

WHEREAS, the Logan County Board has been authorized to impose a monthly local non-wireless and wireless surcharges for the purpose of develop and improve emergency communications procedures and facilities in such a manner as to be able to quickly respond to any person calling the telephone number “9-1-1” seeking police, fire, medical, rescue, and other emergency services in accordance with the Emergency Telephone System Act (Act), 720 ILCS 750/15.3 and 720 ILCS 750/15.3a; and

WHEREAS, the Act requires every 9-1-1 system in Illinois provide Next Generation 9-1-1 service by July 1, 2020; and

WHEREAS, the Act requires the County Board to establish an Emergency Telephone System Board (ETSB), provide for the manner of appointment and the number of its members, and define its powers and duties; and

WHEREAS, in accordance with the requirements of the Act, the County Board desires to create a ETSB by entering into an intergovernmental agreement with the City of Lincoln, and rescind any ordinance creating the ETSB and eliminating the current ETSB; and

NOW THEREFORE BE IT ORDAINED that the amendment to the Logan County Code, attached hereto and incorporated herein, be, and hereby is, adopted; and

BE IT FURTHER ORDAINED that all other ordinances establishing or amending the ETSB is repealed in its entirety

Above resolution acted on by a roll call vote of the Logan County Board in open meeting on **April 16, 2019**.

AYES _____

NAYS _____

PRESENT _____

ABSENT _____

Chairman, Logan County Board

ATTEST: _____ (SEAL)

Logan County Clerk

THE EMERGENCY TELEPHONE SYSTEM BOARD OF LOGAN COUNTY

1. Short Title, Definitions

- a. Short Title. This Ordinance may be cited as the “Logan County Emergency Telephone System Board Ordinance.”
- b. Definitions. As used in this Ordinance, unless the context clearly requires otherwise, the following terms are herein defined:
 - i. “ETSB” means the Emergency Telephone System Board of Logan County;
 - ii. “ETSB Service Area” means the geographic area served by the ETSB pursuant to referendum and any unit of local government which is a member of the Logan County emergency telephone system.
 - iii. “Surcharge” means any fee which the law may impose or authorize to be imposed by ordinance which the ETSB is authorized to expend for the purposes set forth by law.

2. Powers and Duties of the ETSB

- a. Powers Authorized by Illinois Law. The ETSB may perform any duty or function authorized by Illinois law, including, but not limited to, those powers and duties authorized by the Emergency Telephone System Act in effect and as subsequently amended.
- b. Powers Authorized by Logan County. In addition to the powers and duties set forth in 50 ILCS 750/15.4, Logan County authorizes the ETSB to perform the following duties:
 - i. Provide for the general policies and operations of the ETSB;
 - ii. Establish such committees or work groups as the ETSB deems necessary or useful;
 - iii. Maintain and operate an interoperable radio network infrastructure and related emergency dispatch equipment as a component of the emergency telephone system for police, fire, medical, rescue, and emergency response purposes;

- iv. Employ such personnel necessary and provide for the compensation thereof, for the implementation or upgrade of the 9-1-1 System and for the day-to-day operations of the ETSB.
 - 1. All such personnel except for independent contractors are employees of Logan County Sheriff's Office for purposes of benefits and general personnel policies.
 - 2. The ETSB shall have the exclusive authority for the hiring, discipline, or termination of such personnel;
 - v. Delegate day-to-day operations and duties, including the implementation of budgeted expenditures to ETSB officers or personnel;
 - vi. Authorize the expenditure and payment of any funds Illinois law may authorize the ETSB to control for any purpose that the law authorizes such funds to be expended;
 - vii. Perform any other duty or function as may be authorized by the Logan County Board by ordinance, resolution, intergovernmental agreement, or other enactment.
- c. Powers Inferred. The ETSB may exercise any additional power or duty necessary implied from the foregoing provisions of this Paragraph 2, and those that are essential and indispensable to carry out such powers and duties.
3. Membership of the ETSB
- a. Board Composition. The ETSB shall consist of seven (7) members appointed by the Logan County Board upon the nomination of the Chair of the County Board. At no time shall the membership of the board consist of more than thirty (30) percent of membership from any governmental entity serviced by any one PSAP within the ETSB. ETSB membership shall consist of the following:
 - i. Public Representative – One (1) public member who resides within the service area of the ETSB;
 - ii. County Board Representative – One (1) member of the Logan County Board who are not also a member of any other constituency represented on the ETSB;

- iii. Sheriff's Representative – One (1) member who represents the Logan County Sheriff;
 - iv. Police Chiefs Representative – One (1) member who represents the Chiefs of Police a government entity that is a member of the ETSB;
 - v. Fire Chiefs Representative – One (1) members who represents the Chiefs of Fire from a government entity that is a member of the ETSB;
 - vi. PSAP Representative – One (1) member who represents the set of call-takers that receive 9-1-1 calls;
 - vii. Emergency Services Representative – One (1) member who represents or is employed by a public health, emergency service, or disaster agency or provider of emergency medical services not otherwise represented on the ETSB.
- b. **Eligibility.** All members shall reside in or represent an entity within the service area of the ETSB throughout the duration of their term of office. Members representing an association or agency pursuant to Section (a) of this Paragraph 3 shall remain employed, appointed by, or otherwise have representation status granted by the association or agency they represent.
- c. **Term of Office.**
- i. **Duration.** Members shall be appointed for a term of three (3) years commencing on January 1 and until their successors have been appointed. The County Board may appoint any member appointed to consecutive terms so long as he or she continues to meet the requirements of membership as set forth in this Ordinance.
 - ii. **Vacancies.** A vacancy in the ETSB shall be occasioned by resignation, death, physical or mental incapacity, continuous refusal to attend scheduled meetings of the ETSB, removal for cause, cessation of membership in or employment by the entity which the member represents, or in the case of the public member, residency outside of the ETSB service area. Except for a removal for cause, the ETSB shall determine the existence of a vacancy. The County Board shall fill all vacancies within sixty (60) days in the

manner in which the original appointment was made for the duration of the unexpired term.

- iii. **Removals for Cause.** The County Board shall have the authority to remove a member of the ETSB for cause upon a written statement by the ETSB or its Chair, the Chair of the County Board, or by the Logan County Ethics Commission, Investigator General, or Ethics Adviser stating the basis of such charges. Any member so charged shall have the opportunity to contest such charge before the County Board within thirty (30) days. The County Board shall then determine whether cause exists to remove such charged member.
- iv. **Appointments in 2019.** The County Board shall appoint members to initial terms of one (1), two (2), or three (3) years as follows:
 1. To a one-year term ending January 1, 2020
 - a. The Police Chiefs Representative
 - b. The Fire Chiefs Representative
 - c. The County Board Representative
 2. To a two-year term ending January 1, 2021
 - a. The PSAPS Representative
 - b. The Sheriff's Representative
 3. To a three-year term ending January 1, 2022
 - a. The Public Representative
 - b. The Emergency Service Representative

Upon the conclusions of the terms set forth in this Section each representative shall be appointed in the manner provided in Section (i).

4. Organization and Operations of the ETSB

- a. **Officers**
 - i. **Chair**
 1. **Designation.** The Chair of the County Board shall designate the County Board Representative to serve as Chair of the ETSB.
 2. **Powers and Duties.** The Chair shall:

- a. Have general supervision and authority over the operations of the ETSB;
 - b. Determine the agenda for and preside at meetings of the ETSB;
 - c. Sign, with the secretary or other properly authorized officer of the ETSB, any instruments which the Board authorizes him or her to execute;
 - d. Appoint in his or her discretion such ad-hoc committees as he or she deems necessary or prudent to assist him or her in the performance of his or her duties;
 - e. Perform all duties incidental to the office of the Chair and any other duties as the ESTB may proscribe.
 - ii. Vice-Chair. The Vice-Chair shall perform the duties of the Chair in his or her absence and other duties as the Board may proscribe. The Chair of the County Board shall from time to time designate either the Sheriff's Representative or the Police Chief Representative to serve as Vice-Chair of the ETSB.
 - iii. Secretary. The Logan County Clerk or his or her designee shall be Secretary ex-officio of the ETSB. The Secretary shall be responsible for recording the minutes of all meetings, ensuring that notices of such comply with the Open Meetings Act, be the custodian of all records of the Board, and perform all duties incidental to the office of secretary and other duties which the Board may proscribe. The Secretary shall not be a member of the ETSB.
 - iv. Treasurer. The Logan County Treasurer shall be the Treasurer ex-officio of the ESTB as provided by 50 ILCS 750/15.4(c). The Treasurer shall be the custodian of all moneys received by the ETSB. The Treasurer shall not be a member of the ETSB.
 - v. ETSB Attorney. The Logan County State's Attorney or his or her designee shall be the ex-officio ETSB Attorney. The ETSB Attorney shall not be a member of the ETSB.
- b. Internal Operations

- i. Standing Committee and Workgroups. The ETSB may establish any standing committee or workgroups as it deems necessary to carry out the functions of the ETSB. The Chair of the ETSB, with the advice and consent of the ETSB shall appoint all standing committees and workgroups, and their membership.
- ii. Bylaws and Rules. The ETSB may adopt and from time to time amend bylaws and/or rules governing its internal operations, policies, and procedures provided that all such policies may not conflict with any statute, ordinance, or County policy applicable to the ETSB.

c. Finance

i. Budget and Fiscal Year.

1. The ETSB shall complete its proposed annual budget by September 1 of each year for presentation to the County Board Chair and for consideration by the County Board as part of the County's budget process.
2. The ETSB's fiscal year shall commence annually on December 1 and close on November 30.

ii. Emergency Telephone System Fund.

1. The Treasurer shall hold and manage all moneys collected from the surcharges for deposit into the Emergency Telephone System Fund account. Such fund account shall be interest bearing and shall be maintained in accordance with established County accounting practices and procedures. Any interest earned within such fund shall remain in the fund.
2. The ETSB has the sole authority to authorize expenditures from the fund. The ETSB may direct such expenditure pursuant to a resolution passed by a majority of the ETSB's voting membership.
3. The ETSB shall expend funds from the Emergency Telephone System Fund exclusively for the purposes authorized by Illinois law.

d. Meetings

- i. Open Meetings Act. The ETSB and each of its committees, task forces, or working groups shall provide notice of, conduct, and retain records of its meetings in accordance with the Illinois Open Meetings Act to the extent that the Act is applicable to it.
- ii. Regular Meetings. The ETSB shall convene at least quarterly. The ETSB shall determine and provide public notice of the schedule of regular meetings at the beginning of each calendar or fiscal year, stating the regular dates, times, and places of such meetings.
- iii. Special Meetings. The Chair or a majority of the members of the ETSB may require a special meeting of the ETSB pursuant to a written call with notice of the location, time, and date of the special meeting and an agenda detailing the items the ETSB will consider. The ETSB may not consider any business not contained on a special call agenda.
- iv. Notice of Meetings to ETSB Members. Except in cases of a bona fide emergency, in addition to the requirements set forth in the Open Meetings Act, the ETSB shall provide actual notice of its meetings to its members forty-eight (48) hours in advance of such meeting. Notice to ETSB members shall include an agenda and agenda materials. The ETSB may agree to waive this additional notice by unanimous consent; however it may not conduct business if a member objects in person or in writing.
- v. Meeting Locations. The ETSB shall conduct its meetings at _____ located at _____. Committees and other subordinate bodies of the ETSB may meet at any location within the ETSB service area that is convenient and open to the public.