

## MEMORANDUM OF UNDERSTANDING

June 1, 1989

### I. BACKGROUND

On March 15, 1989, the DeKalb County Board appointed an E-911 Steering Committee to explore the feasibility of establishing an Emergency Telephone System on a County-wide basis. The Steering Committee was comprised of a broad cross section of representatives from all areas of the County. The Steering Committee subsequently established a Technical Subcommittee to estimate actual costs for the system, develop a list of necessary equipment and services and recommend a surcharge amount sufficient to adequately fund that system. The Committee ultimately recommended a surcharge of \$.84 per line per month.

### II. PURPOSES OF THIS MEMORANDUM

The legislation that allows the voters of Illinois counties to voluntarily adopt a surcharge to fund Emergency Telephone Systems also calls for the creation of an Emergency Telephone System (ETS) Board once the surcharge is imposed. The E-911 Steering Committee and the Technical Committee held numerous meetings and discussed design and implementation issues at great length. The purposes of this memorandum are:

1. To clarify the intentions of the County Board and members of those Committees in submitting the surcharge proposition to the voters of DeKalb County.
2. To attempt to allay any lingering fears that the effected governments may have relative to the basic system design and equity issues.
3. To recommend the method of appointment and composition of the ETS Board.
4. To provide guidance to that Board once it is seated.

Where this memorandum uses the term "The parties involved" it refers to the County Board, the E-911 Steering Committee and the Technical Committee. Clearly, in a group this large, total consensus is impossible. Where this memorandum expresses the intentions, desires and understandings of the "parties involved" it should be interpreted as the majority position.

### III. INTENTIONS OF THE PARTIES INVOLVED

1. It was the intent of the parties to create a system that included six Public Safety Answering Points (PSAP's). Those PSAP's to be located as follows; Sandwich, Illinois; Genoa, Illinois; County of DeKalb (Sycamore, Illinois); DeKalb, Illinois; Northern Illinois University and Sycamore, Illinois.

2. It was the intent of the parties that no changes in this basic configuration were to be made without the approval of the PSAP or PSAP's involved.
3. It was the intention of the parties involved that the design and implementation of an E-911 System will require the employment of a consultant and numerous part-time personnel to develop the Master Street Address Guide (MSAG).
4. It was also recognized that it may be necessary to hire a Coordinator once the system becomes operational.
5. It was the intention of the parties involved that the E-911 surcharge monies are not intended to provide basic 24-hour dispatch equipment or personnel. Surcharge funds should be allowed only to enhance systems as they are related directly to E-911 services.
6. It was the intention of the parties that future enhancements may well include hardware and software necessary for the provision of Computer Aided Dispatch (CAD). See attached listing of E-911 equipment.
7. It was the intention of the parties that the Technical Committee existing at the time of this agreement would remain responsible for the E-911 system until the surcharge was subsequently adopted and imposed and the ETS Board appointed.
8. It was the intention that no disproportionate appropriations should be made. It is recognized that while absolute apportionment will not always be possible, that the Emergency Telephone System Board should be guided by reasonableness in making appropriation decisions being always mindful of the sources from which the surcharge revenues are derived.
9. It was the intention of the parties involved that any significant expenditures proposed for the NIU PSAP would be supported by the voluntary imposition of an equal surcharge on phones exempt under the Act.

## II. EMERGENCY TELEPHONE SYSTEM BOARD

Emergency Telephone System Board shall consist of nine representatives all of whom shall be selected based on their ability and experience with E-911 systems. Representation shall be as follows:

- 1 - City of Sandwich
- 1 - City of Genoa
- 1 - County of DeKalb
- 3 - City of DeKalb
- 1 - NIU
- 1 - Sycamore
- 1 - At Large

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The members of the Emergency Telephone System Board shall be appointed by the County Board Chairman with the advice and consent of the Board. In appointing members to the Board, the Chairman will consider recommendations from the six PSAP's involved in the system. The Chairman will reserve the right to ask for additional recommendations. Members of the Board shall serve without compensation, but shall be reimbursed for their actual and necessary expenses. Members shall serve four year terms, except that following the initial appointment of the Board, the members shall draw lots, five of which shall call for four year terms, four of which shall call for two year terms. Appointments to fill vacancies on the Board shall be in the same manner as prescribed above.

Powers and duties of the Board shall include the following:

1. Planning a 911 System
2. Coordinating and supervising the implementation, upgrading or maintenance of the system, including the establishment of equipment specifications and coding systems.
3. Receiving monies from the surcharge and from any other source for deposit into the Emergency Telephone System Fund.
4. Authorizing all disbursements from the Fund
5. Hiring, on a temporary basis, any staff necessary for the implementation or upgrade of the system.
6. Designating the DeKalb County Treasurer as the Keeper of the Emergency Telephone System Fund and designating the Treasurer as custodian of that Fund. All interest accruing on the Fund shall remain in the Fund. No expenditures are to be made from the Fund except upon the direction of the Board by resolution passed by a majority of all members of the Board. Such expenditures may be made only to pay for the costs associated with the following:
  - a. Design of the Emergency Telephone System
  - b. Coding of an initial Master Street Address Guide (MSAG), data base and update and maintenance thereof.
  - c. Repayment of any monies advanced for the implementation of the system.
  - d. Charges for automatic number identification and automatic location identification equipment and maintenance, replacement and update thereof.
  - e. Nonrecurring charges related to the installation of an Emergency Telephone System and the ongoing network charges

- f. Other products and services necessary for the implementation, upgrade and maintenance of the system. Such costs shall not include personnel not authorized by the Act or facilities not authorized by the Act. Nor shall such costs include equipment which is not directly associated with the E-911 Emergency Telephone System.
- g. The Board shall provide sufficient personnel for the design, maintenance and implementation of the E-911 system.

A quorum shall consist of five members of the Emergency Telephone System Board. The Board shall not conduct business without a quorum present. Removal of members of the Board shall be for cause including nonparticipation. Removal shall be accomplished by the County Board Chairman with the advice and consent of the Board and shall be pursuant to a recommendation by a majority of the ETS Board.

### III. MODIFICATION OF THIS AGREEMENT

This agreement may be modified by a majority of the Emergency Telephone System Board with the understanding that it was the intent of the parties involved that there should be no modifications in the basic design of the system effecting any of the six PSAP's without the approval of those PSAP's effected. Such approval should be granted by a City Council in the case of a municipality, by the County Board in the case of the County and by the President of Northern Illinois University in the case of NIU.

Attachment A sets forth basic and enhanced equipment foreseen by the Technical Committee as being necessary both now and in the future of the E-911 system. It was the intent of that Committee to present the most comprehensive possible list of equipment. Clearly, as technology changes in the future, modifications to the list will become necessary. It was recognized by the parties in the initial design of the system that the six PSAP's came together with varying levels of capability and equipment. It was again the intent of the parties that future enhancements be allowed by the Board in a reasonable and orderly fashion and with a view towards equity and fundamental fairness.

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ATTACHMENT A

Section 1. The following items were included in the pricing summary initially submitted by Contel. These items would be furnished by Contel as part of the basic charge:

- PSAP Terminal Equipment
- Selective Routing Capability
- Service Order Processing
- Nightly Updates of Customer Information
- Administrative and Data Maintenance
- Circuit Costs between Communities
- Billing and Collection Fees
- Complete System Maintenance
- Systems Engineering
- MSAG Development
- MSAG Maintenance
- ESZ Development
- ESZ Maintenance
- Technical and User Training

Section 2. The following equipment was designated by the Technical Committee as being essential for the operation of the E-911 system.

- Funding for the expansion of existing radio consoles to accommodate the addition of basic and enhanced 911 equipment
- Printers, sufficient in number to provide for the needs of all emergency service providers
- Generators as needed
- Pagers
- Logging Recorders
- Graphics Mapping
- Programmable Paging Encoders
- Call Checks
- Recorded Message Machines with recorder interfaces
- In kind services and expenses
- Sufficient Part-time personnel necessary for MSAG Development
- Hiring of a Consultant to assist with design and implementation
- Possible Hiring of a Coordinator
- TDD for each PSAP to assist the Hearing disabled and would also be part of the basic system

Section 3. The Committee recognizes that future enhancements will also be recommended, particularly the implementation of Computer Aided Dispatch (CAD). Equipment related to this system; CAD Software, CAD/E-911 Interfaces, CAD MSAG Development, CAD Hardware, Mobile Data Terminals/MDT, and finally, the Committee recognized that some expenditure of surcharge monies may be necessary for their provision of public information.