

# 9-1-1

**EMERGENCY TELEPHONE SYSTEM BOARD**  
Enhanced 9-1-1 Emergency Service for DuPage County  
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Title: Expenditure Policy

Policy No: ETS 009 004P

## **EXPENDITURES**

### **A. Emergency Telephone System Act Section 15.3 Surcharge Funds.**

Funds held and collected from the surcharge ("Surcharge Funds") for emergency telephone systems authorized by Section 15.3 of the Emergency Telephone System Act (hereinafter the "Act"), 50 ILCS 750/15.3 shall be expended, in accordance with Section 15.4 of the Act, 50 ILCS 750/15.4 and the DuPage County ETSB By-laws, only to pay the costs of the following or costs associated with them and reasonably necessary for their implementation:

- (1) design of the Emergency Telephone System;
- (2) the coding of the 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.

An example of an expenditure associated with and reasonably necessary for the implementation of one of the above purposes would be the cost of an automatic record keeping system relating to the purchase of "mobile data transmitters equipped with automatic vehicle locators," authorized in No. 4 above, where such a record keeping system would interact with the emergency telephone systems' dispatch system and would, among other things, provide mapping assistance and location tracking of equipment for emergency response personnel, as well as logging telephone and radio calls and generating statistical information relating to emergency responses. See Attorney General Opinion, 98 Ill. Atty. Gen. Op. 005, at pp. 8-10. An example of expenditures *not* associated with nor reasonably necessary for the implementation of any of the above purposes would be the payment of costs for conducting driver's license checks, making inquiries into LEADS and responding to non-emergency situations, or the costs of a record keeping system that creates a database of police and firefighter field investigation reports and interviews facilitating the produce the various reports required of emergency personnel by the state. *Id.*, at pp. 8-9. The Illinois Attorney General has opined that such costs are not necessary for direct maintenance of an emergency telephone system. *Id.*, at p. 9.

Concerning specifically the "costs of personnel attributable directly to the operation of the system" provided for in Item No. 7 above, Surcharge Funds can be used to pay costs of benefits as well as compensation for dispatchers who are responsible for answering incoming 9-1-1 calls and for contacting the appropriate public safety agency in regard to requests for emergency services. See Attorney General Opinion, 98 Ill. Atty. Gen. Op. 009, at p. 4-5. Also, the restrictive language "attributable directly to the operation of the system" does not preclude dispatchers from performing incidental non-emergency tasks, along with their primary duties of monitoring communication equipment. *Id.*

## **B. Non-Surcharge Funds**

Funds other than those held and collected from the surcharge for emergency telephone systems authorized by Section 15.3 of the Act ("Non-Surcharge Funds") shall be expended in accordance with any legally binding earmark or restriction on them or, if none, for any of the duties and responsibilities of the Board provided for in Article III D. and E. of the DuPage County ETSB By-laws. Whenever possible, Non-Surcharge Funds shall be reserved and used for payment of costs not eligible for application of Surcharge Funds before being expended for the costs of functions and items that can be satisfied out of Surcharge Funds. For example, where an employee is hired to perform dispatcher duties part-time and other non-emergency functions for the remainder of the time, Surcharge Funds could only be properly used to pay that portion of that employee's time of attributable to attending the emergency telephone system, with the other portion of such employees' compensation being paid from Non-Surcharge Funds. See 98 Ill. Atty. Gen. Op. 009, at p. 5.

## **C. Expenditure of Funds**

No expenditure funds of the DuPage County ETSB, whether Surcharge or Non-Surcharge Funds, shall be authorized, except, as provided Article III D. 6. of the DuPage County ETSB By-laws, upon the direction of the Board by resolution adopted by a majority of all members of the Board present at duly convened meeting of the Board. Such direction shall be by roll call vote and shall be evidence by either a separate written resolution or notation of such resolution in the minutes of the meeting. The adoption of such resolution shall be authority for the Coordinator, or other staff member at his or her direction, to complete the necessary purchase order, voucher, or other documentation necessary to draw funds upon the Treasurer and to submit such

the Treasurer. Approval by resolution of a contract or other instrument containing a schedule of payments shall be sufficient authority for the Coordinator, or other staff member at his or her direction, to complete the necessary purchase order, voucher, or other documentation necessary for the payment thereof in accordance the terms of that contract or instrument.

Adopted: February 12, 2009

By \_\_\_\_\_  
Vice Chairman ~~B~~radley Bloom  
Acting Chairman