

MINUTES

WINNEBAGO COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

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

June 14, 2022

I. Call To Order

Meeting was called to order at 9:04 a. m.

II. Roll Call

Present: Todd Stockburger, Chairman, Adam Truman, Joel Hallstrom, Don Carlson, Don Shoevlin, Carla Redd, Mike McCommond, Michele Pankow, E.J. Dilonardo

Guest: Todd Hughes, Sandy Stansell, Dave Rickert, Rick Ciganek, Elizabeth Russell, Mike Tyson, Amit Patel, Lindsay Fish and Brian LeFevre

Absent: Joe Corl and Gary Caruana

III. Minutes

Motion: Don Shoevlin made a motion to approve and Joel Hallstrom seconded the motion. Motion carried.

IV. Financials

Financials were reviewed. Elizabeth Russell prepared a detailed sheet showing very specific number on expenditures. Ms. Russell informed the board that there was a mistake in the financial report under Other Professional Services where some city salaries were accidentally placed in that line item. That will be corrected. Telephone bill item was over budgeted. There will be an amendment to use some of these funds to pay for services being conducted by Client First. **Motion:** A motion to approve financials was made by Mike McCommond and seconded by Michele Pankow. Motion carried by a unanimous vote.

V. New Business

May Call Volume and Answering Report

The call answering report was distributed and reviewed. There were no comments.

Fiber Diversity Routing Presentation

Chairman Todd Stockburger informed the board that currently there is a concern over the fact that when Rockford 911 goes down, that it takes down the County 911 Center as well. Amit Patel from Syndeо was on hand to explain the redundant pathway that

has begun to be installed toward the south side of Rockford and how that would become a failsafe protecting Rockford and Winnebago from any future problems. Mr. Patel advised that the area of build is Blackhawk Rd by the Airport and Route 2. There would be approximately a 7.8 mile build which will offer up redundancy for Winnebago County. Mr. Patel recapped the fiber cuts that occurred at E. State and I 90 which was/is a major failure point. Joel Hallstrom asked if this build would fix the county problem. Chairman Todd Stockburger asked Mr. Patel what the timeline was for the build. Mr. Patel advised that the Blackhawk site is almost completed and if the board approves to finance 20 per cent of the cost—the project could be completed in its entirety in 35 days. Sandy Stansell stated that when the project began, when NG911 Inc. was the original Integrator, NINGA purchased a network that was supposedly robust, with no points of failure. Elizabeth Russell asked why Solacom wouldn't pay for the costs of the build. Chairman Stockburger would be contacting Solacom to request a call to discuss this matter further. Syndeo is asking for approximately \$120K from the ETSB which is 20% percent of the overall costs to complete the build on the redundant pathway.

Sikich Audit Presentation

Brian LeFevre and Lindsay Fish (Sikich) handed out reports to board members and quickly went through briefly describing what each section referenced so that members could review at a later time. Brian LeFevre pointed out the Standards set for local government and advised that the reports covered two fiscal years. LeFevre advised the first statement included assets. His brief comments on the following pages:

(Page 4) Shows expenses. He noted that the county 911 building should not be on the statement because the building is owned by the county

(Page 5) Fund Balance \$5,462,668

(Page 6) Total Expenses \$825,800 decrease in the fund balance

(Page 7) Supports the financial charts

(Page 11) Custodial Credit Risk – if an institution goes out of business it protects the county

(Page 12) Long term commitment

(Page 13) Long term debt

(Page 15) More details on budget Note: telephone costs significantly higher than budget

Second Report/Document

(Page 3) Correct and uncorrected misstatements

(Page 5) Shows adjustment on a Sept. phone charge

(Page 9) Management letter begins Note: Lefevre suggested a detailed check register

(Pages 11-13) Highlights of the report

Motion: Don Shoewlin made a motion to approve and accept Sikich Audit Report. Michele Pankow seconded the motion. Motion carried with a unanimous vote.

Supervisor Cell Phones

Todd Stockburger advised ETSB members that Rockford 911 would like to consider getting shift supervisors cell phones because of after hour issues. Stockburger advised that with four supervisors they would be looking at approximately \$1,700 per year in costs to provide them with phones. Rick Ciganek advised that the county isn't going to be providing phones but would suggest giving his supervisory staff \$30 per month instead. **Motion:** Adam Truman made a motion to approve the purchase and fees in providing Rockford 911 Supervisors each with a cell phone. Michele Pankow seconded the motion. Motion carried with a unanimous vote.

Rapid SOS

Todd Stockburger advised to table the discussion on Rapid SOS because Training Supervisor Justin Anderson will be making a presentation at next month's meeting.

Old Business

Surcharge Expenditures Policy Draft

The policy draft was discussed and Todd Stockburger advised board members that Pages 6, 7 & 8 are in compliance with the Sikich. Also, any expenditures under \$1,000K can be approved by the 911 Director, anything over \$1,000K by Chairman, Elizabeth Russell, Business Manager or Joe Corl, Vice Chairman. Expenses that exceed \$5,000K has to be approved by the ETSB. This policy should be ratified at the next meeting.

A discussion ensued regarding item #5. Todd Stockburger stated this is a change on how we operate currently. Right now the ETSB pays for the county's VHS circuits and some fire circuits. Stockburger asked the ETSB if that should be left in the policy. Joel Hallstrom said the board opens the door if they pay for some and not all. Hallstrom also commented that he thought Rockford Fire was going to fiber. There were more discussions on the county's removal of old circuits and the city moving to that as well. So this issue would be eliminated in the not too distant future. Hallstrom asked if he could make a motion to say Rockford won't be on fiber until the next budget year. Todd Stockburger asked if that should be left open ended. Don Shoewlin suggested that these charges could be excluded in the future as the move to fiber occurs and when the budget is reviewed each year. That issue will be eventually removed. **Motion:** Joel Hallstrom made a motion to no longer fund legacy costs on circuits once

the legacy VHS circuits are removed. This is conditional upon accepted policy. Don Shoevlin seconded the motion. Motion carried by a unanimous vote.

CAD/RMS Governance Agreement

Todd Hughes stated there was much to report but at the meeting last month he learned that there is more record sharing occurring

Phone/Radio Circuit Audit

Elizabeth Russell advised that they have contracted with Client First to do the phone line audit. Ms. Russell advised that they are still awaiting the Motorola proposal. She hopes to have a proposal by next meeting.

CAD to CAD Interface

Merci and RockCom are still in discussions with Central Square..

Rural Fire Mobile Licenses and RMS Interface

Harlem/Roscoe is getting ready for demo. Don Shoevlin is waiting to get MDT's ordered. Elizabeth Russell advised that Central Square is changing the way they handle interfaces. They are moving to an API platform where everyone connects via the API. This will happen in Q1 of next year. Ms. Russell stated that this will be a money saver for each department who will connect. Don Shoevlin advised that he wants to wait for the API before doing the interface. Todd Stockburger inquired whether Central Square would pay for the costs of maintaining instead of the ETSB having to pay.

City/IT Reimburse City on IT services

This was discussed in the Policy Draft review

911 NG Project update

Covered during the Syndeo presentation

CAD/RMS Governance and CAD System Management Committee

No report

Mental Health Grant

Michele Pankow reported that the software for EMD Priority Dispatch has been approved. There will be a couple site visits and there are 3 phases to the process.

Next Meeting and Adjournment:

Tuesday, July 12, 2022 at 9am at Rockford Fire Headquarters at 204 S. 1st Street Rockford, IL 61104. Chairman Stockburger advised that a budget meeting was scheduled for June 28 at 1:00 p.m. A **Motion** was made by Don Carlson to adjourn and was seconded by Michele Pankow. Motion carried.