

MINUTES

WINNEBAGO COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

Stockholm Inn – 2420 Charles St, Rockford, IL 61108

January 11, 2022

I. CALL TO ORDER

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

II. ROLL CALL

Present: Todd Stockburger, Adam Truman, Joe Corl (phone), Don Shoefflin (phone) Don Carlson, Chuck Lynde (phone), Carla Redd and Michele Pankow

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

Absent: Joel Hallstrom, EJ Dilonardo and Gary Caruana

III. PUBLIC COMMENTS

No Public Comments

IV. MINUTES

Prior to approval of minutes, board member Michele Pankow made a **correction** under ETSB Salaries: which incorrectly stated Sheriff Caruana asked the board for 100k in May of 2011. Let the records reflect that it was Sheriff Meyers who made that request. **Motion:** Don Carlson made a motion to approve the minutes and Adam Truman seconded the motion. Motion carried.

V. FINANCIALS

Financials were reviewed. Chairman Todd Stockburger advised the board that they had copies of both the long and short version of the financial reports. Elizabeth Russell advised that on line item; Other Professional Services the entry appears to be an overage. That amount should belong under salary and will be corrected. **Motion:** Adam Truman made a motion to approve the financials and Joe Corl seconded the motion. Motion carried by a unanimous vote.

VI. NEW BUSINESS

December 2021 Call Volume/Answering Report

December call volume reports were distributed.

VII. OLD BUSINESS

ETSB Salaries

Elizabeth Russell and Dave Rickert have had discussions regarding ETSB salaries. A chart of salaries paid by the ETSB was provided to board

members. Ms. Russell advised that this chart covered 2010 to present. Ms. Russell stated that some years the ETSB underpaid but the total for these years indicates that the ETSB has overpaid for county salaries. ETSB has overpaid a total of \$197,442.71. Mr. Rickert suggested that since it goes back a period of 11 years, he wasn't sure there was a plan to repay the ETSB. Rickert also stated that salaries should have an annual review. Joe Corl asked why these discrepancies aren't being picked up by the annual audit. Rickert said he didn't know why it hasn't been picked up as it should be part of the review. Joe Corl asked if the county has talked about repayment. Carla Redd asked how long Sikich has been conducting the review. Chairman Stockburger advised 3 years. Stockburger also reminded board members that the county's auditing firm, Baker Tilly also does an audit. Chairman Stockburger suggested that in the best interest of the board that this be brought to the ETSB Attorney for his review and he will bring back the findings to the board at the next meeting. Joe Corl asked Dave Rickert if he would be talking to the county about this overpayment. Rickert said he would be. Michele Pankow asked if there was a recourse on the auditors. Pankow said this is a hardship on the county but that is a lot of money and it should be addressed. Joe Corl asked how the city or county charges the ETSB. Elizabeth Russell advised that the city sends an invoice. Ms. Russell said an invoice should be submitted by both in the future. Michele Pankow suggested that the need for a monthly invoice for salaries should be included in the policy. Chairman Stockburger stated that the 100k that was discussed in May of 2011, given to the county is not noted in the IGA. Joe Corl asked if that 100k was in the budget. Elizabeth Russell advised it was not. She also stated that it was not spelled out specifically in the budget so it isn't itemized. Rick Ciganek commented that the IGA was poorly written. Dave Rickert said the county has concerns about the IGA and it should be discussed. Michele Pankow reminded board members that Steve Chapman was involved with the IGA, so it isn't like the county has not been aware. Rick Ciganek said the county wants to renegotiate the IGA. Dave Rickert said there are things done by the board that need to be clarified. Michele Pankow said she had sent out a summary to the board that has historical details especially on the 100k in which the info clarified where and why. A discussion on whether the ETSB should pay the 100k in this budget ensued. Michele Pankow advised that because it wasn't in the IGA it would be up to the board on how it would be handled. Dave Rickert said since it is in the budget for this year, then the discussion should take place for next year's budget. Joe Corl suggested that since the 100k is a line item in the budget that the ETSB should keep paying but keep the IGA. Carla Redd agreed with Joe Corl and said moving forward it does have to get cleaned up. **Motion:** Carla Redd made a motion to keep the budget as is as it pertains to the 100k through the rest of the budget year. Chuck Lynde seconded the motion. A roll call vote was taken: Truman: y, Corl: y, Stockburger: y, Lynde: y, Redd: y, Pankow: y, Carlson: y. Motion carried by a unanimous vote.

ETSB Vehicles

Chairman Todd Stockburger got a quote for the new vehicle: \$35,931.00. Dave Rickert suggested that for future use, a narrative should be created regarding vehicle purchases and kept for the agenda.

Surcharge Expenditure Policies

Chairman Stockburger stated that a date to meet will be sent out to members on the sub-committee.

PSAP Remodel Updates

Elizabeth Russell stated that a punch list is being created to address any outstanding issues. Ms. Russell said the county remodel came in just under \$500k and the city \$527k. Todd Stockburger said he has received positive feedback from both city and county personnel. Stockburger said he was very proud on how personnel from both centers worked so well together.

NG911 Project Update

Sandy Stansell informed ETSB members that NINGA will be meeting again on Thursday, January 13th to jointly discuss issues such as support services. Ms. Stansell said that there are provider obstacles that are causing delays but Solacom was working on getting those resolved.

Telephone Line update

No report

CAD/RMS Governance Agreement & Rules Committee Update

Todd Hughes stated that Boone County is talking with Central Square regarding the inclusion of the Jail Management piece and the fees for including it. A meeting had been scheduled for Thursday with Chief Malloy from Boone but was cancelled. Todd Hughes also advised ETSB that IDOT will be doing work on State Street on Monday from 11pm – 5 am. Pro Com will be available for triage after 5pm.

City/County IT Services

Todd Hughes and Dan Majors have discussed charges as they relate to surcharge policy. Dave Rickert said the ETSB should budget a certain amount.

CAD System Management Committee

A second meeting was conducted yesterday at the county 911 center. Also Todd Hughes was able to get Net clocks for under the \$25k threshold.

Cuehit Software

Elizabeth Russell reported that the customer service survey via text was due to launch today. This would be just for 911 experiences.

County 911 – Fire Dispatch – Update

No report.

VIII. NEXT MEETING AND ADJOURNMENT

The next meeting is scheduled for Tuesday, February 8, 2022 at 9:00 a.m. – which will be held at Rockford Fire Headquarters at 204 S. 1st Street Rockford, IL 61104

Motion: A motion was made by Don Carlson to adjourn and seconded by Michele Pankow. Motion Carried.