this in 2021, but Wheeling/Northbrook/RED seek to do so now for clear operational benefit.

In response to a question from Chief Kushner on the possibility of removing the dark back-up PSAP from Des Plaines City Hall, Manager Rodgers reported that such cannot be accomplished until the State

approves the 9-1-1 System modification. It is hoped that such approval is received by the end of 2019 or the first quarter of 2020 at the latest.

- b. Report on Fire Department dispatching at RED Center. Chief MacIsaac reported that the RED Center CAD update is complete. He also noted that RED is still in the process of rolling-out the USDD system for station-alerting. All agencies need to be fully compliant by the end of 2021. Wheeling transitioned two of their stations, with the third as part of new station construction expected in 2020. Des Plaines' one station installation is ongoing, with an additional one per year planned for the next two years. Wheeling experienced some implementation issues with AT&T and Call-One, but no operational glitches. In response to questions, it was noted that the USDD System has provisions for back-up should the main system fail. Chief Wax also reported on the passing of RED Center Executive Director Chris Lienhardt's wife. Director Lienhardt is expected back to full duties in August; Assistant Director Christian Lyons is the point-person at RED Center in the interim.

8. Old Business

- a. Discussion of 9-1-1 Modification Plan application and the relocation of the Backup PSAP following the implementation of the Next Generation 9-1-1 Network as approved during the 11-14-2018 meeting. Manager Rodgers presented the application to the Board. She noted that the implementation of the phone system in partnership with Northbrook and RED Center are making efficiencies possible, and this is one example. Currently, 911 trunks back-up to three different locations. This will streamline those backups, such that the first level of backup to the Wheeling PSAP will be Northbrook or RED Center, but the second level of backup would become the Northwest Central Dispatch System. In order to implement the proposed system, an application needs to be submitted to the State 9-1-1 Advisory Board, which is the document in the packet. It was noted that the agenda packet has some documents out-of-order related to this item. The application includes the Backup PSAP Agreement and the Network Diagram as attachments. The Backup Agreement was in the agenda packet as Attachment G (on page 45 of 50). Also included in this item in the agenda packet was an email from the GIS Consortium vendor MGP describing their involvement with preparing Consortium members for NG911. This email is NOT part of the application being submitted to the state.

Chief MacIsaac noted that the RED Center Bylaws, which were created prior to the RED Center Backup Dispatch Center located in the MABAS Readiness Center, require each department to have a back-up plan in case RED Center "goes down." He noted that the phone system collaboration with RED Center and the Wheeling CAD System upgrade allows potential future use of the Wheeling Dispatch Center as Wheeling FD's and Des Plaines FD's backup.

- b. Public Safety Answering Point Agreement with the Northwest Central Dispatch System. Following discussion of item 8.a., above, Chief MacIsaac made a motion to ratify the Alternate Public Safety Answering Point Agreement with the Northwest Central Dispatch System. The motion was seconded by Chief Dunne and unanimously approved (7-0) by voice vote.

9. New Business

- a. Discussion of proposed Rules of Procedure of the Board. Chief Wax noted that the Intergovernmental Agreement that established the Wheeling Joint Emergency Telephone System Board provides that the Board may adopt bylaws and rules of procedure. Additionally, the Agreement requires the Board to adopt rules allowing Board Members to attend and participate in Board meetings by means other than physical presence, in accordance with the Illinois Open Meetings Act (OMA). Chief Wax presented a draft of proposed rules of procedure that were based on the rules of procedure adopted by the Des Plaines ETSB before the merger with Wheeling, and that also included the remote-participation OMA requirement. Chief Wax noted that the definition of the word "Code" could be eliminated from the list of definitions, as the term was not used anywhere else in the document. There was some discussion on the proposal. By

consensus, it was agreed that a section should be added that includes language similar to language in the Wheeling Municipal Code regarding limits to public comments (including allowed subject matter, when comments are allowed in the agenda, time-limits, etc.). It is anticipated that Wheeling's attorney will review the proposed rules of procedure and the Board will adopt them at its next meeting.

10. Comments from the Public – There were no members of the public present, and thus no comments.

11. Adjournment

Chief Dunne made a motion to adjourn the meeting. The motion was seconded by Chief MacIsaac and unanimously approved (7-0) by voice vote. Chairman Mondschain adjourned the meeting at 10:47 a.m.

Respectfully submitted,

Rocella M. Rodgers, Secretary

DRAFT for Approval

SUNGARD PENTAMATION
 DATE: 07/06/2020
 TIME: 17:05:20

VILLAGE OF WHEELING
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 1
 AUDIT21

SELECTION CRITERIA: orgn.fund='15'
 ACCOUNTING PERIODS: 6/19 THRU 13/19

SORTED BY: FUND,DEPT,ACCOUNT

TOTALED ON: FUND,DEPT

PAGE BREAKS ON: FUND,DEPT

FUND - 15 - EMERGENCY TELEPHONE SYS
 ORGANIZATION - 15 - EMERGENCY TELEPHONE SYS

ACCOUNT	DATE	T/C	PURCHASE O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
15 - EMERGENCY TELEPHONE SYS										
5101						3,420.00	3,420.00	.00	BEGINNING BALANCE	
	01/28/20	19-13		20192163			-349.20		RESET DIS SAL TO 68.24%	
	02/26/20	19-13		20192241			6.30		DISP SALARY ADJUST	
	04/06/20	19-13		20192278			83.25		ADJ DISP SAL ACCRUAL	
TOTAL		LONGEVITY				3,420.00	3,160.35	.00		259.65
5102						.00	.00	.00	BEGINNING BALANCE	
TOTAL		OVERTIME				.00	.00	.00		.00
5104						1,213,919.00	512,953.34	.00	BEGINNING BALANCE	
	06/28/19	19-6		20190989			93,895.16		RECLASS 76% DISP SAL ACC	
	07/29/19	19-7		20191193			93,895.16		RECLASS 76% DISP - JULY	
	08/22/19	19-8		20191333			93,895.16		RECLASS 76% DISP SAL ACCR	
	09/24/19	19-9		20191512			93,895.16		RECLASS 76% DISP SAL ACCR	
	10/21/19	19-10		20191668			93,895.16		RECLASS 76% DISP SAL ACCR	
	11/27/19	19-11		20191878			141,286.18		RECLASS 76% DISP SAL ACCR	
	12/26/19	19-12		20192037			95,302.07		RECLASS 76% DISP SALARIES	
	01/28/20	19-13		20192163			-98,668.75		RESET DIS SAL TO 68.24%	
	02/26/20	19-13		20192241			2,392.81		DISP SALARY ADJUST	
	04/06/20	19-13		20192278			30,346.71		ADJ DISP SAL ACCRUAL	
TOTAL		SALARIES				1,213,919.00	1,153,088.16	.00		60,830.84
5105						.00	.00	.00	BEGINNING BALANCE	
TOTAL		LOCAL TRAINING & MEETINGS				.00	.00	.00		.00
5106						.00	.00	.00	BEGINNING BALANCE	
TOTAL		UNIFORM ALLOWANCE				.00	.00	.00		.00
5108						218,155.00	93,623.41	.00	BEGINNING BALANCE	
	06/28/19	19-6		20190989			17,959.04		RECLASS 76% DISP SAL ACC	
	07/29/19	19-7		20191193			17,550.01		RECLASS 76% DISP - JULY	

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION
 DATE: 07/06/2020
 TIME: 17:05:20

VILLAGE OF WHEELING
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 3
 AUDIT21

SELECTION CRITERIA: orgn.fund='15'
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SORTED BY: FUND,DEPT,ACCOUNT

TOTALED ON: FUND,DEPT

PAGE BREAKS ON: FUND,DEPT

FUND - 15 - EMERGENCY TELEPHONE SYS
 ORGANIZATION - 15 - EMERGENCY TELEPHONE SYS

ACCOUNT	DATE	T/C	PURCHASE O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
5207	IS SERV & MAINT AGREEMENT (cont'd)									
	02/03/20	19-13		20192173			-1,630.86		REVERSE NOV FIBER OP ACCR	
	02/07/20	18-13	19001662-01		1795 MOTOROLA SOLUTIO			-274,524.65	PRIOR YEAR ENCUMBRANCE	
	02/19/20	19-13		20192212			1.72		ADDTL DEC FIBER OPTICS	
TOTAL			IS SERV & MAINT AGREEMENT			149,769.00	99,512.75	.00		50,256.25
5212	EMPLOYEE HEALTH INSURANCE					183,535.00	90,960.93	.00	BEGINNING BALANCE	
	06/28/19	19-6		20190989			14,872.90		RECLASS 76% DISP SAL ACC	
	07/29/19	19-7		20191193			14,839.99		RECLASS 76% DISP - JULY	
	08/22/19	19-8		20191333			14,858.10		RECLASS 76% DISP SAL ACCR	
	09/24/19	19-9		20191512			14,857.00		RECLASS 76% DISP SAL ACCR	
	10/21/19	19-10		20191668			14,857.00		RECLASS 76% DISP SAL ACCR	
	11/27/19	19-11		20191878			14,857.00		RECLASS 76% DISP SAL ACCR	
	01/28/20	19-13		20192163			-18,389.46		RESET DIS SAL TO 68.24%	
	02/26/20	19-13		20192241			331.77		DISP SALARY ADJUST	
	04/06/20	19-13		20192278			4,384.08		ADJ DISP SAL ACCRUAL	
TOTAL			EMPLOYEE HEALTH INSURANCE			183,535.00	166,429.31	.00		17,105.69
5220	MAINT OFF/SPEC EQUIPMENT					.00	.00	.00	BEGINNING BALANCE	
TOTAL			MAINT OFF/SPEC EQUIPMENT			.00	.00	.00		.00
5221	MAINT RADIO EQUIPMENT					.00	.00	.00	BEGINNING BALANCE	
TOTAL			MAINT RADIO EQUIPMENT			.00	.00	.00		.00
5222	MEMBERSHIP DUES					.00	.00	.00	BEGINNING BALANCE	
TOTAL			MEMBERSHIP DUES			.00	.00	.00		.00
5231	REG & SPCL AGENCY ASSESS					374,233.00	148,019.00	327,197.00	BEGINNING BALANCE	
	06/26/19	21-7	19000193-01	41470	2185 RED CENTER		29,215.00	-29,215.00	DISPATCH SERVICE-JUNE	
	06/26/19	21-7	19000193-01	41470	2185 RED CENTER		29,215.00	-29,215.00	DISPATCH SERVICE-JULY	
	07/25/19	21-7	19000193-01	41574	2185 RED CENTER		29,215.00	-29,215.00	DISPATCH SERVICE-AUG	
	08/22/19	21-8	19000193-01	41753	2185 RED CENTER		29,215.00	-29,215.00	DISPATCH SERVICE-SEPT	
	10/02/19	21-10	19000193-01	41936	2185 RED CENTER		29,215.00	-29,215.00	DISPATCH SERVICE-OCT	
	10/30/19	21-11	19000193-01	42062	2185 RED CENTER		29,215.00	-29,215.00	DISPATCH SERVICE-NOV	
	11/27/19	21-12	19000193-01	42180	2185 RED CENTER		29,215.00	-29,215.00	DISPATCH SERVICE-DEC	

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION
 DATE: 07/06/2020
 TIME: 17:05:20

VILLAGE OF WHEELING
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 4
 AUDIT21

SELECTION CRITERIA: orgn.fund='15'
 ACCOUNTING PERIODS: 6/19 THRU 13/19

SORTED BY: FUND,DEPT,ACCOUNT

TOTALED ON: FUND,DEPT

PAGE BREAKS ON: FUND,DEPT

FUND - 15 - EMERGENCY TELEPHONE SYS
 ORGANIZATION - 15 - EMERGENCY TELEPHONE SYS

ACCOUNT	DATE	T/C	PURCHASE O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
5231	REG & SPCL AGENCY ASSESS (cont'd)									
	01/09/20	18-13	19000193-01		2185 RED CENTER			-122,692.00	PRIOR YEAR ENCUMBRANCE	
TOTAL	REG & SPCL AGENCY ASSESS					374,233.00	352,524.00	.00		21,709.00
5238	TELE-COMMUNICATION SERV					23,950.00	.00	.00	BEGINNING BALANCE	
	06/12/19	19-6		20190900			9,522.72		RECLASS AT&T WIRELESS DAT	
	06/13/19	18-6	19000105-01		2305 AT&T GLOBAL SERV			9,522.72	CHANGE ORDER - 1	
	07/10/19	21-7	19000105-01	41514	2305 AT&T GLOBAL SERV		1,587.12	-1,587.12	WIRELESS MAINT.-JUL	
	08/14/19	21-8	19000105-01	41686	2305 AT&T GLOBAL SERV		1,587.12	-1,587.12	WIRELESS DATA-AUG	
	09/11/19	21-9	19000105-01	41818	2305 AT&T GLOBAL SERV		1,587.12	-1,587.12	WIRELESS DATA-SEPT	
	10/17/19	21-10	19000105-01	41954	2305 AT&T GLOBAL SERV		1,587.12	-1,587.12	WIRELESS DATA-OCT	
	10/28/19	17-10	19002148-01		2305 AT&T GLOBAL SERV			1,496.25	911 WORK ORDER	
	10/30/19	21-11	19002148-01	42035	2305 AT&T GLOBAL SERV		1,496.25	-1,496.25	911 LINE WORK ORDER	
	11/25/19	17-11	19002334-01		253 AT&T CORP			293.84	911	
	11/27/19	21-11	19002334-01	42129	253 AT&T CORP		293.84	-293.84	911 VOLUME REPAIRS	
	12/17/19	19-12		20192005			1,440.00		RECLASS 911 MNT WORDSYS	
	12/23/19	19-12		20192027			11,260.99		RECLASS NG911 EXPENDITURE	
	12/23/19	17-12	19002484-01		1795 MOTOROLA SOLUTIO			600.00	911 FIBER	
	12/26/19	21-12	19002484-01	42286	1795 MOTOROLA SOLUTIO		600.00	-600.00	911 FIBER	
	01/06/20	21-13	19000105-01		2305 AT&T GLOBAL SERV		.00	-3,174.24	MAINT WIRELESS DATA SERVI	
	01/09/20	19-13		20192093			-25,779.99		RECLASS NG911 EXPENSE	
	01/09/20	19-13		20192091			13,079.00		RECLASS NG911 EXPENDITURE	
	01/28/20	19-13		20192162			3,174.24		ACCRUE NOV/DEC WIRELESS	
	02/19/20	19-13		20192214			-3,174.24		REVERSE NOV,DEC WIRELESS	
TOTAL	TELE-COMMUNICATION SERV					23,950.00	18,261.29	.00		5,688.71
5302	BOOKS & SUBSCRIPTIONS					.00	.00	.00	BEGINNING BALANCE	
TOTAL	BOOKS & SUBSCRIPTIONS					.00	.00	.00		.00
5313	IS MISC EQPT & SUPPLIES					.00	.00	.00	BEGINNING BALANCE	
TOTAL	IS MISC EQPT & SUPPLIES					.00	.00	.00		.00
5315	SMALL TOOLS & EQUIPMENT					.00	.00	.00	BEGINNING BALANCE	
TOTAL	SMALL TOOLS & EQUIPMENT					.00	.00	.00		.00
5317	MISC OPERATING SUPPLIES					.00	.00	.00	BEGINNING BALANCE	

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION
 DATE: 07/06/2020
 TIME: 17:05:20

VILLAGE OF WHEELING
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 5
 AUDIT21

SELECTION CRITERIA: orgn.fund='15'
 ACCOUNTING PERIODS: 6/19 THRU 13/19

SORTED BY: FUND,DEPT,ACCOUNT

TOTALED ON: FUND,DEPT

PAGE BREAKS ON: FUND,DEPT

FUND - 15 - EMERGENCY TELEPHONE SYS
 ORGANIZATION - 15 - EMERGENCY TELEPHONE SYS

ACCOUNT	DATE	T/C	PURCHASE O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
5317										
TOTAL						.00	.00	.00		.00
5318						.00	.00	.00	BEGINNING BALANCE	
TOTAL						.00	.00	.00		.00
5323						.00	.00	.00	BEGINNING BALANCE	
TOTAL						.00	.00	.00		.00
5327						.00	.00	.00	BEGINNING BALANCE	
TOTAL						.00	.00	.00		.00
5412						.00	.00	.00	BEGINNING BALANCE	
TOTAL						.00	.00	.00		.00
5707						.00	.00	.00	BEGINNING BALANCE	
TOTAL						.00	.00	.00		.00
TOTAL DEPT - TITLE NOT FOUND						2,169,131.00	2,016,796.17	.00		152,334.83
TOTAL FUND - EMERGENCY TELEPHONE SYS						2,169,131.00	2,016,796.17	.00		152,334.83
TOTAL REPORT						2,169,131.00	2,016,796.17	.00		152,334.83

Expenditures previously approved - (\$1,037,413.09)

Expenditures to approve - \$979,383.08

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

WHEELING JOINT EMERGENCY TELEPHONE SYSTEM BOARD

BALANCE SHEET

FOR THE FISCAL YEAR ENDED DECEMBER 31, 2019

ASSETS

Cash and investments	\$ -
Accounts Receivable	694,991.59
Prepaid items	<u>300.00</u>
Total assets	<u><u>\$ 695,291.59</u></u>

LIABILITIES

Accounts Payable	\$ 4,892.58
Due to General Fund	<u>690,399.01</u>
Total liabilities	<u>695,291.59</u>

FUND BALANCES

Nonspendable - Prepaid items	300.00
Unrestricted (deficit)	<u>(300.00)</u>
Total fund balances	<u>-</u>

TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	<u><u>\$ -</u></u>
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WHEELING JOINT EMERGENCY TELEPHONE SYSTEM BOARD

**STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

FOR THE FISCAL YEAR ENDED DECEMBER 31, 2019

	Budget	Actual	Difference
REVENUES			
Charges for Services			
911 Surcharges - Wheeling	\$ 640,000.00	\$ 622,914.84	\$ (17,085.16)
911 Surcharges - Des Plaines	1,505,000.00	1,390,684.44	(114,315.56)
Investment Income	24,131.00	3,196.89	(20,934.11)
Miscellaneous	-	-	-
	<hr/>	<hr/>	<hr/>
Total revenues	2,169,131.00	2,016,796.17	(152,334.83)
	<hr/>	<hr/>	<hr/>
EXPENDITURES			
Public Safety			
Longevity	3,420.00	3,160.35	(259.65)
Salaries	1,213,919.00	1,153,088.16	(60,830.84)
Employer Contributions	218,155.00	221,543.32	3,388.32
Sick Leave Allowance	2,150.00	2,276.99	126.99
IS Service & Maintenance Agreements	149,769.00	99,512.75	(50,256.25)
Employee Health Insurance	183,535.00	166,429.31	(17,105.69)
Reg & Special Agency	374,233.00	352,524.00	(21,709.00)
Telecommunication Services	23,950.00	18,261.29	(5,688.71)
	<hr/>	<hr/>	<hr/>
Total expenditures	2,169,131.00	2,016,796.17	(152,334.83)
	<hr/>	<hr/>	<hr/>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<hr/>	<hr/>	<hr/>
	-	-	-
	<hr/>	<hr/>	<hr/>
OTHER FINANCING SOURCES (USES)			
Transfers in	-	-	-
Transfers (out)	-	-	-
	<hr/>	<hr/>	<hr/>
Total other financing sources (uses)	-	-	-
	<hr/>	<hr/>	<hr/>
NET CHANGE IN FUND BALANCE	<hr/>	<hr/>	<hr/>
	-	-	-
	<hr/>	<hr/>	<hr/>
FUND BALANCE (DEFICIT), JANUARY 1		-	-
		<hr/>	<hr/>
FUND BALANCE (DEFICIT), OCTOBER 31		\$ -	\$ -
		<hr/>	<hr/>

SUNGARD PENTAMATION
 DATE: 07/06/2020
 TIME: 13:27:05

VILLAGE OF WHEELING
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 1
 AUDIT21

SELECTION CRITERIA: orgn.fund='15'
 ACCOUNTING PERIODS: 1/20 THRU 6/20

SORTED BY: FUND,DEPT,ACCOUNT

TOTALED ON: FUND,DEPT

PAGE BREAKS ON: FUND,DEPT

FUND - 15 - EMERGENCY TELEPHONE SYS
 ORGANIZATION - 15 - EMERGENCY TELEPHONE SYS

ACCOUNT	DATE	T/C	PURCHASE O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
15 - EMERGENCY TELEPHONE SYS										
5101						.00	.00	.00	BEGINNING BALANCE	
	01/01/20	11-1				3,030.00			POSTED FROM BUDGET SYSTEM	
	01/10/20	22-1					800.00		PAYROLL CHARGES	
	01/24/20	19-1		20200090			2,554.20		RECLASS 59.4% DISP SALARY	
TOTAL		LONGEVITY				3,030.00	3,354.20	.00		-324.20
5102						.00	.00	.00	BEGINNING BALANCE	
	01/01/20	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL		OVERTIME				.00	.00	.00		.00
5104						.00	.00	.00	BEGINNING BALANCE	
	01/01/20	11-1				1,000,200.00			POSTED FROM BUDGET SYSTEM	
	01/24/20	19-1		20200090			66,966.41		RECLASS 59.4% DISP SALARY	
	02/24/20	19-2		20200262			74,664.05		RECLASS 59.4% DIS SAL ACC	
	03/25/20	19-3		20200432			73,833.62		RECLASS DISP SAL ACC 59.4	
	04/21/20	19-4		20200572			73,496.16		RECLASS DISP SAL APR	
	05/28/20	19-5		20200755			109,484.99		MAY DISP SAL 59.4% RECLAS	
	06/30/20	19-6		20200949			76,310.63		RECLASS DISP SAL ACCR JUN	
TOTAL		SALARIES				1,000,200.00	474,755.86	.00		525,444.14
5105						.00	.00	.00	BEGINNING BALANCE	
	01/01/20	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL		LOCAL TRAINING & MEETINGS				.00	.00	.00		.00
5106						.00	.00	.00	BEGINNING BALANCE	
	01/01/20	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL		UNIFORM ALLOWANCE				.00	.00	.00		.00
5108						.00	.00	.00	BEGINNING BALANCE	
	01/01/20	11-1				200,675.00			POSTED FROM BUDGET SYSTEM	
	01/24/20	19-1		20200090			13,446.50		RECLASS 59.4% DISP SALARY	

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION
 DATE: 07/06/2020
 TIME: 13:27:05

VILLAGE OF WHEELING
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 3
 AUDIT21

SELECTION CRITERIA: orgn.fund='15'
 ACCOUNTING PERIODS: 1/20 THRU 6/20

SORTED BY: FUND,DEPT,ACCOUNT

TOTALED ON: FUND,DEPT

PAGE BREAKS ON: FUND,DEPT

FUND - 15 - EMERGENCY TELEPHONE SYS
 ORGANIZATION - 15 - EMERGENCY TELEPHONE SYS

ACCOUNT	DATE	T/C	PURCHASE O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
5212										
	02/24/20	19-2		20200262			11,990.19		RECLASS 59.4% DIS SAL ACC	
	03/25/20	19-3		20200432			11,673.93		RECLASS DISP SAL ACC 59.4	
	04/21/20	19-4		20200572			11,001.62		RECLASS DISP SAL APR	
	05/28/20	19-5		20200755			11,342.30		MAY DISP SAL 59.4% RECLAS	
	06/30/20	19-6		20200949			12,040.66		RECLASS DISP SAL ACCR JUN	
TOTAL						138,420.00	82,029.09	.00		56,390.91
5220						.00	.00	.00	BEGINNING BALANCE	
	01/01/20	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL						.00	.00	.00		.00
5221						.00	.00	.00	BEGINNING BALANCE	
	01/01/20	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL						.00	.00	.00		.00
5222						.00	.00	.00	BEGINNING BALANCE	
	01/01/20	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL						.00	.00	.00		.00
5231						.00	.00	.00	BEGINNING BALANCE	
	01/01/20	11-1				385,460.00			POSTED FROM BUDGET SYSTEM	
	01/09/20	21-1	19000193-01	42322	2185 RED CENTER		29,215.00	-29,215.00	DISPATCH SERVICE-JAN	
	01/09/20	17-1	19000193-01		2185 RED CENTER			122,692.00	ENCUMB CARRIED FORWARD	
	01/23/20	21-1	19000193-01	42400	2185 RED CENTER		29,215.00	-29,215.00	DISPATCH SERVICE-FEB	
	02/20/20	21-2	19000193-01	42526	2185 RED CENTER		29,215.00	-29,215.00	DISPATCH SERVICE-MAR	
	04/01/20	21-4	19000193-01	42715	2185 RED CENTER		29,215.00	-35,047.00	DISPATCH SERVICE-APR	
	05/07/20	17-5	20000851-01		2185 RED CENTER			251,176.00	DISPATCH SERVICE	
	05/14/20	21-5	20000851-01	42839	2185 RED CENTER		31,397.00	-31,397.00	DISPATCH SERVICE-MAY	
	06/25/20	21-6	20000851-01	43463	2185 RED CENTER		31,397.00	-31,397.00	DISPATCH SERVICE-JUN	
	06/25/20	21-6	20000851-01	43463	2185 RED CENTER		31,397.00	-31,397.00	DISPATCH SERVICE-JUL	
TOTAL						385,460.00	211,051.00	156,985.00		17,424.00
5238						.00	.00	.00	BEGINNING BALANCE	
	01/01/20	11-1				8,500.00			POSTED FROM BUDGET SYSTEM	
TOTAL						8,500.00	.00	.00		8,500.00

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION
 DATE: 07/06/2020
 TIME: 13:27:05

VILLAGE OF WHEELING
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 4
 AUDIT21

SELECTION CRITERIA: orgn.fund='15'
 ACCOUNTING PERIODS: 1/20 THRU 6/20

SORTED BY: FUND,DEPT,ACCOUNT

TOTALED ON: FUND,DEPT

PAGE BREAKS ON: FUND,DEPT

FUND - 15 - EMERGENCY TELEPHONE SYS
 ORGANIZATION - 15 - EMERGENCY TELEPHONE SYS

ACCOUNT	DATE	T/C	PURCHASE O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
5302						.00	.00	.00	BEGINNING BALANCE	
	01/01/20	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL						.00	.00	.00		.00
5313						.00	.00	.00	BEGINNING BALANCE	
	01/01/20	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL						.00	.00	.00		.00
5315						.00	.00	.00	BEGINNING BALANCE	
	01/01/20	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL						.00	.00	.00		.00
5317						.00	.00	.00	BEGINNING BALANCE	
	01/01/20	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL						.00	.00	.00		.00
5318						.00	.00	.00	BEGINNING BALANCE	
	01/01/20	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL						.00	.00	.00		.00
5323						.00	.00	.00	BEGINNING BALANCE	
	01/01/20	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL						.00	.00	.00		.00
5327						.00	.00	.00	BEGINNING BALANCE	
	01/01/20	11-1				26,000.00			POSTED FROM BUDGET SYSTEM	
	02/06/20	21-2	20000335-01	NRX UPGRADE	9051 WORD SYSTEMS INC		765.00	-765.00	NRX UPGRADE	
	02/06/20	21-2	20000335-01	NRX UPGRADE	9051 WORD SYSTEMS INC		-765.00	765.00	NRX UPGRADE	
	02/06/20	21-2	20000335-01	NRX UPGRADE	9051 WORD SYSTEMS INC		382.50	-765.00	NRX UPGRADE	
	02/06/20	21-2	20000335-01	NRX UPGRADE	9051 WORD SYSTEMS INC		-382.50	765.00	NRX UPGRADE	
	02/06/20	21-2	20000335-01	V7080	9051 WORD SYSTEMS INC		382.50	-382.50	NRX UPGRADE	

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION
 DATE: 07/06/2020
 TIME: 13:27:05

VILLAGE OF WHEELING
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 5
 AUDIT21

SELECTION CRITERIA: orgn.fund='15'
 ACCOUNTING PERIODS: 1/20 THRU 6/20

SORTED BY: FUND,DEPT,ACCOUNT

TOTALED ON: FUND,DEPT

PAGE BREAKS ON: FUND,DEPT

FUND - 15 - EMERGENCY TELEPHONE SYS
 ORGANIZATION - 15 - EMERGENCY TELEPHONE SYS

ACCOUNT	DATE	T/C	PURCHASE O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
5327		IS	MISC SOFTWARE		(cont'd)					
	02/06/20	17-2	20000335-01		9051 WORD SYSTEMS INC			765.00	NRX UPGRADE	
	04/14/20	21-4	20000335-01	IN28009	9051 WORD SYSTEMS INC		-382.50	382.50	NRX UPGRADE	
	04/14/20	21-4	20000335-01	V7287	9051 WORD SYSTEMS INC		12,109.50	-382.50	NRX UPGRADE	
	04/15/20	21-4	20000335-01	IN28009	9051 WORD SYSTEMS INC		382.50	-382.50	NRX UPGRADE	
TOTAL		IS	MISC SOFTWARE			26,000.00	12,492.00	.00		13,508.00
5412		IS	CAPITAL EQPT/SUPPLIES			.00	.00	.00	BEGINNING BALANCE	
	01/01/20	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL		IS	CAPITAL EQPT/SUPPLIES			.00	.00	.00		.00
5707			TRANSFER TO CERF			.00	.00	.00	BEGINNING BALANCE	
	01/01/20	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL			TRANSFER TO CERF			.00	.00	.00		.00
TOTAL DEPT - TITLE NOT FOUND						1,894,070.00	899,527.23	431,509.65		563,033.12
TOTAL FUND - EMERGENCY TELEPHONE SYS						1,894,070.00	899,527.23	431,509.65		563,033.12
TOTAL REPORT						1,894,070.00	899,527.23	431,509.65		563,033.12

2020 Expenditures to approve - \$899,527.23

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

WHEELING JOINT EMERGENCY TELEPHONE SYSTEM BOARD

BALANCE SHEET

FOR THE 6 MONTHS ENDED JUNE 30, 2020

ASSETS

Cash and investments	\$ 212,102.57
Accounts Receivable	<u>175,427.24</u>
Total assets	<u><u>\$ 387,529.81</u></u>

LIABILITIES

Accounts Payable	\$ -
Due to General Fund	<u>780,054.16</u>
Total liabilities	<u>780,054.16</u>

FUND BALANCES

Restricted for Public Safety	<u>(392,524.35)</u>
Total fund balances	<u>(392,524.35)</u>

TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	<u><u>\$ 387,529.81</u></u>
------------------------------------------------------------------------	-----------------------------

* - Additional salary expenditure adjustments to be recorded to zero out fund balance at year end

WHEELING JOINT EMERGENCY TELEPHONE SYSTEM BOARD

**STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

FOR THE 6 MONTHS ENDED JUNE 30, 2020

	Budget	Actual	Difference
REVENUES			
Charges for Services			
911 Surcharges - Wheeling	\$ 604,000.00	\$ 157,795.10	\$ (446,204.90)
911 Surcharges - Des Plaines	1,269,000.00	347,571.46	(921,428.54)
Investment Income	21,071.00	1,636.32	(19,434.68)
Miscellaneous	-	-	-
	<hr/>	<hr/>	<hr/>
Total revenues	1,894,071.00	507,002.88	(1,387,068.12)
	<hr/>	<hr/>	<hr/>
EXPENDITURES			
Public Safety			
Longevity	3,030.00	3,354.20	324.20
Salaries	1,000,200.00	474,755.86	(525,444.14)
Uniform Allowance	-	-	-
Employer Contributions	200,675.00	98,742.23	(101,932.77)
Sick Leave Allowance	2,415.00	-	(2,415.00)
Employee Health Insurance	138,420.00	82,029.09	(56,390.91)
IS Serv & Maint Agreement	129,370.00	17,102.85	(112,267.15)
Miscellaneous Software	26,000.00	12,492.00	(13,508.00)
Reg & Special Agency	385,460.00	211,051.00	(174,409.00)
	<hr/>	<hr/>	<hr/>
Total expenditures	1,885,570.00	899,527.23	(986,042.77)
	<hr/>	<hr/>	<hr/>
* - Additional salary expenditure adjustments to be recorded to zero out fund			
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	8,501.00	(392,524.35)	(401,025.35)
	<hr/>	<hr/>	<hr/>
OTHER FINANCING SOURCES (USES)			
Transfers in	-	-	-
Transfers (out)	-	-	-
	<hr/>	<hr/>	<hr/>
Total other financing sources (uses)	-	-	-
	<hr/>	<hr/>	<hr/>
NET CHANGE IN FUND BALANCE	<u>8,501.00</u>	(392,524.35)	(401,025.35)
	<hr/>	<hr/>	<hr/>
FUND BALANCE (DEFICIT), JANUARY 1		-	-
		<hr/>	<hr/>
FUND BALANCE (DEFICIT), JUNE 30		<u>\$ (392,524.35)</u>	<u>\$ (401,025.35)</u>

* - Charges for services are recorded through March. April, May, and June revenue accrual information has not yet been received from the State.

2019 Center Goals:

Goal: Implement Quality Assurance Program

Objective: Establish clear expectations as well as a standardized method of evaluation and accountability for call taking and dispatch performance.

Update: *Achieved on schedule*

Goal: Implement a CAD system upgrade

Objective: Provide Center an efficient computer aided dispatch system that is compatible with Next Generation 9-1-1 and is capable of being networked with RED Center.

Update: *Achieved on schedule*

Goal: Implement NG9-1-1 capable phone system

Objective: Establish resilient and redundant phone system that is easily scalable with the flexibility and capacity to handle community growth, consolidation strategies and disaster recovery situations.

Update: *Achieved delayed from May to August*

2020 Center Goals:

Goal: Realign Division Operational Directives

Objective: Align Directives to current best practices and training standards.

Update: *In progress.*

- *The Directives needing to be revised have been identified but have not yet been addressed.*

Goal: Refine the NG911 Phone and CAD system

Objective: Assess and address any concerns in the recently implemented technology in order to achieve the best performance.

Update: *In progress.*

- *As expected, a few revisions have been needed to the system configuration. All issues discovered have been addressed but others issues are likely to be discovered as we continue to adapt to the new software platform.*

Goal: Develop an Emergency Operation Plan

Objective: Establish a document which provides the necessary guidance to organize and direct the Center's response to an emergency situation.

Update: *In progress.*

- *The COOP has been drafted. A few key aspects have been tested involving the phone system. Example: Training the TCs on the network capabilities and using the NG911 network during weekly Department disinfection. We continue to work on a joint approach with Northbrook Police and RED Center.*

Efficiency:

NENA Standard for 9-1-1 Call Answering is that 90% of all calls (during busiest hour) should be answered within 10 seconds, 95% of all calls should be answered within 20 seconds.

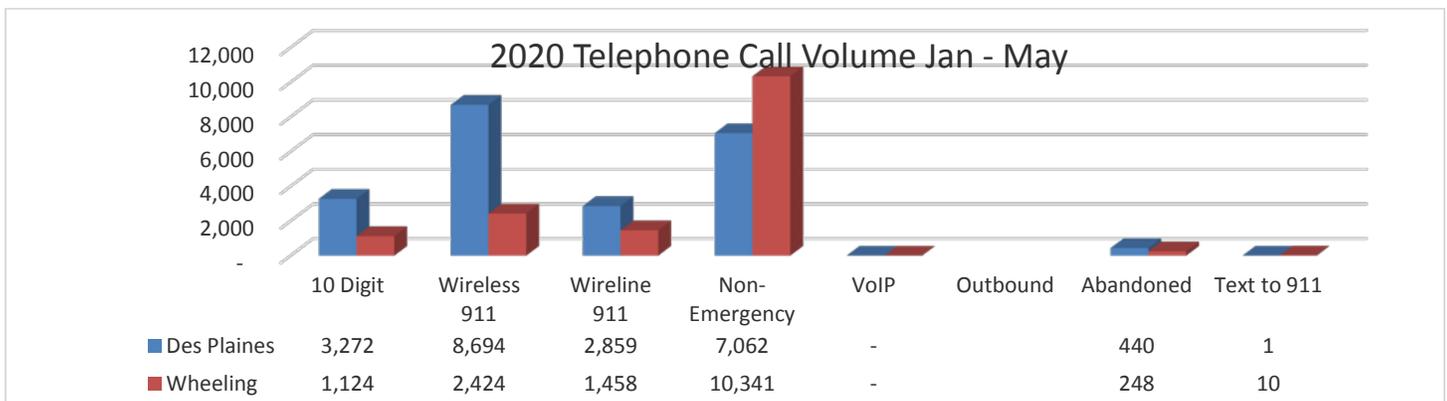
- The Center continues to raise its efficiency. In 2019, we achieved a .54 percentage of improvement; exceeding the NENA Call Answering standard with a 98.76% average of calls answered within 10 seconds. This is the third consecutive year where we have improved efficiency with a 1.3% overall cumulative change since 2017.

While the Center has experienced a slight 3.7% decrease in the volume of calls dispatched, there was a 2.09% increase in overall phone activity.

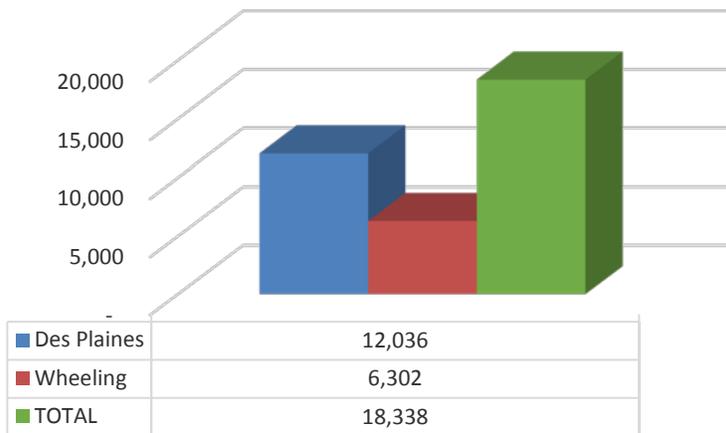
By the end of 2019, the Center decreased the time from *Call Received to Officer Dispatch* by 5.26% to reach an average of 1.8 minutes which includes all priority levels. Since 2017, the percentage of improvement has reached an impressive 30.77%.

Other Updates:

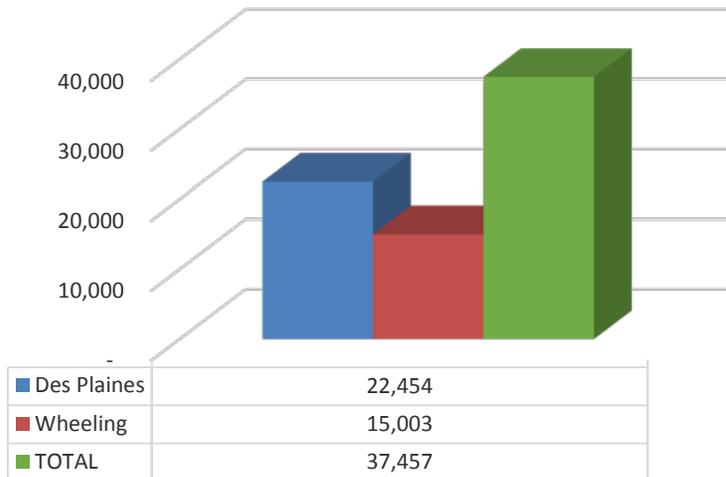
- o Implemented an online overnight parking, vacation watch and pet management system for Wheeling.
- o JCI is grossly behind in their migration from direct connect alarms in Wheeling to radio alarms. There are still three remaining accounts to be converted before the Keltron monitoring system can be replaced with the newer system. Two of the three have signed contracts and one account (Starbucks) has not responded to JCI.
- o The audio recording systems both were upgraded with a multimedia module. We are behind in the implementation the process. Training is scheduled for July 10th.
- o April 24, 2020 the Center took over Des Plaines LEADS work. The transition went smoothly although we continue to make minor modifications in the workflow process.



2020 OCA REPORT NUMBERS



2020 CAD EVENTS



LEADS ENTRIES/CANCELLATIONS 2019

	ENTRIES	CANCELLATIONS	VOIDED
WANTED	41	43	0
TOWED	7	2	0
STOLEN VEH	21	19	1
SOR UPDATE	27	3	0
MISSING JUV	21	15	0
MISSING AUD	15	13	0
LIC PLATES	19	2	0
GUN	0	0	0
GANG	0	0	0
CAUTION FILE	16	0	0
ARTICLES	68	1	0
ADD-ONS	114	2	0
OTHER	1	0	0
TOTAL	350	100	1

WPD LEADS ENTRIES/CANCELLATIONS (JAN - MAY 2020)			
	ENTRIES	CANCELLATIONS	VOIDED
WANTED	18	5	0
TOWED	4	0	0
STOLEN VEH	7	0	0
SOR UPDATE	4	0	0
MISSING JUV	7	6	0
MISSING AUD	6	1	0
LIC PLATES	6	1	0
GUN	0	0	0
GANG	1	0	0
CAUTION FILE	8	0	0
ARTICLES	15	0	0
ADD-ONS	76	0	0
OTHER	0	0	0
TOTAL	152	13	0

DPPD LEADS ENTRIES/CANCELLATIONS (JAN - MAY 2020)			
	ENTRIES	CANCELLATIONS	VOIDED
WANTED	7	0	0
TOWED	0	0	0
STOLEN VEH	0	0	0
SOR UPDATE	0	0	0
MISSING JUV	0	0	0
MISSING ADULT	0	0	0
LIC PLATES	0	0	0
GUN	0	0	0
GANG	0	0	0
CAUTION FILE	0	0	0
ARTICLES	0	0	0
ADD-ONS	0	0	0
OTHER	0	0	0
TOTAL	7	0	0

ILLINOIS STATE POLICE
Office of the Statewide 9-1-1 Administrator



State of Illinois

Application for
9-1-1 Modification Plan

INTRODUCTION

The following document provides the application for submitting a 9-1-1 Modification Plan that will supply the Department of State Police (Department), the Illinois Commerce Commission (ICC), the Statewide 9-1-1 Advisory Board (Advisory Board) and the Statewide 9-1-1 Administrator (Administrator) with the necessary information about your proposal to modify your 9-1-1 system. All modified plans must comply with 83 Ill. Adm. Code Part 1325.

LONG FORM MODIFIED 9-1-1 PLAN:

The following 9-1-1 system changes require Administrator approval:

- 1) Changing boundaries that require an intergovernmental agreement between local governmental entities to exclude or include residents within the 9-1-1 jurisdiction
- 2) Changing or adding a 9-1-1 system provider
- 3) Changes in network configuration, except as provided for in subsection 1325.200(h), (i.e. implementation of a Next Generation 9-1-1 (NG9-1-1) system)
- 4) Change of Backup PSAP arrangement

The Modified Plan must include the following documents:

General Information	Contact and 9-1-1 System information.
Verification	Notarized statement of truth regarding information provided in the plan.
Letter of Intent	Letter that is sent to the 9-1-1 System Provider with a copy of the plan.
Plan Narrative	A summary of the changes of the proposed system's operation.
Financial Information	A summary of anticipated implementation costs and annual operating costs of the modified 9-1-1 system that are directly associated with 9-1-1 as well as the anticipated revenues.
5-Year Strategic Plan	A detailed plan for implementation and financial projections.
Communities Served	A list of all communities that are served by the 9-1-1 System.
Participating Agencies	A list of public safety agencies (Police, Fire, EMS, etc.) who are dispatched by the 9-1-1 System.
Adjacent Agencies	A list of public safety agencies (Police, Fire, EMS, etc.) that are adjacent to the 9-1-1 System's jurisdictional boundaries.

Attachments (if applicable):

Ordinance	Any local ordinances which dissolve an existing ETSB or creates a new ETSB.
Intergovernmental Agreement	Any intergovernmental agreements or MOU's creating a joint ETSB or any other agreements pertinent to the 9-1-1 system.
Contracts	Contract(s) with a 9-1-1 system provider or for NG-9-1-1 service.
Back-up PSAP Agreement	Establishes back-up and overflow services between PSAPs.
Network Diagram	Provided by the 9-1-1 system provider showing trunk routing and backup configuration.
Call Handling Agreements	Call handling agreements shall describe the primary and secondary dispatch method to be used by requesting parties within their respective jurisdictions.
Aid Outside Jurisdictional Boundaries Agreements	Aid outside normal jurisdictional boundaries agreements shall provide that once an emergency unit is dispatched in response to a request through the system, such unit shall render its service to the requesting party without regard to whether the unit is operating outside its normal jurisdictional boundaries.

Carrier Listing	A list of each carrier telephone company(s), exchange(s), prefix(es), and the various 9-1-1 System configurations that will be used in the proposed system.
Test Plan	The 911 System's overall plan detailing how and to what extent the network and data base will be tested.

These modified 9-1-1 Plans must be filed electronically on the Department's website at:

<http://www.isp.state.il.us/Statewide911/statewide911.cfm> where you will see the box below to submit your plan.



Once the plan is submitted, the Department and the ICC will have 20 days to provide a technical review of the plan to submit to the Administrator for approval.

SHORT FORM MODIFIED 9-1-1 PLAN:

The following modifications do not need to be submitted electronically on the Department's website.

The 9-1-1 Authority must provide written notification to the Administrator at 911_tech_support@isp.state.il.us at least 10 business days prior to making the following changes pursuant to Section 1325.200(h). After review, the Administrator will provide a letter of acknowledgment.

- 1) Permanent relocation of an existing PSAP or backup PSAP facility
- 2) Reduction in 9-1-1 trunks from the selective router to the PSAP
- 3) Further reduction of PSAPs within a 9-1-1 Authority beyond consolidation as required by the Act

The notification should include:

General Information Contact and 9-1-1 System information.

Plan Narrative A detailed summary of the changes in the proposed system's operation.

Attachments (if applicable):

Network Diagram Provided by the 9-1-1 system provider showing trunk routing and backup configuration

Call Handling Agreements Call handling agreements shall describe the primary and secondary dispatch method to be used by requesting parties within their respective jurisdictions.

VERIFICATION

I, _____, first being duly sworn upon oath, depose and say that I am _____, of _____; that I have read the foregoing plan by me subscribed and know the contents thereof; that said contents are true in substance and in fact, except as to those matters stated upon information and belief, and as to those, I believe same to be true.

Subscribed and sworn to before me

this _____ day of _____, 20 _____.

NOTARY PUBLIC, ILLINOIS

9-1-1 SYSTEM PROVIDER LETTER OF INTENT

(Date)

(9-1-1 System Provider Company Representative)

(9-1-1 System Provider Company Name)

(Street Address)

(City, State, Zip Code)

Dear _____:

This letter is to confirm our intent to modify our 9-1-1 System. Enclosed is your copy of our modification plan to be filed with the Department of the Illinois State Police for approval. Thank you for your assistance in this matter.

Sincerely,

(Name)
(Title)

enclosure: Modification Plan

NARRATIVE STATEMENT:

(Provide a detailed summary of system operations for a modified 9-1-1 plan. Also, if incorporating an NG9-1-1 solution, please include the additional items listed below pursuant to 1325.205 b)12).

- 1) Indicate the name of the certified 9-1-1 system provider being utilized.
- 2) Explain the national standards, protocols and/or operating measures that will be followed.
- 3) Explain what measures have been taken to create a robust, reliable and diverse/redundant network and whether other 9-1-1 Authorities will be sharing the equipment.
- 4) Explain how the existing 9-1-1 traditional legacy wireline, wireless and VoIP network, along with the databases, will interface and/or be transitioned into the NG9-1-1 system.
- 5) Explain how split exchanges will be handled.
- 6) Explain how the databases will be maintained and how address errors will be corrected and updated on a continuing basis.
- 7) Explain who will be responsible for updating and maintaining the data, at a minimum on a daily basis Monday through Friday.
- 8) Explain what security measures will be placed on the IP 9-1-1 network and equipment to safeguard it from malicious attacks or threats to the system operation and what level of confidentiality will be placed on the system in order to keep unauthorized individuals from accessing it.

Plan Narrative:

Plan Narrative:

[Empty box for Plan Narrative]

FINANCIAL INFORMATION

Annual recurring 9-1-1 network costs
prior to modification \$ _____

Projected annual
recurring 9-1-1 network costs after
modification \$ _____

Installation cost of the project \$ _____

Anticipated annual revenues \$ _____

FIVE YEAR STRATEGIC PLAN FOR MODIFIED PLAN

(Provide a detailed summary of the proposed system's operation, including but not limited to, a five-year strategic plan for implementation of the modified 9-1-1 plan with financial projections)

Narrative:

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed narrative summary of the proposed system's operation and a five-year strategic plan for implementation of the modified 9-1-1 plan with financial projections.

ATTACHMENTS

Ordinance - The local ordinance which created an ETSB prior to January 1, 2016.

Contracts - The contract for a new 9-1-1 system provider or for NG 9-1-1 service.

Intergovernmental Agreement

Back-up PSAP Agreement - The agreement that establishes back-up service due to interruptions or overflow services between PSAPs.

Network Diagram - Diagram provided by the 9-1-1 System Provider. Re-evaluate P.01 grade of Service for cost savings and network efficiency.

TEST PLAN DESCRIPTION

1) Description of test plan (back-up, overflow, failure, database).

2) List wireline exchanges to be tested.

3) List of wireless and VoIP Carriers to be tested.

STATE OF ILLINOIS

DEPARTMENT OF STATE POLICE

Wheeling/Des Plaines 9-1-1 System :
: **Case No. 19-M-251**
Application for 9-1-1 :
Modification Plan :

ORDER OF THE STATEWIDE 9-1-1 ADMINISTRATOR

On July 24, 2019, the Wheeling/Des Plaines 9-1-1 System ("Applicant") filed a Plan Modification Application with the Department of the Illinois State Police ("Department") pursuant to the Emergency Telephone System Act ("ETSA") 50 ILCS 750/ and 83 Ill. Admin. Code 1325 "Standards of Service Applicable to 9-1-1 Emergency Systems" ("Part 1325"). Applicant seeks authorization to change its backup PSAP.

Applicant operates the 9-1-1 emergency services program in Wheeling, Illinois for the City of Des Plaines and the Village of Wheeling. The Office of the Statewide 9-1-1 Administrator ("Administrator") approved Applicant's 9-1-1 system in Consolidation No. 16-C-155. The system became operational on November 3, 2017 and operates with one Public Safety Answering Point, located at 1 Community Boulevard, Wheeling, IL 60090, Illinois.

WHEREAS, the Wheeling/Des Plaines 9-1-1 System submitted a modification plan with the Department of the Illinois State Police on July 24, 2019, seeking to change their backup PSAP.

WHEREAS the modification plan has been read and reviewed by the Department and the Administrator; and

WHEREAS the modification plan seeks to change their backup PSAP to the Northwest Central Dispatch System; and

WHEREAS the Northwest Central Dispatch System located at 1975 West Davis Street, Arlington Heights, Illinois 60005, meets all the requirements for a Public Safety Answering Point (PSAP) as prescribed in Section 1325.415 of the Illinois Administrative Code Part 1325 – Standards of Service Applicable to 9-1-1 Emergency Systems as it is currently a Primary PSAP.

IT IS THEREFORE ORDERED by the Statewide 9-1-1 Administrator that the Wheeling/Des Plaines 9-1-1 System's request for approval of its modification plan as follows:

Wheeling/Des Plaines 9-1-1 System will be changing their backup from the Northbrook Police Department, Northwest Central Dispatch System and West Suburban Consolidated Dispatch Center PSAP's to the Northwest Central Dispatch System PSAP located at 1975 West Davis Street, Arlington Heights, Illinois 60005 pursuant to 83 Ill. Admin. Code 1325 "Standards of Service Applicable to 9-1-1 Emergency Systems"

("Part 1325"), is hereby approved subject to the requirements of this Order.

IT IS FURTHER ORDERED that Wheeling/Des Plaines 9-1-1 System modifications can be completed within 10 days of the date of this Order.

This Order is a final administrative decision of the Statewide 9-1-1 Administrator subject to review under the Administrative Review Law, 735 ILCS 5/3-101. In the event you wish to seek review of or appeal this Order, you are advised:

1. Every action seeking review of such final decision shall be commenced by the filing of a Complaint and the issuance of Summons in the Circuit Court within 35 days from the date a copy of the decision was served upon the parties.
2. In your action seeking review you must name in the Complaint, and issue a Summons for, each party of record to the case other than yourself.
3. Attached below is a list of all parties of record to this case, including the name and address of the agency or officer entering the Order, and the addresses of each party where the parties may be served with pleadings, notices, or service of process for any review or further proceedings.
4. You are not required to file any motion or request for reconsideration with the Department or the Statewide 9-1-1 Administrator before filing your action for review in the Circuit Court. The administrative rules of the Department do not require or allow for any further proceedings before the Statewide 9-1-1 Administrator.

Name of Officer who entered the final Order:

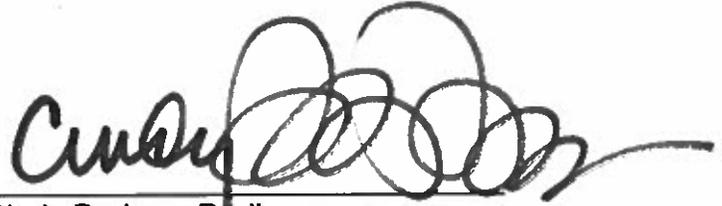
Cindy Barbera-Brelle
Statewide 9-1-1 Administrator
Illinois State Police
801 South Seventh Street, Suite 300-S
Springfield, Illinois 62703

Other Parties of Record:

Office of the Statewide 9-1-1 Administrator
Illinois State Police
801 South Seventh Street, Suite 300-S
Springfield, Illinois 62703

Illinois Department of State Police
c/o Illinois State Police Legal Office
801 South Seventh Street, Suite 1000-S
Springfield, Illinois 62703

ENTERED: This 21st day of August 2019.

A handwritten signature in black ink, appearing to read "Cindy Barbera-Belle", with a horizontal line drawn underneath it.

Cindy Barbera-Belle
Statewide 9-1-1 Administrator
Office of the Statewide 9-1-1 Administrator
Illinois State Police

CERTIFICATE OF SERVICE

I hereby certify that copies of the foregoing document were served upon all parties listed below by electronic mail on August 21, 2019.



Cindy Barbera-Brelle
Statewide 9-1-1 Administrator

SERVICE LIST

Rocella Rodgers, 9-1-1 Center Manager
Wheeling-Des Plaines JETSB
1 Community Boulevard
Wheeling, IL 60090
rrodgers@wheelingil.gov

John Ferraro, Executive Director
Northwest Central Dispatch System
1975 East Davis Street
Arlington Heights, IL 60005

Suzanne L. Y. Bond, Legal Counsel
Illinois State Police
801 South Seventh Street, Suite 300-S
Springfield, Illinois 62703
Suzanne.Bond@illinois.gov

Colonel Kelly Walter, Chair
Statewide 9-1-1 Advisory Board
801 South Seventh Street, Suite 300-S
Springfield, Illinois 62703
Kelly.Walter@illinois.gov

Lisa Wirtanen
9-1-1 Service Executive
National Business | Enhanced Client Services
4918 West 95th Street
Floor 2/9-1-1 Office
Oak Lawn, IL 60453
lb9261@att.com

Office of the Statewide 9-1-1 Administrator
801 South Seventh Street, Suite 300-N
Springfield, Illinois 62703
ISP.911Admin@illinois.gov
ISP.911Tech@illinois.gov

RULES OF PROCEDURE OF THE WHEELING JOINT EMERGENCY TELEPHONE SYSTEM BOARD

I. DEFINITIONS AND GENERAL PROVISIONS

- A. Definitions. The following terms shall have the following meanings when used in these Rules of Procedure:

"Board" means the Wheeling Joint Emergency Telephone System Board

"Chairman" means the designated Chairman of the Board

"City" means the City of Des Plaines, Illinois.

"City Council" means the Mayor and City Council of the City of Des Plaines

"Fund" means the Joint Emergency Telephone System Fund

"Village" means the Village of Wheeling, Illinois

"Village Board" means the President and Trustees of the Village of Wheeling

- B. Tense and Form. Words used or defined in one tense or form shall include other tenses and derivative forms.
- C. Gender. The masculine gender shall include the feminine and neuter. The feminine gender shall include the masculine and neuter. The neuter gender shall include the masculine and feminine.
- D. Calendar Days. Any reference herein to "day" or "days" shall mean calendar and not business days. If the date for giving of any notice required to be given hereunder or the performance of any obligation hereunder falls on a Saturday, Sunday or Federal holiday, then said notice or obligation may be given or performed on the next business day after such Saturday, Sunday or Federal holiday.
- E. Headings. Headings provided are intended as a convenience to the user. In case of any difference of meaning or implication between the text of these Rules and any heading, the text shall control.
- F. Conflicts. In the case of a conflict between these Rules and the codes and ordinances of the Village or the laws of the State of Illinois or the United States, such codes, ordinances and laws shall control.
- G. Amendments. These Rules may be amended by majority vote of all Board members. A copy of any proposed amendment shall be provided to all members of the Board not less than three days prior to a vote on

the adoption thereof.

II. BOARD CREATION AND ORGANIZATION

- A. Creation. Pursuant to Public Act 99-0006 of the Illinois General Assembly, the Village and City established the Board through an Intergovernmental Agreement dated April 30, 2017, which Agreement was amended and restated on July 17, 2017, and subsequently amended on August 6, 2018.
- B. Powers and Duties. The Board has the powers and duties as defined in the Intergovernmental Agreement, as restated and amended.
- C. Members. The Board shall consist of the following seven Members, as designated by their respective positions of employment:
1. The Fire Chiefs of the Village and the City
 2. The Police Chiefs of the Village and the City
 3. The Finance Directors of the Village and City
 4. The Director or Manager of the PSAP serving the Board

Each Board Member may designate an alternate to attend regular and special Board meetings on his/her behalf, with the same voting power as the Member.

- D. Officers.
1. The Chairman of the Board shall be the Board Member voted into such position at the first meeting of the Board in each calendar year. The PSAP representative is not eligible to serve as Chairman of the Board.
 2. The Secretary of the Board shall be the Board Member voted into such position at the first meeting of the Board in each calendar year.
 3. The Village's Finance Director, as the Village's *ex officio* Treasurer, shall act as the Treasurer and custodian of the Fund.
- E. Quorum. A quorum shall consist of four voting members of the Board meeting in compliance with the Illinois Open Meetings Act (5 ILCS 120/1, *et. seq.*).

III. BOARD MEETINGS

- A. Open Meetings Act. All meetings of the Board shall be scheduled and held, and notice thereof shall be given, in the manner provided in the Illinois Open Meetings Act.

- B. Regular Meetings. The Board shall meet no less than one (1) time each year. The Board shall establish a schedule of its meetings for each calendar year prior to the beginning of each calendar year in accordance with the requirements of the Illinois Open Meetings Act.
- C. Special Meetings. The Chairman may call and conduct such special or emergency meetings as (s)he determines may be necessary from time to time. Additionally, any three Board Members may call for a special or emergency meeting.
- D. Robert's Rules of Order. *Robert's Rules of Order Newly Revised*, current edition, shall govern the conduct of meetings of the Board and any subcommittees thereof. However, *Robert's Rules of Order* shall not govern where they conflict with these Rules of Procedure or other applicable law.
- E. Closed Meetings. The Board may hold meetings or portions of meetings that are closed to the public only in accordance with applicable law.
- F. Notice of Absence. All members of the Board shall notify the Chairman, his or her designee, or the Secretary if they are unable to attend any meeting of the Board. Such notice shall be provided as far in advance as is practical under the circumstances.
- G. Electronic Participation in Meetings. In accordance with the Open Meetings Act, all Members may attend, participate, and vote at open and closed public meetings through the use of telephone conference calls or other electronic means in accordance with the following provisions:
 - 1. Open Meeting Act Compliance. The Board shall comply with all of the applicable requirements of the Open Meetings Act, as amended.
 - 2. Quorum. The Board is prohibited from establishing a quorum to conduct business at an open or closed meeting through attendance by the use of telephone conference calls or other electronic means. A quorum must be physically present at the location of an open or closed meeting. In order to attend a meeting electronically, the Member must give notice before the commencement of the meeting to the Secretary, unless advance notice is impractical.
 - 3. Meeting Minutes. Minutes must reflect whether a member is present physically or electronically, regardless of whether any members are attending through the use of a telephone conference call or other electronic means.
 - 4. Electronic Attendance and Participation. As stated in the Open Meetings Act, provided that the audio, telephone or video conference connection allows the voice of an absent Member to be clearly heard by the attendees of the meeting (including the public) and the absent member can clearly hear the voices of the attendees who participate

in the meeting, a Member of the Board may only attend, participate and vote at an open or closed meeting through the use of a telephone conference call or other electronic means if the member is prevented from physically attending because of:

- a. personal illness or disability; or
 - b. employment purposes or the business of the Board, the Village, or the City, as applicable to the Member; or
 - c. a family emergency or other emergency.
5. Where a member of the Board is attending the meeting by use of a telephone conference call or other electronic means, the Chairman shall, immediately after convening of the meeting, announce to the public which Member is attending the meeting by use of a telephone conference call or other electronic means, identify the method of attendance and the reason why the absent Member is participating by such means. If the Chairman attends the meeting through the use of a telephone conference call or other electronic means, he or she shall not be required to vacate the chair and may act in his or her capacity as the presiding officer for the purposes of the meeting despite not being physically present.
6. The voice of the absent Member participating by telephone conference call or other electronic means, after being identified by the Chairman as belonging to the absent Member, shall be simultaneously broadcast to the public present at the meeting so that his or her voice can be heard, and the Member shall also be able to hear any discussions of the other Members and the public comment regarding any issue discussed at the meeting before a vote is taken.

IV. ORDER OF BUSINESS/AGENDAS

- A. Establishing the Agenda. The Chairman shall establish the items to be included on the agenda for each meeting of the Board. Each agenda shall be established in consultation with the Secretary.
- B. Order of Business. In general, the order of business for each agenda should contain the following items in the following order, however such may be modified:
1. Call to Order. Performed by the Chairman.
 2. Roll Call. Performed by the Secretary or his or her designee.
 3. Consideration of Minutes. Consideration of any unapproved minutes of any previous Board meetings.
 4. Consideration of Treasurer's Report. Report by the Treasurer of the Board, to include financial reports, including those relating to the

Emergency-911 surcharge funds and accounts, as well as review and approval of expenditures from the Fund.

5. Election of Officers. At the first meeting of the Board in each calendar year, the Members shall elect a Chairman and a Secretary from among the Members.
 6. Communications Received. Report by the Chairman of any correspondence or other communications received by the Board since the last meeting, including City Council or Village Board actions on Board reports, relevant actions of other boards, related Village or City staff activities, and pending legislation.
 7. Agenda Items. Consideration of business of the Board. This will include reports on PSAP activity, police dispatching activity, secondary PSAP activity, fire department dispatching activity, and/or backup PSAP activity.
 8. Old Business. Consideration of any matters previously before the Board.
 9. New Business. Consideration of any matters not previously before the Board.
 10. Comments from the Public. Members of the general public may address the Board with concerns or comments regarding issues relevant to the Board's agenda or topics that the Board has the authority, pursuant to the Village Code, to address. The chairperson or his or her designee shall strictly restrain comments to matters that are relevant to the Board's business and shall not permit repetitious comments or arguments. Members of the general public who wish to address the Board must sign the request to speak form prior to the commencement of the public meeting. The persons submitting a petition, concern or other comment shall be allotted five minutes to present their points.
 11. Adjournment.
- C. Modification of Order of Business. The order of items on the agenda as distributed may be modified or rearranged by the Chairman, for good cause shown, with the consent of the Board, provided, however, that in the case of a special meeting, no items may be discussed that are not on the posted agenda.
- D. Distribution of Agenda and Related Materials. The agenda for each Board meeting shall be posted in accordance with applicable law. The agenda and all relevant materials prepared for the meeting shall be distributed to each Board member by the Secretary. The distribution shall be no later than three business days before a regular meeting of the Board.
- E. Voting. The Board may take action on an item of business without a written resolution before it. In such cases, the vote required to approve such an action shall be a simple majority vote of all Board Members. Each Board Member shall be entitled to one vote on each matter, and there shall be no

votes permitted by proxy (except that designated alternates may vote in the place of the Board Members). In the event of a tie vote of the Board Members, the Board will refer the disputed issue to the Village's and City's Municipal Managers for discussion, consultation, and resolution.

V. EFFECTIVE DATE

These Rules shall be effective upon:

- A. Approval of a majority vote of the voting members of the Board; and
- B. Review and approval by the General Counsel of the Village.

ADOPTED BY THE WHEELING JOINT EMERGENCY TELEPHONE SYSTEM BOARD, _____, 2020.