

**County IT Committee
Tentative Minutes
February 13, 2019**

1. Call Meeting to Order: Vice-Chairwoman Nordman called the meeting to order at 10:01 a.m. Present: Heuer, Oltmanns and Youman. Others: IT Manager Larry Callant, Health Dept. Administrator Kyle Auman, Finfrock, Corbitt and Typer. Absent: Whalen.
2. Approval of Minutes – January 8, 2019: Motion by Heuer to approve the minutes as presented, 2nd by Oltmanns. Motion carried.
3. Approval of Bills: Motion by Oltmanns to approve the bills totaling \$4,231.36, 2nd by Youman. Callant explained the bills. Motion carried.
4. Public Comment: None
5. Department Report: Callant stated he had a meeting with Gouker, Finfrock, Whalen and Auman regarding the Health Dept. server project; it is working fine. He also mentioned that there have been a few fiber outages; the first outage Callant was never notified.
6. Committee Updates
 - IT Service Request Software: Callant has found software, Support Ticket, to track his projects. It is an email-based software, approximately \$900 for set-up and a \$100 monthly maintenance fee. Youman would like to see the reports it generates; discussion continued. Callant will bring more information next month. Typer asked if this software would work for the Maintenance Dept.; Callant stated it could, but he has not spoken to Sheriff VanVickle about it. Youman suggested taking it before the Executive Committee and all Dept. Heads.
 - Fiber Repair Update: Callant is working on the RFP for the fiber replacement project; start date is dependent on the weather, hopefully April-May. He distributed a copy of the Duct Override Placement document.
 - Frontier Update: None
7. Old Business
 - IT Dept. Head Job Description: Nordman stated the job description has been reviewed by Gouker, Kenney and State’s Attorney Morrow. Committee agreed to the job description. Motion by Youman to move it onto the Executive Committee. Heuer questioned if it needs to go before the Personnel Committee first; Oltmanns thought it should. Youman questioned the process of handling job descriptions; Heuer stated it needs to go before Personnel first. Motion failed due to lack of second. Motion by Oltmanns to move the IT Dept. Head job description as presented onto the Personnel Committee, 2nd by Heuer. Motion carried.
8. New Business
 - Future IT Funding: Nordman stated Whalen would like to see the salaries taken from General Fund in 2020; discussion was held about Departments helping with the cost.

9. Closed Session – Employment Matters 5 ILCS 12/2(c)(1): Motion by Oltmanns to go into closed session, 2nd by Heuer. Roll call: Yes – Oltmanns, Youman, Heuer, Nordman. Motion carried at 10:45 a.m.

Committee came into open session at 10:50 a.m.

10. Adjournment: With no further business, Vice-Chairwoman Nordman adjourned. Time: 10:51 a.m.

Respectfully submitted,
Tiffany O'Brien

Duct override placement

Overall Scope of Work

- All fiber shall meet or exceed the specifications of ITU-T G.652.D
- Placement of a minimum of two 10mm ID microducts and trace wire along the route shown in exhibit A, an approximate distance of 11,000 feet
 - Additional handholes to be placed as required such that there is no more than 2,000' between any two handholes
- Placement of a single continuous 144 strand fiber optic cable from end-to-end of the route in exhibit A
 - No butt splices will be allowed, cable must be continuous except where mid-sheath access is required
 - A minimum of 100 feet is required as slack in each handhole
 - A copy of the manufacturers reel test sheet or a full reel OTDR test shall be provided prior to the installation of the fiber
- Placement of a 24-strand or larger lateral cable into the Ogle County Health Department on Pine Road
- Terminations
 - Rack Mount Patch Panels
 - 6-position LGX-118 compatible
 - AFL Telecommunications XFM 2U or equivalent
 - Wall Mount Patch Panels
 - 4-position LGX-118 compatible
 - AFL Telecommunications WME04 or equivalent
 - Fiber Terminations Modules
 - AFL Poli-MOD Patch and Splice Module
 - Connector type to be Ultra-Polished LC
 - 24 strand
 - All terminations shall be completed by fusion splicing to a factory polished pigtail
 - All empty patch panel positions shall have blank plates installed
- Splicing

- One splice case shall be installed adjacent to the Ogle County Health Department
- Splice case shall be Tyco part number FOOSC-450-D6-6-NT-0-D6V
- Splice tray shall be Tyco D-Sized as required per chosen splicing technology
- Sites:
 - Ogle County Courthouse
 - Terminate strands 1-48 in two Poli-MOD modules
 - Remaining fiber to be coiled for future use
 - Ogle County Health Department
 - Terminate strands 1-24
 - Ogle County Highway Department
 - Terminate strands 1-48
 - Remaining fiber to be coiled for future use
- Splicing
 - At Ogle County Health Department
 - Mid-sheath micro-fiber per manufacturer procedure
 - Splice 1-12 from North to 1-12 of Lateral Cable
 - Splice 1-12 from South to 13-24 of Lateral Cable
- Labeling
 - At all handholes, cable shall be labeled with a printed label with the following information
 - Ogle County
 - Court House to Highway Department
 - In case of emergency, contact 815-732-1153
 - Hand written labels are NOT acceptable
 - At Ogle County Health Department, on north cable
 - Ogle County
 - Court House to Highway Department NORTH
 - In case of emergency, contact 815-732-1153
 - At Ogle County Health Department, on south cable
 - Ogle County
 - Court House to Highway Department SOUTH
 - In case of emergency, contact 815-732-1153
 - At Ogle County Health Department, on lateral cable

- Ogle County
 - Lateral to Ogle County Health Department
 - In case of emergency, contact 815-732-1153
- Suggested label maker
 - Panduit LS8E with M300X050Y6C yellow marker plate
- As-Built documentation
 - As-built data shall be in a mutually agreed suitable GIS format
 - Handhole element shall include the following fields
 - Through Fiber sequential high
 - Through Fiber sequential low
 - Through total slack
 - Lateral sequential high
 - Lateral sequential low
 - Lateral total slack
 - Building elements shall include the following fields
 - Termination Sequential High
 - Termination Sequential Low
 - Termination Total Slack
 - Total Terminations
- Testing
 - Provide bi-directional power meter and OTDR testing of all terminated strands between all sites
 - Documentation to be provided in both PDF and raw data format
 - A minimum 100-meter launch and receive cables must be utilized with all OTDR testing
 - All testing shall be done at both 1310nm and 1550nm
 - Pass/Fail criteria are documented in Exhibit B for OTDR, splices, and connectors

RESOLUTION 2019-01XX

Ogle County Information Technology Department Head Job Description

Information Technology is defined, per Ogle County Resolution 2019-01XX, as all technologies used for all County communications and equipment is defined as all technologies used for communication (i.e., but not limited to, fiber networking, servers (Ogle County and GIS), telephone system, telephones, cameras, Ogle County email accounts, enterprise software programs, desktop, laptop and printer support, Ogle County owned wireless tower(s)), as well as all wireless and wired connectivity to the Ogle County network system, all connections to the Ogle County fiber network system, all wireless access points, and all desktop & laptop configurations.

RESPONSIBILITIES

This position is responsible for:

- All secure access to the Ogle County network.
- Network and e-mail administration – Responsible for securing appropriate rights to the Ogle County domain (e-mail and server storage)
- Responsible for GIS and County servers, operating, data & reporting
- Responsible for all fiber communications, current and future growth.
- Responsible for supporting Ogle County IT enterprise applications and assuring all software is licensed accordingly, including, but not necessarily limited to:
 - New World
 - Microsoft Suite
 - MS Windows operating systems
 - Ogle County e-mail system
 - Devnet system
 - Kronos
 - VPN Client
- Quoting system specifications that are compatible with the network and supported by the IT Department
- Desktop and networking troubleshooting services on supported systems.
- Necessary equipment defined as, but not limited to:
 - Desktop and laptop systems
 - All telephone equipment
 - KIOSKS
 - Visitor network system
 - Individual fingerprinting system
 - Printer & faxes, to include Cobra Bank system printers
 - Wireless access points & routers
 - Ogle County security camera and keyless building entry systems

REQUIREMENTS

This position requires the following:

- Bachelor Degree or equivalent
- Minimum 2 years working experience in field
- Continuing education, as determined from time to time by the Dept. Head and/or Committee
- Server & networking knowledge and proficiency
- Supervisory experience
- Work independently and make independent decisions when necessary
- Comprehensive collaboration and communication with County staff and County Board members
- Ability to communicate with vendors negotiating best use practices for Ogle County technology

This position is on call 24/7 for essential offices, as to be determined by the Ogle County Board and the IT Committee, and shall include, but not necessarily be limited to the Ogle County Sheriff's Office, Ogle County 911, system-wide needs for the County network connectivity and seasonal departments as may be deemed necessary.

Adopted by the County Board of Ogle County, State of Illinois on this 19th day of February, 2019

Attest:

Kim P. Gouker
Chairman, Ogle County Board

Laura J. Cook
Ogle County Clerk