

MINUTES

WINNEBAGO COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

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

March 14, 2023

I. CALL TO ORDER

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

II. ROLL CALL

Present: Michele Pankow, Adam Truman, Joel Hallstrom, Joe Corl, EJ Dilonardo, Todd Stockburger, Shawn Connors, Mike McCommend, David Loria

Guest: Jen Fey, Veronica O'Daniel, Elizabeth Russell, Dan Magers, Tyler Jones, Dave Rickert, Greg Kunce, James Hart, Rick Ciganek, Todd Hughes, Robyn Gustafson

Absent: Sandy Stansell, Gary Caruana, Carla Redd

III. Minutes:

Joe Corl asked that a correction be made to the February Minutes under the ETSB Vacancy section regarding his possible retirement. Mr. Corl stated that he is not retiring as it was stated in the previous minutes.

Joe Corl wanted it reflected in the minutes that the Winnebago Fire Chiefs asked that Don Shoeylin remain on the board. The Chairman was asked to move Joe Corl and Don Shoeylin positions so that Joe would represent the rural districts and Shoeylin would be a member at large. That is what was asked, not what was reflected in the minutes.

Todd Stockburger asked that a correction be made to the February Minutes under the City Salary Reimbursements section to reflect that Mike Tyson be corrected to Mike Dyson.

Motion: Shawn Connors made a motion to approve minutes with corrections. Joel Hallstrom seconded the motion. Minutes were approved.

Chief Michele Pankow welcomed Chief Loria as a new appointed member representing the Suburban Fire Departments. Replacing Chief Don Shoeylin.

IV. Financials

Elizabeth Russell reviewed a few items and advised that most all items on the list are routine, items commented on: There was a reimbursement from AT&T for approx. \$3000 for services that were cut. Office Equipment Repairs & Maintenance \$16K for the County, per Jen Fey this was budgeted from last summer.

Motion: Todd Stockburger made a motion to approve financials. Shawn Connors seconded the motion. All in-favor. Motion carried and financials were approved.

V. New Business

February Call Volume and Answering report: Information sheet in packet:

No Questions

National Public Safety Telecommunications Week

Elizabeth Russell explained gifts were purchased for the Telecommunicators. \$1500 total given last year to purchase items. Discussion was had about increasing the total for both City and County Centers to \$2000.

Motion: Joel Hallstrom made a motion to increase the total to \$2000 to be spent for gifts to the City and County 911 Centers. Shawn Connors seconded the motion. All in-favor, **motion passed.**

Pro QA Go Live – Elizabeth Russell

Go live date City center March 27, 2023 and County center target go live date will be in May

County 911 Fire Dispatch Update – Gary Caruana

Elizabeth Russell reached out to Cyndi, Cyndi said no need to make a modification plan.

CAD Automatic Dispatch Quote – Elizabeth Russell

Quote is in the packet. This is a feature in CAD that automatically puts units on a ticket. This skips a step for dispatchers. This feature can be turned on for specific departments. Total of \$6960 initial cost. Joe Corl said the reason he asked for this was because it would stop the delay of about a minute and speed up the process to get companies out the door.

Motion: Joel Hallstrom made a motion to accept the quote and purchase CAD Automatic Dispatch from Central Square. Joe Corl seconded the motion. All in-favor. Motion carried.

VI. Old Business

Business Manager Position

Michele Pankow said we have had interviews and should have a decision in the next week on the person selected. 7 people interviewed. Question from Mike McCammond, does the board have any say in the candidates or get to approve the candidates, job description? Discussion. Joe Corl said we approve the salary. Per Dave Rickert the board does have the authority to appoint that position, we have delegated that. It is ultimately a group decision, if you want to modify that we can look it going forward.

City Salary Reimbursement

Elizabeth Russell explained that the city was not charging the right amount.

The invoice shows the breakdown of what was billed and actual amounts. EJ Dilonardo asked how this happened with the safeguards we put in place previously. The County was where the safeguards were put into place. Going forward the City will have the same safeguards.

Motion: EJ Dilonardo made a motion to pay the salary expenses of \$11,928.05, Mike McCommond seconded.

- **Roll Call Vote**

- Michele Pankow - YES
- Adam Truman - YES
- Joel Hallstrom - YES
- Joe Corl – YES
- Shawn Connors – YES
- EJ Dilonardo - YES
- Todd Stockburger - YES
- Mike McCommond - YES
- David Loria - YES
- 9 yes – **Motion Passed**

Sikich Audit Update

Per Dave Rickert we are still working on the audit for the current year.

No questions

RockCom/SAP Update

Per Chief Michele Pankow we need to have an IGA.

Elizabeth reached out to Cyndi and said they are working on the agreement and was told no agreement was needed to move forward. Looking at June to be operational as secondary. EJ Dilonardo asked who would be responsible for what? Joe Corl said the Chair and Co-chair to work with on the IGA to work with the Attorney to get it worked out.

911 NG Project – Vote on Redundant Pathway/hold over – Elizabeth Russell

\$60,000 towards redundant pathway

\$120,000 Solacom to Split cost with us. \$395 per month

EJ Dilonardo asked if we can cancel this service since it doesn't do well as a backup.

Elizabeth Russell explained that it is a working backup and we can't get rid of it because we do use the secondary pathway regularly and the redundancy does work. Discussed cost. Elizabeth will ask about cost increases.

Motion: Joel Hallstrom made a motion to pay the one-time cost and re-occurring monthly cost of \$395.00 for Synde Redundant Pathway. Adam Truman seconded the motion.

- **Roll Call Vote**

- Michele Pankow - YES

- Adam Truman - YES
- Joel Hallstrom - YES
- Joe Corl – YES
- Shawn Connors – YES
- EJ Dilonardo –Yes – on the initial cost- No on the reoccurring monthly costs
- Todd Stockburger - YES
- Mike McCammond - YES
- David Loria - YES
- 9 yes – 1 partial No– **Motion Passed**

Phone/Radio Circuit Audit – Elizabeth Russell

Still working with Client First to get more circuits/accounts cut. Refund from the AT&T because we cancelled circuits, we were being charged large amount of money for circuits not used.

Radio Lease – Elizabeth Russell

No update. Jen did not have an update from the County.
Expect summer Radio install to be complete

Rural FD Mobile License and RMS Interface/IGA – Elizabeth Russell

Field Ops App for police depts.
10 licenses to try out. Elizabeth has not heard back. 3 for Cherry Valley, Loves Park, and Rockford Police Department.

Fire Station Alerting for Suburban Fire Departments

Waiting on quote from US Digital

Adjournment: Todd Stockburger made a motion to adjourn and Adam Truman seconded the motion. Motion Carried. [Next Meeting Tuesday April, 11, 2023 at 9:00 a.m.](#)