

**MINUTES**  
**WINNEBAGO COUNTY EMERGENCY TELEPHONE SYSTEM BOARD**

Stockholm Inn, 2420 Charles St. Rockford, IL

December 12, 2023

**I. CALL TO ORDER**

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

**II. ROLL CALL**

Present: Chair Michele Pankow, Joel Hallstrom, EJ Dilonardo, Dave Loria, Carla Redd, Todd Stockburger and Adam Truman, Gary Caruana, Marc Gasparini and Shawn Connors Absent: Mike McCommand

Guest: Elizabeth Russell, Rick Ciganek, John Girone, Steve Schultz, Jennifer Fey, Sandy Stansell, Tyler Jones, Dan Magers, Chad Miller, Veronica O'Daniel

**Minutes**

Minutes of November 14, 2023: Motion: Shawn Connors made a motion to approve which was seconded by Carla Redd. Motion carried. Minutes of November 29<sup>th</sup> Special Meeting: Sandy Stansell advised that board member EJ Dilonardo would like his comments regarding the IGA detailed in the minutes. Shawn Connors advised that you could approve the minutes now with the correction to the minutes, which are adding additional comments. Marc Gasparini asked what comments needed to be added. EJ Dilonardo advised that it had to do with his feelings on the IGA and if we are going to spend money, we should look at the city and county for that kind of thing. Motion: Shawn Connors made a motion to approve the minutes with the correction/additional comments to be included and Marc Gasparini seconded the motion.

**Financials**

Prior to motion Steve Schultz advised board members that the record shows one month of capital lease payment which is the largest entry. There are 2 more months of additional revenue that would bring us to 3.6 to 3.7 million, what we budgeted. We are not seeing a change in that as it has been pretty steady. We don't anticipate additional expenses at this time. Marc Gasparini asked about the interest as to what percentage that is generated is put back into the general fund. Steve Schultz said all of it is put back. Gasparini asked if the money is earning around 2.5%, Steve advised that the money was invested more aggressively over the past 2 years, so it wasn't all at once. Gasparini asked if Steve knew what was being earned and Steve advised that we are doing better and it should be more in the 4-5% range. Motion: Dave Loria made a motion to approve the financials which was seconded by Todd Stockburger. Motion carried.

**New Business**

**November Call Volume and Answering Report**

Were reviewed with no comments

### **AT&T Equipment**

ETSB Business Manager John Girone advised that Mike Dyson reported that there is some AT&T equipment that is no longer needed but AT&T does not want it back. The equipment is 15-20 yrs old and has no value but because the ETSB owns it, Girone is looking for the Boards approval to discard it. The hard drives will be purged, etc. Dan Magers advised that this will apply to the county as well. **Motion:** Todd Stockburger made a motion to discard of the city and county's old AT&T equipment. Joel Hallstrom seconded the motion. Motion carried.

### **UPS Battery**

John Girone advised board members that both 911 Centers need new batteries for the UPS. Girone provided board members with quotes in their packets. The current vendor that the ETSB uses had the lessor of the Quotes. This was budgeted in the 2024 budget. **Motion:** A motion was made by Carla Redd to move on the purchase of the batteries with the lessor quote and it was seconded by Shawn Connors. A roll call vote was taken: all present voted in favor of the motion. Motion carried.

### **CAD Committee**

John Girone advised ETSB members that in their packets were was draft language that he is proposing regarding the directive in place as to how the CAD committee should meet. The part that is problematic is that there are conflicts with people on the committee meeting on the second Monday. Girone suggests flexibility in moving the day they meet. Also one of the positions was vacated by Joe Corl. Carla Redd asked if there will be a specific day so that they could get it on a schedule as it is good to have a set date. Shawn Connors asked if they wanted to do it remotely. Girone stated if someone was sick, they could be involved. Todd Stockburger asked if Todd Hughes was ok with having it moved. Girone advised, yes he was. Carla Redd asked if there was anything in the bylaws prohibiting doing it remotely or virtually. The Governor's orders during COVID overrode bylaws which allowed virtual meetings but is it allowable now. Girone advised that he didn't see anything that forbid committees from doing so unlike the Board meetings. John Girone is asking for flexibility in changing the date, but the appointment to replace Corl is separate. It would be better to state 7 business days prior – for instance. It is difficult to stay within the language. **Motion:** Joel Hallstrom made a motion to accept the language suggested by John Girone's letter and to have flexibility in scheduling future meetings. Shawn Connors seconded the motion. Motion carried.

### **Fire Service Training for County Dispatchers**

Rick Ciganek is asking the ETSB to pay for Fire Service Training for county dispatchers. Jenn Fey advised that the dispatchers would receive certification through APCO. Fey advised that since all of their dispatchers will be dispatching fire, all will need to be trained. The class is virtual and the cost is \$488 per person. The total would be \$15,000 for 24 people.

**Motion:** Dave Loria made a motion for the ETSB to pay for Fire Service Classes for the county. EJ Dilonardo seconded the motion. A Roll Call vote was taken and all present voted in favor. Motion carried.

### **Network Switch**

John Girone advised that previously the ETSB approved security door systems but has learned that a system switch is needed. The quote provided is from the City IT department and their recommendation would be for ETSB to go with the quote for \$5,215 to complete the project. Girone said in the future they would be able to use this device for other things. **Motion:** Gary Caruana made a motion for the purchase of the switch and it was seconded by Dave Loria.

No roll call needed. Motion carried by a unanimous vote.

### **Retention of ETSB Secretary**

Chair Michele Pankow asked Sandy Stansell to share making the distinction between NINGA duties and the secretary position. Stansell advised that she reported at last meeting that her duties as their NG911 Project Manager would be coming to a close at the end of this year. She was hired to see the selection of new phone equipment, installation of the NG (fiber) network and the initiation of Text to 911. All of which have been completed. Stansell said she has served in the position as 911 ETSB secretary dating back to Chief Robertson. The secretary position was not part of her duties as PM, so therefore she is bringing it to the board today for their approval. **Motion:** Michele Pankow made a motion to retain Sandy Stansell as ETSB Secretary and Shawn Connors seconded the motion. Motion carried unanimously.

Chair Michele Pankow wanted to circle back to the CAD Committee discussion with regards to vacancy created by Joe Corl. Pankow believes it should be an item for the next meeting agenda. At that point they will appoint a new member of that committee.

### **Old Business**

#### **RockCom/Mercy IGA**

Chair Michele Pankow reminded ETSB members that we had a pretty lengthy discussion at the special meeting and we discussed everyone sending their bullet points with regards to their comments on the IGA so that we can bring together to put into the IGA. Pankow stated that she couldn't report that there was a consensus. Pankow asked if everyone had a chance to review the bullet points. Pankow reminded members that once this information was collected and reviewed by board members, then a face to face with Mercy would be scheduled, also to include Attorney Kelly and their legal counsel. There are still some very strong feelings as to where this all started and the pay issue in terms of that original motion which was based on no additional costs and that message was made by Mercy that the ETSB would not incur the costs. There have been major discussions about that and whether Mercy made those comments as a whole. We have updated the State on where we are at but they also know we are not making progress. John Kelly has been copied on all the updates along with any communication with Mercy. Everyone has updated copy of the IGA. At this point Chair opened up the discussion to board members. EJ Dillonardo asked if the Attorney Clarified whether there could be a closed session without negotiations. There was hesitancy on his part whether we could and it landed that we couldn't. Pankow said she would go back and check notes from the special meeting. Dillonardo stated that there is language that if you

are discussing negotiations or salaries that you can go into a closed session. EJ advised that he made a call to a Public Access Counselor to get a ruling but hasn't heard anything as of yet. Dilonardo advised that every citizen has the ability to call Public Access Counselor so he was not bypassing the ETSB in doing so. The notes from the closed session would have to be reviewed within that year to see if they can be shared with the public. Dilonardo restated that the ETSB should have the right to go into closed session and not have to share potential strategies for negotiations.

Michele Pankow stated that there wasn't anything definitive on this from John Kelly at the last meeting. EJ advised no, but he was leaning toward the ETSB could not meet behind closed doors. Chair Michele Pankow said she would reach out to John Kelly again. EJ said there is one line that says Collective negotiating and discussion of salaries.

Marc Gasparini commented that John was representative of the states attorney office, so we can ask the Attorney General for an opinion but unsure how long that would take to get a ruling. Gasparini stated that the board wants to negotiate in good faith with the hospital. Shawn Connors advise that he believes with a closed session you have to add the items that will be discussed with a description. Chair Pankow said yes, that is correct but it would be a generic description of the items. Marc Gasparini stated that personally he would not want to negotiate a term that would be longer than he was serving on the board. He does not want to negotiate a contract that involves a longer period than then he would effectively be serving on the board. He doesn't see that anyone present would be serving for 15 years on the ETSB. On the economics issue the concern is if we begin paying for something then we open ourselves up for additional costs for the length of the time of the contract. Operational costs would be something we should discuss as it might be strategic in limiting the length of the contract.

#### **County Fire Dispatch Update**

No updates

#### **Adjournment**

Prior to Adjourning, Chair Michele Pankow advised that she will reach out to Attorney Kelly with regards to the closed session issue and if EJ Dilonardo hears back he will notify her on that ruling. **Motion:** Shawn Connors made a motion to adjourn and it was seconded by Carla Redd. Motion Carried.