

Emergency Telephone System Board Of DuPage County Policy and Procedures



Policy #: 911-010.1
Previous Policy #: 911-03
Effective Date: September 13, 2016
Revised: February 11, 2026

54199: Capital Contingencies Procedures and Capital Management Plan

Background:

54199: Capital Contingencies (54199) was set up by the County Chief Financial Officers (CFO) and outside auditors as an equipment replacement fund that was fluid to allow ETSB flexibility with their capital asset replacement. Each year a dollar amount is appropriated to this fund to support the long-term replacement of the 9-1-1 infrastructure, essentially, acting as a savings account. 54199 funds are obligated to the upgrade and replacement of the 911 Infrastructure.

The allocation represents what ETSB should have on hand to facilitate replacement of capital items. DuPage ESTB has a finite funding source which comes from 9-1-1 surcharge disbursement and several small contracts for service. Therefore, it is essential that the ETS Board plan for the sustainability of the 9-1-1 system to ensure life safety for those calling 9-1-1 and those responding to that call.

Purpose:

The purpose of this policy is to ensure that essential 9-1-1 equipment is sufficient for service delivery and that all equipment is kept in good working order. This policy describes the plan for the procurement and replacement of equipment and fixed assets necessary to support administrative and 9-1-1 functions of the Emergency Telephone System Board of DuPage County (DuPage ETSB) and the PSAPs within its 9-1-1 system; and, to supply staff and telecommunicators with the equipment necessary to perform core functions in an efficient and accurate manner.

Additional Authority:

50 ILCS 750 Emergency Telephone System Act
OEX-003B-89 Amending Section 40-20 of the DuPage County Code Pertaining to the Emergency Telephone System Board
ETS-R-0056-23 Intergovernmental Agreement by and Between the County of DuPage and on behalf of its Emergency Telephone System Board, The Village of Addison for its Addison Consolidated Dispatch Center and DuPage Public Safety Communications.

Goal:

The goal of this policy shall be to:

1. Stabilize the budget of the DuPage ETSB by identifying and planning for large capital expenses.
2. Obligate appropriate funding to ensure the ability to sustain and provide the best possible 9-1-1 system for DuPage ETSB PSAPs.
3. Protect Emergency Hardware replacement from unexpected failure.
4. Exercise fiscal responsibility for the delivery of 9-1-1 resources within the DuPage ETSB service area.
5. Assist with the five year budget projection for DuPage ETSB.

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Scope:

This policy shall apply to all members of the Emergency Telephone System Board of DuPage County (DuPage ETSB) 9-1-1 system by referendum.

Definitions:

Capital or Fixed Assets: Assets of significant value and having a useful life of several years as determined by the ordinances of DuPage County, state and federal statutes and requirements.

Capital Improvements: Expenditures related to acquisition, expansion or rehabilitation of an element of the DuPage ETSB's 911 System infrastructure.

Capital Management Plan : A chart consisting of capital assets designated to 54199: Capital Contingencies as part of the core 9-1-1 system or necessary to the operation of the DuPage ETSB

Capital Contingency: An budgetary line item used to obligate a portion of the DuPage ETSB's funds to be used to replace or upgrade existing core components of the 9-1-1 Infrastructure.

Asset Inventory: An inventory of capital or fixed assets with a value of \$5000 or greater or a value as designated by the DuPage County policy or ordinance for asset inventory.

54199: Capital Contingency for Capital or Fixed Assets, Systems and Software

1. The DuPage ETSB shall maintain 54199 for the purpose of funding the cost of replacement or upgrade of depreciable assets designated by the ETS Board to this fund. Such reserves should be sufficient to promote the efficient and effective operation of the 9-1-1 system, avoid significant fluctuations the DuPage ETSB annual budget process, and minimize the potential for unanticipated financial shortfalls that may impact the other funds and services.
2. Staff shall determine the appropriate level of funding for identified assets will be based on a Capital Management Plan that is prepared/updated at least annually and approved by DuPage ETS board. The Plan required under this provision will be based on a minimum five-year planning horizon and will assess replacement/upgrade needs of each asset or asset class and include an analysis of the annual funding necessary to accumulate the funds required to execute the plan. When preparing/updating the Plan, consideration should be given to the availability of interest earnings on reserves in order to maximize the benefits of setting aside funds. The Plan required under this section must be retained for audit purposes.
3. Systems, equipment and other capital assets purchased in a fiscal year with a value greater than \$150,000 shall be discussed by the ETS Board during the annual budget process to determine whether the function of the item is critical to the delivery of 911 dispatching and whether it should be included in 54199. Generally, 54199 appropriation may not be used for any other purpose than for replace/upgrade of capital assets used in the operation of the DuPage ETSB. Except as otherwise provided, exceptions to the requirements of sections (1) through (3) may be granted by the DuPage ETS Board upon vote of said members at a regular or special meeting.

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54199: Capital Contingencies (54199)

54199 funds are required to accumulate for the purpose of funding the replacement/upgrade of depreciable equipment if the capital value of assets owned by DuPage ETSB that exceeds \$150,000 in recorded cost. Assets valued at less than \$150,000 have the option of being placed in 54199 at the discretion of the DuPage ETS Board based on recommendation from staff. Staff will determine the appropriate level of appropriation based on the Capital Management Plan that is prepared and updated annually. This plan will be based on the life cycle of a item and/or the term of the contract. A minimum five-year planning horizon to estimate the funding needed for anticipated purchases of replacement/upgrade of equipment/systems over the five years or determined end of life.

Any new capital items purchased that meet these criteria are added to 54199 to begin allocating funds for its replacement. The replacement schedule is based on either the projected usable life or contract replacement year. That number is divided by the cost to determine the annual allocation for that capital item.

$$\text{Cost / Projected Usable Life or Contract Replacement Year} = \text{Annual Allocation}$$

Funding 54199: Capital Contingencies (54199)

54199 will be evaluated annually and funded according to the needs identified in the Capital Management Plan. To fund 54199, the ETS Board should appropriate funds in the annual budget process. These funds shall be considered obligated.

The balance in 54199 at fiscal year-end should be adequate to meet the needs of replacing equipment as detailed in the DuPage ETSB Capital Management Plan with the exception of any new capital being placed in to 54199 and/or the need to recapture sufficient funds for any item in the fund that was replaced or upgraded in the current fiscal year. The ETS Board and staff should take note of any on going projects under contract that will require funds from 54199 to pay the for the upgrade or replacement project in the coming fiscal year(s).

Staff shall work with the DuPage County Treasurer who is statutorily responsible for monitoring cash and investments to ensure adequate funding. The Capital Asset Plan must be submitted to the DuPage ETS board as part of the budgetary process.

Using 54199: Capital Contingencies Funds

Equipment is purchased from DuPage ETSB's operating and capital funds, not 54199. If 54199 appropriation money is to be used for a replacement or upgrade purchase, it must be transferred from 54199 to the appropriate operations line item using the financial process [Budget Transfer]. Funds appropriated to 54199 can only be used for the upgrade or replacement of items currently in the fund. The ETS Board may add additional items to 54199 once the new capital purchase has been made.

General Asset Management Procedures

1. Equipment needs are reviewed annually during program reviews and budget process, equipment requests will be defined by staff for 9-1-1 and ETSB office needs.
2. The PSAP Directors may submit budget requests for new capital during the budget process. The Directors (PSAP and ETSB) will review submissions and make recommendations to the ETS Board.

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3. Employees and PSAPs are expected to follow proper utilization procedures, assure maintenance is performed when necessary, and report problems through the ETSB ticketing system in order to assure appropriate assessment of replacement needs.
4. Unless an emergency occurs, equipment will be purchased or replaced during the normal budget process in a manner that is consistent with county procedure.
5. Consideration is will be given to the average life vs. condition at current time. When major repairs are needed, the repair quote will be compared to actual replacement costs and a decision is based on this assessment.
6. Each asset will be tagged and entered into the ETSB asset management system.

Policy adopted on: _____

Greg Schwarze, Chair

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