

MINUTES

WINNEBAGO COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

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

November 8, 2022

I. Call To Order

Meeting was called to order at 9:00 a. m.

II. Roll Call

Present: Gary Caruana, Chairman, Michele Pankow, Co-Chair, Joe Corl, Mike McCommond, Michele Pankow, E.J. Dilonardo, Todd Stockburger, Joel Hallstrom and Don Carlson

Guests: Elizabeth Russell, Sandy Stansell, Veronica O'Daniel, Jennifer Fey, Jerry Caskey, Todd Hughes, Mark Germain, Joseph Chiarelli, Karen Elyea, Allison Graceffa, Nick Kulpa

Absent: Adam Truman and Don Shoevlin

III. Minutes

Let it be noted for the record that Carla Redd was present at the October 11, 2022 ETSB meeting. Also, let the record reflect that in the minutes of October 26, 2022 it was incorrectly noted under Open Discussion, in the first paragraph that these comments were made by Mike McCommond. That paragraph should note Adam Truman as the commentator. **Motion:** Joe Corl made a motion for the approval of both sets of minutes (October 11th and October 26th) Mike McCommond seconded the motion. Minutes were approved.

IV. Financials

Prior to a motion, ETSB Member Joe Corl asked ETSB Business Manager Elizabeth Russell for the status of the AT&T accounts/lines. Ms. Russell advised that 18 line/accounts have been disconnected. Peerless however is still billing the city who into charges 911. Ms. Russell stated that City of Rockford is in a fight with Peerless and is not paying bills until credits start showing up on the account. **Motion:** Todd Stockburger made a motion to approve the financials followed by a second from Michele Pankow. Motion carried and financials were approved.

New Business

October Call Volume and Answering Report

Joe Corl asked Elizabeth Russell if there was a way to create a report to capture from the time of the initial call vs. the station alerting time. Ms. Russell stated she would work on creating a report.

County Fire Dispatch Financials

Elizabeth Russell compiled a comparison sheet on equipment costs for the ETSB to review. At a previous meeting a question was raised about costs concerning RockCom and what Three positions would cost – two at the county 911 site and 1 back up at Rockford. Ms. Russell stated that ETSB members had received that quote via an email. The quote amount for the radio positions was \$225,000 dollars. Still awaiting quote on phone positions. In addition, awaiting CAD licenses quote from Central Square. Radio equipment is about 12 months out.

Nationwide Power Contract

Elizabeth Russell advised that this contract is about maintenance for UPS batteries. Currently they are with a company called Vertis, which is \$14K annually. They have looked at bids and Nationwide Power appears to be the cheapest at \$14k for 3 years. **Motion:** A motion was made by Joel Hallstrom to proceed with the contract for Nationwide Power. Mike McCommand seconded the motion. Chairman Gary Caruana took a roll call vote. All members voted in favor in motion was approved.

Old Business

RockCom/SAP

Chairman Caruana advised that ETSB member Don Shoeylin was not present to provide an update. Sandy Stansell reminded Chairman Caruana of Attorney Kelly's letter written on behalf of the ETSB to Cindy Barbera-Brelle. Chairman Caruana stated that the letter reflected the discussions of the October 26th meeting along with the actions that will be taken regarding the SAP. ETSB Business Manager Elizabeth Russell asked if she should hold off on the quotes for equipment. ETSB member E.J. Dilonardo advised that an IGA needs to be drafted and before the board signs it, Mercy will have to approve it as well.

Fiber Route and 911 NG Project

Sandy Stansell advised that she and Elizabeth Russell were still working with Solacom and getting a decision concerning the sharing of the costs for the redundant pathway. In the meantime, the pathway continues to be built.

CAD/RMS Governance

No governance updates. Todd Hughes did inform the ETSB that they will be conducting an RMS upgrade on Tuesday, which will be an all-day affair due to sequential upgrades that have to take place.

Phone/Radio Circuit Audit

ETSB Business Manager Elizabeth Russell advised that all Rockford Fire VHF lines have been eliminated and they have switched to fiber. They will continue to work on other lines.

Radio Lease: Back-up Equipment

Elizabeth Russell stated that the Motorola quote was emailed out to ETSB members. The quote was for the upgrading of 15 current positions and 10 new

positions – 7 will be replacing positions at the County 911 Center, which includes 3 fire positions (1 of which is back up at Rockford 911) The quote was a little over a million dollars, and is a 3 year lease with no interest, and if it is signed soon the billing won't start until next year. Also, there are maintenance costs at around \$55K per year. **Motion:** E.J. Dilonardo made a motion to proceed with the new positions and Motorola Lease. Joel Hallstrom seconded the motion. Chairman Gary Caruana conducted a roll call vote. Every member voted in favor and the motion passed.

Rural Fire Mobile Licenses and RMS Interface

Elizabeth Russell advised that Todd Hughes provided her with an IGA to review how the agencies were charged for the Field Ops Licenses. Ms. Russell state that it was an additional costs to agencies or it was either they got the MDT or Field Ops. The licenses are \$120 per license per year. Ms. Russell advised the board that she would need to know if the ETSB would cover the costs of these licenses in police cars that already have MDTs. ETSB member Joe Corl asked if it was a choice of one or the other. Corl also stated that Fire went with the iPad version because they couldn't afford the MDT. Mike McCommond stated they would want to demo and would need to know the costs. Elizabeth Russell stated that she could order a sample and Carla Redd advised that her department would be willing to test it. Todd Stockburger also stated that Cherry Valley would be willing to test as well. Chairman Caruana suggested that more research is done on this issue.

CAD/RMS Governance and CAD System Management Committee

No updates

Mental Health Grant

Michele Pankow advised that Pro QA training kicks off next week but for the TC's, that will occur in January. Ms. Pankow stated that the go live is scheduled for March 2023.

New County IT Position

Chairman Caruana asked Jennifer Dey to hand out the County IT IGA draft to ETSB members, which includes a job description break down. Chairman Caruana advised that the County 911 needs a permanent IT person and that they were going to split the duties for the Sheriff Department. Chairman Caruana asked Ms. Fey to go over it with the board. Ms. Fey said the draft shows the percentage of what the IT person would be doing for the ETSB and then for the Sheriff's Department. It also shows what was agreed, to pay this person along with the overhead benefits. Joe Corl asked if this job description mimics Mike Dyson's duties. Ms. Fey stated yes. Corl asked if the ETSB pays Dyson's salary, Todd Stockburger responded that yes the board pays his salary. Corl asked how much. Stockburger advised \$60K give or take a few. Corl asked if the duties are the same, the new IT person is being paid a whole lot more than Dyson. Corl questioned whether the board being fair when the new IT is getting paid \$125K (salary/benefits) when Dyson is only at around \$70K. Chairman Caruana said then the ETSB needs to look at Dyson's salary. Chairman Caruana stated that the body cam duties would be covered by the 36% that the Sheriff's Department would be paying for.

Further discussion ensued about the making of tapes and Jen Dey advised that they don't need the IT person to make tapes, that their supervisors do that. ETSB member Michele Pankow said in the original discussion, that was part of the reason for this new position, to have someone who could make tapes so that the county 911 supervisors would not have to do so. Jennifer Fey stated that was Jeanine's opinion on not making the supervisors make the tapes, but the supervisors can do it and they also have light duty deputies who make them as well. Todd Stockburger stated it is the volume of tapes that create the problem. Ms. Fey said that Rockford gets a high volume but they don't, so the supervisors are able to deal with it. Elizabeth Russell reminded the board that the county submitted about \$15K for IT work and the city about \$125K. Joe Corl asked if this money budgeted for IT services would go away because of this new IT position. Chairman Caruana said that County 911 does not see the IT person at that center that often and there is a lag time when he is needed. They did an access audit and the amount of time is extremely lagging. Michele Pankow advised that Mike Dyson does a lot of the work in the background and via computers, so he does not have to be present to be working.

Corl said the board recognized there was an IT shortage, so they addressed the issued, to the amount stated above. Chairman Caruana said they need to reengineer this and because the IT person isn't intensely needed like the person at city, that is why they needed to split out duties, which their department is paying for. Corl stated again that the ETSB put in \$145K last year and now they are adding another \$80K. Carla Redd stated that ETSB needs to dive deeper into why they budgeted IT funds because they could be two separate issues. Corl stated he knows there is a need but they need to make sure they are paying double for services that the new person would be absorbing. Also, we need to look at Mike Dyson's pay. After a continued discussion regarding the need for this IT person, Chairman Caruana stated that the IGA needs to be looked at, but whatever he needs to pay for this IT person, he will pay. Caruana suggested that Dan, Todd, Jen and Elizabeth meet on this issue. They would like the analysis done by January. Caruana advised that there would be more discussion at the December meeting.

Next Meeting an Adjournment:

Chairman Gary Caruana advised that the next meeting, which is the annual Christmas meeting, would be held at Stockholm Inn.

A **Motion** was made by Don Carlson to adjourn and was seconded by Carla Redd. Motion carried. The next ETSB meeting is scheduled for December 13, 2022 at 9:00 a.m. at the Stockholm Inn.

(Note: the scheduled meeting of December 13, 2022 was changed to December 22, 2022 at 9:00 a.m.)