

# **Policy and Procedures for Expenditures From the Emergency Telephone System Fund**

**Prepared by Rick Basso, 911 Director for Franklin County  
Approved by the Franklin County Joint Emergency Telephone System Board**

**June 19, 2007**

## **Policy Statement:**

*“It shall be the policy of the FCJETSBoard to follow the instructions related to the expenditure of funds from the Emergency Telephone System Fund as specified in the “Emergency Telephone System Act” (50 ILCS 750/) and the “Wireless Emergency Telephone Safety Act” (50 ILCS 751/). It shall also be the policy of the FCJETSBoard to secure interpretive guidance from appropriate County and/or State offices when expenditure scenarios are of a nature that interpretations of the 750 and 751 instructions are necessary to achieve adherence. No expenditures may be made from the Emergency Telephone System Fund except upon the direction of the FCJETSBoard by resolution passed by a majority of all members of the board. It shall also be the policy of the FCJETSBoard to utilize the Franklin County Treasurer as custodian of the Emergency Telephone System Fund.”*

## **Policy Support References:**

The instructions related to the expenditure of funds from the Emergency Telephone System Fund and the Wireless Service Emergency Fund derived from 750 and 751 are annotated below:

**Subsection 15.4(c) (50 ILCS 750/15.4(c) (West 2004)) authorizes the expenditure of monies by the ETS Board and provides:**

(c) All monies received by a board pursuant to a surcharge imposed under Section 15.3 shall be deposited into a separate interest-bearing Emergency Telephone System Fund account. The treasurer of the municipality or county that has established the board or, in the case of a joint board, any municipal or county treasurer designated in the intergovernmental agreement, shall be custodian of the fund. All interest accruing on the fund shall remain in the fund. No expenditures may be made from such fund except upon the direction of the board by resolution passed by a majority of all members of the board. No expenditures may be made from such fund except upon the direction of the board. Expenditures may be made only to pay for the costs associated with the following:

- (1) The design of the Emergency Telephone System.
- (2) The coding of an initial Master Street Address Guide data base, and update and maintenance thereof.
- (3) The repayment of any monies advanced for the implementation of the system.
- (4) The charges for Automatic Number Identification and Automatic Location Identification equipment, a computer aided dispatch system that records, maintains, and integrates information, mobile data transmitters equipped with automatic vehicle locators, and maintenance, replacement and update thereof to increase operational efficiency and improve the provision of emergency services.
- (5) The non-recurring charges related to installation of the Emergency Telephone System and the ongoing network charges.
- (6) The acquisition and installation, or the reimbursement of costs therefore to other governmental bodies that have incurred those costs, of road or street signs that are essential to the implementation of the emergency telephone system and that are not duplicative of signs that are the responsibility of the jurisdiction charged with maintaining road and street signs.
- (7) Other products and services necessary for the implementation, upgrade, and maintenance of the system and any other purpose related to the operation of the system, including costs attributable directly to the construction, leasing, or maintenance of any buildings or facilities or costs of personnel attributable directly to the operation of the system. Costs attributable directly to the operation of an emergency telephone system do not include the costs of public safety agency personnel who are and equipment that is dispatched in response to an emergency call.

For purposes of the ETS Act, the term “system” is defined to mean “the communications equipment required to produce a response by the appropriate emergency public safety agency as a result of an emergency call being placed to 9-1-1.” 50 ILCS 750/2.06a (West 2004).

(50 ILCS 751/20) (Section scheduled to be repealed on April 1, 2008)

**Sec. 20. Wireless Service Emergency Fund; uses.**

The Wireless Service Emergency Fund is created as a special fund in the State treasury. Subject to appropriation, *moneys in the Wireless Service Emergency Fund may only be used for grants for emergency telephone system boards, qualified government entities, or the Department of State Police. These grants may be used only for the design, implementation, operation, maintenance, or upgrade of wireless 9-1-1 or E9-1-1 emergency services and public safety answering points, and for no other purposes.* (Emphasis added.) \*\*\*

Moneys from the Wireless Service Emergency Fund may not be used to pay for or recover any costs associated with public safety agency equipment or personnel dispatched in response to wireless 9-1-1 or wireless E9-1-1 emergency calls. (Source: P.A. 91-660, eff. 12-22-99.)

**Procedures:**

**Custodian of Funds:** By statute, the Franklin County Treasurer is the custodian of funds for the 911 Administrative Office of the FCJETS. All revenues, investments and expenditures will be processed and maintained by the Franklin County Treasurer's office.

**Fiscal Year Business Plan:** The 911 Director will be responsible for preparing a "911 Administrative Office" business plan each fiscal year (December 1<sup>st</sup> through November 30<sup>th</sup>) for FCJETS approval by a majority vote of all members. The business plan will include projected income, investments and expenses for a 12 month period. The business plan investments will include at least two cash reserves: one to cover 6 months of "operating expenses" and the other for future "equipment and software" requirements. It will be the practice of the FCJETS to not budget beyond the "operating expense" cash reserve. The "equipment and software" cash reserve will be funded over time from budget surpluses. The submission date of a proposed fiscal year business plan will be the September FCJETS meeting. Final approval of the business plan will be given at the October FCJETS meeting. Modification of the FCJETS schedule may be necessary to coincide with the budget planning schedule set by the Franklin County Board.

**Pre-Approved Spending Resolution for 911 Director:** By majority vote, the FCJETS has resolved to give the 911 Director the authority to pay regular recurring monthly bills (through the County Treasurer's office) for expenses covered by the approved fiscal year business plan when the payments are due and payable. All expenditures made during a given month will be reviewed at the next scheduled monthly meeting. The 911 Director will also provide the Board at each monthly meeting the most recently reconciled financial statement to show year-to-date performance against budget. This reconciliation will be between the records of the 911 Administrative Office and the County Treasurer.

**Discretionary Spending Limit Resolution for 911 Director:** By majority vote, the FCJETSBS has resolved to give the 911 Director a discretionary spending limit of \$1000.00 (per event) to pay for unanticipated non-recurring expenses that are due and payable during the interim period between Board Meetings. Use of this authority may be exercised two times during an interim period. If additional unanticipated spending situations should arise, the 911 Director will request a Special Meeting or establish a conference call with at least a quorum of Board Members to discuss and approve the expenditure. This relates to expenditures that are readily identifiable as allowable under the provisions of 750 and 751. All such unanticipated non-recurring expenditures will be reviewed at the next scheduled monthly meeting.

**Due Diligence Review:** In the event that expenditure requests, which are not readily identifiable as allowable under the provisions of 750 and 751, are brought before the FCJETSBS either by a Board Member or the 911 Director, the request will receive a “due diligence review” prior to a Board vote for approval or rejection. The due diligence review will include seeking interpretive advice as to the allowable nature of the expenditure request from appropriate County and/or State offices. Results of this due diligence will be presented to the Board in writing for further consideration of the request.

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This document has been approved by a majority vote of all members of the FCJETSBS at the June 19, 2007 Regular Meeting and will remain in effect until such time as the Board determines that changes should be made to maintain its applicability and value. It will require a resolution passed by a majority of all Board Members to modify this document.

Approved by the FCJETSBS: \_\_\_\_\_ Date: \_\_\_\_\_  
FCJETSBS Chairman

\_\_\_\_\_ Date: \_\_\_\_\_  
FCJETSBS Assistant Treasurer

\_\_\_\_\_ Date: \_\_\_\_\_  
FCJETSBS Secretary