

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

Rockford Fire Headquarters, 204 S. 1<sup>st</sup> Street Rockford, IL 61104  
March 12, 2024

**I. CALL TO ORDER**

Meeting was called to order at 9:01 a. m.

**II. ROLL CALL**

Present: Sheriff Caruana, Adam Truman, Joel Hallstrom, Mike McCammond, Todd Stockburger, Marc Gasparini, Shawn Connors, Carla Redd, EJ Dilonardo, David Loria, Michele Pankow

Guest: Chad Miller, Jennifer Fey, Tyler Jones, John Girone, Elizabeth Russell, John Kelly, Steve Schulf, Matt Cordonnier, Dan Magers, Rick Tim O’Keefe, Todd Hughes, Kyle Hill, Rick Ciganek, Robyn Gustafson

Absent: Sandy Stansell

**III. Minutes**

**Motion:** Shawn Connors made a motion to approve and David Loria seconded the motion.

Motion carried by a unanimous vote.

**IV. Financials**

911 Business Manager John Girone explained, we are close on the Capital lease. We’ve made the 2 big payments we have budgeted in there. Both to Motorola went to the fire console and radio project. The \$100,000 went towards the Starcom for the Sheriff. That concludes the expenditure so we should not see that go up any further. Everything else is pretty much on track.

Next month’s financials you should see that we will have a cost of \$207,000 for the Word Systems 5-year service agreement that the board approved in February on it, which will effectively put us double our budgeted amount for this line, we will be 100% over the budget.

**Motion:** Mike McCammond made a motion to approve the financials and Joel Hallstrom seconded the motion.

Motion carried by a unanimous vote.

## V. New Business

- February Call Volume and Answering reports
  - No Questions, No Discussion.
- Discussion on County 911 becoming Boone County backup
  - Rick Ciganek gave a brief overview, Unsure if this is something needs ETSB approval. We want to make the board aware. Boone County asked us to be their back up 911 center. They intend to install two new positions there. Not going to be any cost to our ETSB. Also, back up to the City's 911 center.
  - Attorney Kelly stated that since Boone County is going to have to file an amendment to their plan stating that Winnebago would be their back up, it would be appropriate for the Board to approve that.
    - Chief Pankow Rick Ciganek asked to confirm that there was no cost to the ETSB.
      - Jennifer Fey explained more. No cost to the ETSB. They had all new equipment for their current backup center, there was an issue with the state so they had to shut that down. They would bring all the equipment over. We have a space available for them, so they are bringing it over. There will be no cost to us.

**Motion:** Joel Hallstrom made a motion to approve and Shawn Connors seconded the motion.

Motion carried by a unanimous vote.

- National Public Safety Telecommunicators Week.
  - John Girone: TC Week is April 14<sup>th</sup> to 20<sup>th</sup> looking for approval to increase from approximately \$27 per person in 2023 to \$35 per person in 2024

**Motion:** Todd Stockburger made a motion to approve and Chief Michele Pankow seconded the motion.

Motion carried by a unanimous vote.

## VI. Old Business

- **RockCom/Mercy Health IGA**

- Per Chief Pankow, we did get word today, Attorney will update is on this. To update you on where we are up to this point. We have been regularly communicating with 911 State Administrator even if there is no action and where that sits. At the last meeting we discussed that we had a face to face and there was some misunderstanding on what Mercy's cost would be. They were going to go back and review stuff and we were going to meet again. That meeting hasn't happened.
- Attorney Kelly: in advance of the last meeting, I sent an email to Mercy asking status on the agreement. I did hear back from them that they were going to gather their team and review it. That was approximately the end of February. In anticipation to today's meeting I sent a reminder email to them on Monday wondering where they were because I wanted to report to all of you. I got this message, from Veronica Daniel. "I just wanted to touch base with you, I spoke with Kara and Brandon. We have been trying to get the IGA complete needed for you guys, I do apologize, our attorney that was working on this Amy Bradshaw has left Mercy Health. So, they are giving the new Attorney Tanya some time to review everything and get caught up to speed. So, I do apologize for the delay in the agreement. We have asked for 8 years and some money is as far as the I-Fiber connection to RockCom for only \$27,000 and half of the cost of the phone only totaling \$53,340." Attorney Kelly was unsure what that means because it was just a message from her. I had a follow-up call with Brandon yesterday basically saying the same thing. As soon as they can have this new Attorney to review the agreement, they will get it to us. They were hoping to get it to us this week.
  - Discussion on the costs. Will wait to hear back from them. Attorney Kelly recommended we have another meeting with them, with the same people that were in the prior meeting. The list of people would be the following people. The two 911 Directors, ETSB Chair, ETSB Co-Chair, and Chief Hallstrom. All in agreement. Attorney Kelly will follow-up with Veronica.
  - Chief Pankow will follow up with the 911 State Administrator that there was a change at Mercy, that is why there is a lag and that we are working on getting a meeting scheduled with Mercy based on the new Attorney getting up to speed on the contract.
  - Chief Pankow explained that the communications that go to the 911 State Administrator come from the System Administrator

for 911 which is Elizabeth Russell, Chair, Co-Chair, and Attorney Kelly are all copied. The communication is seen by a number of people.

- Any questions, comments. None received.
- Waiting on draft, we will distribute once we have it.
- Establishing a process for Purchasing Licenses – John Girone  
Asked for guidance from the board on purchasing. We will not be able to accurately budget for that. I met with Steve Schultz from County Finance and discussed one model that would be based on a fixed budget amount and when that is depleted, we would seek board approval. I am also considering an open enrollment period(s) where agencies would be able to apply for licenses. And I ended with saying that I would be reaching out to other ETSBs to see if there were other or better solutions.

**VII. Next Meeting and Adjournment:**

Tuesday, April 9, 2024 at 9am held at Rockford Fire Headquarters at 204 S. 1<sup>st</sup> Street Rockford, IL 61104

**Motion:** A Motion was made at 9:16am by Todd Stockburger to adjourn and was seconded by Mike McCammond.

Motion carried unanimously.