

MINUTES

WINNEBAGO COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

Rockford Fire Headquarters – 204 S. 1st Street Rockford, IL
June 11, 2024

I. CALL TO ORDER

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

II. ROLL CALL

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

Guest: Elizabeth Russell, Jennifer Fey, John Girone, Rick Ciganek, Todd Hughes, Sandy Stansell, Mat Cordonnier, Veronica O'Daniel, John Kelly, Adam Eich, AJ Indovina, Dan Magers

Minutes

Motion: Shawn Connors made a motion to approve the May minutes and it was seconded by Dave Loria. Motion carried.

Financial

Motion: Shawn Connors made a motion to accept and approve the financials. Motion was seconded by Todd Stockburger. Motion carried.

New Business

May Call Volume and Answering Reports

Were reviewed with no comments

Sikich Presentation

John Girone advised board members that Brian LeFevre from Sikich was present to go over the audit reports with the ETSB. Each member was given two booklets; 1) Auditor's Communication to the Emergency Telephone System Board and 2) Financial Statements and Independent Auditor's Report (both are on file with Winnebago County Administrators. Mr. LeFevre went through each booklet, pointing out the highlights. He pointed out the comparison listed between 2022 and 2023. LeFevre also pointed out that significant accounting policies were now in place by the ETSB. He also pointed out that the fund balance was at \$7,322,465. Page 10 talks about Sikich identifying an issue in 2022 and as a result implementation occurred on 9/30/23. Marc Gasparini asked Mr. LeFevre if the document was just a report or did Sikich do any compliance. Mr. LeFevre advised that it was just a financial report.

Water Heater

John Girone advised board members that water heater quotes were received. The lowest quote was \$12K and the highest was \$13,750K . The three quotes are like quotes in every way, Girone advised. **Motion: Mike McCommond made a motion to accept the quote from Midwest and Adam Truman seconded the motion. A roll call was taken by Chair Pankow as follows: Caruana-yes; Truman-yes; Hallstrom-yes; McCommond-yes; Stockburger-yes; Gasparini-yes; Connors-yes; Dilonardo-yes; Loria-yes; Pankow-yes. Motion carried by a unanimous vote.**

Boiler Repair

John Girone reported that the control boards need replacing on the boiler at Rockford 911. The units go into fault mode, which causes problems. Girone said they received a single quote from CMS because that company currently handles the HVAC. Personnel are most comfortable utilizing their services for this repair. The quote was \$15,995. **Motion: Dave Loria made a motion to have CMS do the boiler repair for the amount of \$15,995. Shawn Connors seconded the motion. A roll call vote was taken by Chair Pankow as follows: Caruana-yes; Truman-yes; Hallstrom-yes; McCommond-yes; Stockburger-yes; Gasparini-yes; Connors-yes; Dilonardo-yes; Loria-yes; Pankow-yes. Motion carried by a unanimous vote.**

Change Order

John Girone wanted to notify the ETSB that he approved a change order with regards to the HVAC at WCSO 911 center. Girone spoke with Mike Dobbs from Trane who said that existing lines are too large for the system and it would void the warranty, so under the emergency spending policy, Girone approved a change order to get the work completed, in the amount of \$9,525. ETSB was agreeable with these actions

Mobile Licenses

John Girone referred to the final two quotes from Central Square. Girone said these would be block licenses, or buying many in a block. This would eliminate the process of buying them one or a few each time. Buying them in blocks would also relieve the process of knowing how much to budget and when to budget for licenses. There would also be licenses in reserve for when they are needed. Todd Stockburger asked if he would still go through Ed to obtain a license. John Girone advised yes. Marc Gasparini asked if the amount has been budgeted. Girone advised no, because after the initial deployment, there was a lull but now it is picking up again. Marc Gasparini asked if this was an ETSB expense. Girone confirmed it was. Chair Michele Pankow asked how many licenses are average per year. Girone advised that at go live it was 46, but he was not sure what that number would be yet. Shawn Connors asked John Girone if they were asking was for \$23K or \$47K. John Girone advised that they are asking for \$50K. Girone also mentioned that there would be no discount for buying in blocks. **Motion: Chair Michelle Pankow made a motion to purchase a block of licenses totaling \$23,500K. Todd Stockburger seconded the motion. A roll call was taken by Chair Pankow as follows: Caruana-yes; Truman-yes; Hallstrom-yes; McCommond-yes; Stockburger-yes; Gasparini-yes; Connors-yes; Dilonardo-yes; Loria-yes; Pankow-yes. Motion carried by a unanimous vote.**

Old Business

RockCom/Mercy IGA

Chair Michele Pankow provided ETSB members with a copy of the IGA markup. Chair Pankow advised members that exhibit A. which was the quote for fiber was the same as the previous quote. Pankow informed members that if they have any questions regarding the IGA that Attorney John Kelly was present. Chair Pankow said that the ETSB sub-committee met after the last 911 board meeting, reviewed the IGA and made adjustments. The following listed items were decided as a result of that meeting: (nbrs coincide with nbrs in IGA)

- 1) Removing dollar amounts from IGA and keeping that as an exhibit
- 2) Mercy would take care of all costs concerning the phone vendor. Pankow said this was the original wishes of the ETSB
- 7) This was directly out of the Code and has to follow the code.

Marc Gasparini asked what Mercy was referencing in #9 when they wrote Northern Illinois Attorney John Kelly said that his take on this language was that you may have calls on the border. Kelly also stated that this may be defined within the call handling agreements in that event. Dave Loria said that there are some calls with Stephenson County. Kelly said maybe that could be further defined. EJ Dilonardo asked what if Mercy goes into McHenry or Stephenson County are we broadening our liability if it gets routed to us, who will be responsible. Gary Caruana asked if all of this could be spelled out. Attorney Kelly stated that he did not have concern with Mercy using Northern Illinois. Dilonardo asked what was Mercy's rationale with the wording in #10. John Kelly said he had a little trouble with the wording. The ETSB needs approval language. Chair Pankow said approval language needs to be added to #9. Chair Pankow also advised that Mercy wanted to see the call handling policy but once everything is done they would meet with Mercy to form a call handling/transfer policy. It is too difficult to do until negotiations is done. Chair Pankow advised that Attorney Kelly was working on scheduling another meeting with Mercy.

As far as the time frame, Mercy's number was 8 years. ETSB moved it back to 5 years. Then the board discussed termination with/without cause. Either party could terminate with cause 180 days prior. Marc Gasparini asked what an example of with cause would be. Attorney John Kelly said that cause takes two forms; failure to pay and failure to comply with rules. Kelly said trying to define cause might limit things. Chair Pankow said that the ETSB does define that in #19, under main causes. Gary Caruana asked if there was language about breach. Pankow said yes, 60 days, which is in #18 of the unedited version. Caruana asked if then would cause not exist after 60 days if corrected. EJ Dilonardo asked what would happen if the contract was for a 5 year period and agencies started leaving to another agency and then 911 decided they want to cancel the agreement. What if Mercy decides they want out of business. Attorney Kelly said in theory Mercy couldn't. The ETSB could negotiate. Dilonardo asked Attorney Kelly how he felt. Attorney Kelly said the cause portion of the IGA is more restrictive on Mercy. The ETSB would have no impact. Dilonardo commented that in reality if RockCom decided they were going to shut down, Attorney Kelly interjected with-they can't close down until they confirm there is a place for all agencies to go. Marc Gasparini asked if the recurring charges would be \$65K per year. Chair Pankow said \$30K. Pankow also restated that monthly charges are between the vendor and customer. Pankow said if RockCom closed the ETSB would be

out the money for the fiber but Mercy would be responsible for monthly fees. Marc Gasparini wanted to confirm that the ETSB according to the contract language was not required to take on any additional customers. John Kelly said that Mercy would have to go through the ETSB to seek approval for any additional customers.

In summary, Chair Pankow asked ETSB members if they were comfortable with the 5 years instead of 8 years, with cause. All members agreed.

Marc Gasparini asked the 911 Directors if they were comfortable with the 5 years. Both said yes. Gasparini asked if 5 years was enough time if the Sheriff took on the dispatch.

In closing of this discussion, Chair Pankow asked if the following was agreeable to the ETSB: 1 year renewal after 5 year term

Are you good with or without cause as it relates to the timeframe

Mercy needs to define Northern Illinois

EJ Dilonardo asked if Winnebago transfers to another county is there a policy. Attorney Kelly said there are call handling agreements. There would be a signed agreement then policy is made. EJ Dilonardo said that the ETSB needs to be in charge.

Todd Stockburger asked how much IT would be involved in all of this. Stockburger said that could add to for instance Mike Dyson's duties. Elizabeth Russell said it would be the vendor who would be involved.

Chair Pankow said edits would be made and another meeting would be scheduled with Mercy. Chair Pankow said she would have Sandy Stansell send out the edited IGA.

Adjournment

Motion: Marc Gasparini made a motion to adjourn and it was seconded by Michelle Pankow

Motion carried and meeting was adjourned. The next meeting is scheduled for Tuesday, July 9, 2024 at 9:00 a.m.