

MINUTES
WINNEBAGO COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

Rockford Fire Headquarters, 204 S. 1st Street Rockford, IL 61104
May 10, 2022

I. CALL TO ORDER

Meeting was called to order at 9:01 a. m.

II. ROLL CALL

Present: Joe Corl, Vice Chairman, Adam Truman, Joel Hallstrom, Don Carlson, Don Shoevelin, Carla Redd, Mike McCommand, Michele Pankow, Gary Caruana

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

Absent: Todd Stockburger and EJ Dilonardo

III. Minutes

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

IV. Financials

Financials were reviewed. Dave Rickert advised board members that a joint effort is underway to look at and identify phone expenses. **Motion:** A motion to approve financials was made by Joel Hallstrom and seconded by Michele Pankow. Motion carried by a unanimous vote.

V. New Business

April Call Volume and Answering Report

The call answering report was reviewed. Jeanine Kaplan, county 911 Director, advised that their report showed dates lower than 90% due to the fact that they have six new hires and these employees are new at call answering.

Phone/Radio Circuit Audit

Vice Chairman Joe Corl advised the board that in 2017 an audit was done by Client First regarding lines and circuits. Corl also advised that AT&T is trying to get out of the business and it seems pricing is being forced. This audit has completed much of

the work already and maybe what is needed is an update on what has been done already. Elizabeth Russell advised that each member had a proposal in their packets and the audit would be \$20,970. Part of the service along with identifying lines and circuits would be to gather bills and in turn assist the ETSB in canceling lines/circuits. Elizabeth Russell advised that money has not been budgeted specifically for this. Ms. Russell advised that the majority of the VHS circuits are linked to the Sheriff's Dept. and are at a cost of \$90K per month. There are also Fire circuits at \$42K per month, but there are many more out there that have to be identified. Joe Corl stated that investing \$20K to save a million dollars is a good investment. Corl also indicated that the budget is going to be way over. Elizabeth Russell stated that the ETSB could approve a budget amendment to cover the costs of the audit or maybe transfer out of Other Professional Services, which was over budgeted. Todd Hughes suggested that his department cover those costs or front the money for reimbursement after the new budget has been approved. **Motion:** Joel Hallstrom made a motion that the ETSB make a budget amendment to cover the costs of the phone line/circuit audit. Gary Caruana seconded the motion. A roll call was taken and motion was approved by a unanimous vote. Joe Corl asked about the status regarding the \$92K owed from the county. Dan Majors advised that there had been a soft disconnect with no issues and Jeanine Kaplan confirmed that the 911 Center has experienced no issues. Majors suggested that those circuits can be removed completely. **Motion:** Gary Caruana made a motion to disconnect the circuits in question. Mike McCommand seconded the motion. Motion carried by a unanimous vote. Joe Corl asked Todd Hughes with regards with other city circuits, if he was trying to replace VHS with fiber. Hughes said that was on standby right now because redundancy was questionable. Hughes said IFIBER is currently working on redundancy issues. Corl said moving city circuits over could save \$42K per month for the ETSB. Hughes advised the board that he had a call with IFIBER regarding a recent failure on their part and learned that they did not have a failover in place, it is manual which is unacceptable. Corl asked Hughes if they eliminated city circuits and moved to fiber now would it disrupt service. Hughes advised only if there was an outage because bringing it back up would cause a delay. Todd Hughes said he and Elizabeth Russell would work together to identify which city circuits they can cut over. Jeanine Kaplan reminded board members, if the city goes down, the county goes down as well. Elizabeth Russell asked if the ETSB wanted to continue to pay for the fiber for Fire. Todd Hughes advised that would be specific to Fire Dispatch. Ms. Russell will advise the board which circuits they are paying for and which are paid by the city. Joe Corl advised that Amit from Solacom will be attending next meeting to discuss the fiber route diversity plan coming from the south side of the county. The amount quoted was \$120K to put a redundant pathway in place.

CAD to CAD Interface

Scott Meyer's replacement, Brandon Lepert is looking into the interface with Central Square. No further comments.

Rural Fire Mobile Licenses

Todd Hughes advised the board that they are looking for an alternative. Field OPS was a possible solution which is less expensive. API was discussed as a possibility however Hughes advised the downside is the city would have to invest staff. You would pay for access to API and the App program interface. If this option isn't used, each interface for the rural departments would be \$15K per interface. Todd Hughes will come up with a recommendation draft. Hughes is not sure he has the resources to maintain those licenses.

VI. Old Business

IGA/Operations and Funding

No Report

ETSB Salaries

Dave Rickert advised that there is a process in place to include a county form that will be sent monthly to each of the 911 Directors.

Surcharge Expenditures Policy Draft

It was reported to the board that Chairman Stockburger is planning one more meeting to finalize draft.

City/IT Reimburse City on IT services

No update

911 NG Project update

Sandy Stansell advised ETSB members that NINGA continues to meet and just recently Amit has been assigned to work on the NG network which is a good positive move for the project.

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.

CAD/RMS Governance Agreement

Todd Hughes advised there was nothing major to report.

CAD System Management Committee

Elizabeth Russell stated that a meeting will be held next month.

Mobile Client Licensure

Vice Chairman Joe Corl asked when the county squads were due to arrive. Gary Caruana advised around the end of May. Rick Ciganek advised that there were 37 cars ordered and the first 20 should arrive by the end of the month. Corl asked if money was needed soon for the licensures. Ciganek advised that they would need that money when installing equipment. The quote for the licensures was \$44K. Elizabeth Russell advised that the money was budgeted for along with the RMS interfaces for the rural fire departments. Ms. Russell said if the ETSB goes with API for the rural fire departments interface then that money could be available. Todd Hughes suggested that they get the quote refreshed which would be good for 60 days and would push them into September. Dave Rickert told the board that the budget packets are out for the county and he should be able to present a budget at the June 14th meeting.

Radio Lease

Elizabeth Russell reached out to Motorola regarding the replacement of 10 mobile radio positions. Ms. Russell advised that she would have information on a lease program for the next meeting. There is a year wait time for the equipment. Dan Majors talked to Dave Carter who said they would want to engage with him on this. Gary Caruana said they would be moving toward doing so and Dan Majors will set up a meeting.

Solacom Positions

Elizabeth Russell advised board members that this pertains to 3 additional phone positions; 1 for the city 911 center and 2 for the county. The price would be around \$25K per position, which was budgeted. Ms. Russell stated that she is awaiting a final quote and should have it by the next board meeting.

Mental Health Grant

The city is in the process and planning stage of installing a system that would help with the prioritizing of calls on the front end---when the call is received in 911. Part of that process would be a nurse in the 911 center and a Health Manager. Joe Corl advised that this would cover all agencies and they would have to reapply for the grant to fund.

VII. Next Meeting and Adjournment:

Tuesday, June 14, 2022 at 9am at Rockford Fire Headquarters at 204 S. 1st Street Rockford, IL 61104

Motion: A Motion was made by Don Carlson to adjourn and was seconded by Michele Pankow. Motion carried Note: Vice Chairman Joe Corl advised board members that auditors from Sikich would be present at the June 14, 2022 meeting.