

MINUTES
WINNEBAGO COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

Rockford Fire Headquarters, 204 S. 1st Street Rockford, IL 61104
April 12, 2022

I. CALL TO ORDER

Meeting was called to order at 9:05 a. m.

II. ROLL CALL

Present: Todd Stockburger, Adam Truman, Joel Hallstrom, Joe Corl, EJ Dilonardo, Don Shoewlin, Carla Redd, Mike McCommend, Michele Pankow, Rick Ciganek sitting in for Gary Caruana.

Guest: Rick Ciganek, Todd Hughes, Dan Majors, Sandy Stansell, Jeanine Kaplan and Dave Rickert

Absent: Gary Caruana and Don Carlson

III. Minutes

Motion: Adam Truman made a motion to approve and Joe Corl seconded the motion.
Motion carried.

IV. Financials

Financials were reviewed. Chairman Stockburger made reference to a couple of line-item overages. Stockburger advised that Dave Rickert sent an email regarding the overages. Dave Rickert advised that there was one that had to do with Mr. Galluzzo which were not ETSB items. Rickert advised that it would be taken care of. Chairman Stockburger advised the ETSB that there were questionable phone charges in the amount of \$246K. Stockburger said there was a meeting with Mr. Rickert, Ann Johns regarding this bill. The question regarding that charge was that the costs were identified as "backup" communication for the County. Stockburger said he found no documentation on the ETSB approving this charge. Dan Majors said that he had spoken with Dave Carter about the phone/radio circuits and Dave advised that many are not hooked up or in use. Majors advised that ETSB that he is comfortable disconnecting. Rick Ciganek asked if a soft connect would reduce the costs. Todd Stockburger advised that it would not but it would ensure that it is ok to disconnect prior to actually disconnecting them. Joe Corl asked if the County could use cell to communicate like the fire stations use Verizon Cellular. Dan Majors advised that they have looked at that setup because it works with audio tones. Joe Corl asked then is it

the ETSB's responsibility to pay for this. Joel Hallstrom asked if the ETSB can make a motion to move on a motion, if in 30 days the board says to cut the lines. Todd Stockburger advised that they could revisit in a motion. **Motion:** Michelle Pankow made a motion to do a 30 day soft connect. Joe Hallstrom seconded the motion. Motion carried. Dan Majors stated that there are some circuits that can be killed immediately. Todd Stockburger advised that Dan Majors will be the point person for this issue. **Motion:** Don Shoevlin made a motion to approve the financials and Michelle Pankow seconded the motion. Motion carried. Dave Rickert has scheduled a budget meeting and he stated that Elizabeth Russell will be back on Monday to meet as well. Joe Corl asked if an audit firm would be involved. Ann John's would be asked about a phone line audit. Todd Hughes indicated that Client First has done the city's phone line audit. Todd Stockburger asked ETSB members if they should utilize Client First since they have knowledge. Todd Hughes said he would take that on and get back to the ETSB. Todd Stockburger asked Sandy Stansell to include phone/radio circuit audit as an agenda item for the next meeting.

V. New Business

March Call Volume and Answering Report

The call answering report was reviewed. No comments.

VI. Old Business

IGA/Salaries

There was a meeting with Dave Rickert, Todd Stockburger and Joe Corl ref the \$197K overage paid to the County. They landed on renegotiating the IGA. Rickert will report back and said they have a process in place.

Surcharge Expenditure Policy

Chairman Stockburger advised of a meeting that was held on April 6th. Joel Hallstrom and Don Shoevlin were also present and they reviewed the draft policy provided by Attorney John Kelly. Todd Stockburger advised that the policy draft will be kept on the agenda for continued discussions. There was a question as to whether the ETSB should vote on approving the draft. Chairman Stockburger suggested that it be held over for one more look before voting.

City/IT Reimburse City on IT services

Todd Hughes advised the ETSB that he has unaudited numbers regarding IT services but it needs to be scrutinized as to what is or isn't ETSB related. Hughes said during the first quarter there was about 75 hours (8a – 5p) and almost 40 hours after 5pm.

Hughes said at \$66.84 per hour this would equate to approximately \$30K per year plus or minus \$5K either way. Jeanine Kaplan said that there had been a discussion in the past regarding an alternate IT person paid by the ETSB. Another person working with Mike Dyson. Todd Stockburger advised that he is working with Mike Dyson on a job description. Jeanine Kaplan suggested that this person could be assigned to the County center because if they have an outage help is $\frac{1}{2}$ hour away and having someone on site would be beneficial.

911 NG Project update

Sandy Stansell advised ETSB members that NINGA will be meeting face to face on Thursday in DeKalb. Stansell said that Todd Stockburger and Jeanine Kaplan would also be attending. Project continues to move forward but there are a few carriers who are slowing the process.

CAD/RMS Governance and CAD System Management Committee

Todd Hughes advised that there were no governance updates. CAD had two minor fixes for CAD. CAD System Management Committee will get back going when Elizabeth Russell returns.

Resource Computer

Todd Stockburger stated that Mike Dyson ordered 5 resource computers. Jeanine Kaplan said in the short term she would only need 3 for now.

Mobile Client Licensure

Rick Ciganek reported that squads have been ordered but it would be a while before they come in. There was concern about getting the mobile client licenses in time. The 21 licenses would be \$45K which wasn't budgeted in the ETSB budget. Todd Stockburger said it should be added in that next fiscal budget. Ciganek stated that it should not be an issue because the squads will still take some time to get.

VII. Next Meeting and Adjournment:

Tuesday, May 10, 2022 at 9am at Rockford Fire Headquarters at 204 S. 1st Street Rockford, IL 61104

Motion: A Motion was made by Carla Redd to adjourn and was seconded by Joel Hallstrom. Motion carried. Note: Carla Redd informed ETSB members that Police Memorial week starts May 9, 2022.