

## MINUTES

### WINNEBAGO COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

Rockford Fire Headquarters, 204 S. 1<sup>st</sup> Street Rockford, IL 61104

August 9, 2022

#### **I. Call To Order**

Meeting was called to order at 9:02 a. m.

#### **II. Roll Call**

Present: Joe Corl, Vice Chairman, Adam Truman, Joel Hallstrom, Don Carlson, Don Shoelvin, Gary Caruana, Mike McCommend, Michele Pankow, E.J. Dillonardo

Guests: Elizabeth Russell, Justin Anderson, Veronica O'Daniel and Sandy Stansell

Absent: Todd Stockburger and Carla Redd

#### **III. Minutes**

**Motion:** Don Shoelvin made a motion to approve and Gary Caruana seconded the motion. Motion carried.

#### **IV. Financials**

Vice Chairman Joe Corl asked Elizabeth Russell to give an overview of the financials. Ms. Russell referenced the colored sheets and stated that at the stop under State Grants there is an amount of \$600K which was due to the state withholding too much surcharge money to fund the NG state project. This is a one-time payment back to 911. Ms. Russell also pointed out a mistake under other professional services where \$26,000 was placed incorrectly and should have been under salary reimbursement. Ms. Russell stated that there were a couple big purchases, one being a vehicle for Jeanine Kaplan in the amount of \$35K and another under equipment repairs which was an unexpected cost for emergency A/C repairs around \$5,500. The normal telephone bills were a big expense. Under schooling there was a large charge for hotel fees for a conference. Joe Corl asked where does the \$600K go that is listed under state grants. Elizabeth Russell advised that although it is listed under state grants it is counted as revenue. Elizabeth advised that two accounts were adjusted: other professional services, which was increased to \$80K, it was originally \$30K – This was to accommodate the telephone circuit audit. Also, the telephone line item was adjusted up to \$2 million to account for telephone bills. **Motion:** A motion to approve financials was made by Adam Truman and seconded by Don Shoelvin. Motion carried by a unanimous vote.

#### **V. New Business**

**July Call Volume and Answering Report** - No comments

**Renewal of Sandy Stansell's NG Project Contract**

Vice Chairman Joe Corl advised the ETSB that Sandy Stansell's contract was up for renewal. Corl advised that Ms. Stansell has assisted the Board with the NG project. Corl stated that her yearly amount was not to exceed \$12K per year and she tracks all her hours. Corl advised that Ms. Stansell is paid \$50 per hour. Joel Hallstrom asked if there has been discussions on increasing her rate. Vice Chairman Corl confirmed with Ms. Stansell that there has not been an increase. **Motion:** Gary Caruana made a motion that Ms. Stansell's hourly rate be increased from \$50 per hour to \$60 per hour. Michele Pankow seconded the motion. A roll call vote was taken and all present voted in favor of the increase. Motion carried.

### **Secondary Answering Point**

Elizabeth Russell advised that currently Rock Com operates as an SAP (Secondary Answering Point) but they are not registered with the state as an SAP. Also, they do not meet all the qualifications. Rock Com has filled out an assessment form requested by State Administrator Cindy Barbera-Brelle. Ms. Russell spoke with Brelle who said Rock Com had no major issues, the biggest thing was the absence of call handling equipment. There was discussion on the funding of this equipment. Todd Stockburger had reached out to Attorney John Kelly on that issue and received an email back stating that Rock Com needs to be recognized as an SAP. He felt that the ETSB would be financially responsible for the call handling part. Cindy disagreed and said it would be the choice of the ETSB to fund, or decide to go 50/50 on the funding. So, the ETSB would need to decide if they wanted to recognize Rock Com as an SAP. Modifications would have to be made with the state. Ms. Russell advised that Cindy offered to come to meet with the ETSB and Rock Com. Joe Corl asked ETSB members if they were ok with inviting both Cindy Barbera-Brelle and John Kelly. All members agreed.

## **Old Business**

### **ETSB Salaries**

Vice Chairman Joe Corl asked Dave Rickert for an update on the overcharging of the County 911 Position that occurred over the course of 11 years. This amount was \$197K more than what should have been reimbursed. Dave Rickert advised that the county is still reviewing the IGA for options. Joe Corl asked Rickert if their offer of paying back 50% was off the table. Dave Rickert advised that this was his recommendation not the County Boards. They are still reviewing legalities. Joe Corl asked if they would have an answer by the next board meeting. Dave Rickert stated he will re-present the issue to the board and hopefully will have a response by next meeting. Joe Corl stated that the City underpaid but they have paid back at 100%.

### **Fiber Route**

Sandy Stansell advised that she, Liz and Todd were in communications with Solacom regarding the cost of the new pathway. Stansell reminded board members that the ETSB was going to be charged \$120K. They requested a call with Solacom to present their point and to suggest that Solacom pay 50%. They are awaiting a response regarding this request. Stansell hopes to have an answer by the next board meeting.

**Phone/Radio Circuit Audit**

Elizabeth Russell advised that she had a meeting with Marsha from Client First. Client First reviewed all the telephone bills. They also met with the city in reviewing the portion that the City is charging. The majority are Fire Department radio towers. They are billing by percentage. City and RFD agreed to move those to fiber

**CAD to CAD Interface – No report****Rural Fire Mobile Licenses and RMS Interface**

Elizabeth Russell advised that Motorola had been contacted to put together a quote for 7 positions for city back up and 3 positions for county fire positions. They came back with a 3 year no interest contract which is about \$300K per year. Ms. Russell advised that this was not budgeted. Also, since the county is not ready to do fire dispatch, she will have to request another quote that separates out the positions. Ms. Russell advised that Motorola didn't have their quotes ready at the time, so there was money budgeted but not enough to cover the Motorola contract. Regarding Rural Fire Licenses, Cherry Valley is set up with mobile CAD and they are working on getting Harlem Roscoe set up. Field Ops Licenses have been purchased. Cherry Valley has been trialing those. Ms. Russell advised that Chief Hallstrom's licenses are getting set up with IT. Vice Chairman Joe Corl advised that after the meeting, Elizabeth will be providing some training for anyone interested who wants to stay and watch.

**911 NG Project update**

Sandy Stansell advised the ETSB that according to Solacom, DeKalb and Boone County are on target to go live with phase 2 in September/October time frame. Stansell believes Winnebago will get moved up because Ogle has given up their spot in the lineup. This could be in the October/November timeframe.

**CAD/RMS Governance and CAD System Management Committee**

No report

**Mental Health Grant**

Michele Pankow reported that they continue to move ahead with the EMD Pro QA software. Ms. Pankow advised that stakeholder week is coming up the week of September 12<sup>th</sup>. We will have all the stakeholders invited in terms of getting software up and running and next would be the high compliance phase. Then they will go to the low code portion. It is still a ways out from the end product but there is progress. Joe Corl asked if there was an estimate for the completion of the program. Ms. Pankow advised that Swedish American is in the process of hiring behavioral health nurses and then there will be a nurse hired to be in the 911 center. They are moving forward with software for EMD Priority Dispatch.

**Next Meeting and Adjournment:**

The next meeting is scheduled for Tuesday, September 14, 2022 at 9am at Rockford Fire Headquarters at 204 S. 1<sup>st</sup> Street Rockford, IL 61104. A **Motion** was made by Don Carlson to adjourn and was seconded by Michele Pankow. Motion carried.