

MINUTES

WINNEBAGO COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

Rockford Fire Headquarters – 204 S. 1st Street Rockford, IL
October 8, 2024

I. CALL TO ORDER

Meeting called to order at 9:03 a. m.

II. ROLL CALL

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

Guest: Elizabeth Russell, Jen Fey, John Girone, Rick Ciganek, Sandy Stansell, Jason Zerr, John Kelly, Mike Dyson, Dan Magers, Todd Monahan, John Bergeron, Steve Schultz

Minutes - September Meeting

Motion –Shawn Connors **Second** – Joel Hallstrom

Motion to approve carried by unanimous vote

Financials

Discussion: Prior to voting on approval, Chair Michele Pankow asked John Girone about the Software expenditure. John Girone explained that there was a new agreement for a longer term, which increased the amount. Shawn Connors asked if they were done spending from that account. John Girone advised yes and now they are into a new budget so none of the expenditure lines should increase significantly.

Motion - Mike McCammond **Second** – Dave Loria

Motion to approve carried by unanimous vote

New Business

Annual Election – Chair and Co-Chair Positions

Due to an oversight, the annual September election was held at the October meeting. A nomination to retain Michele Pankow as Chair and Gary Caruana as co-chair was made.

Motion – Gary Caruana **Second** – Carla Redd

Motion to appoint both carried by a unanimous vote

September Call Volume and Answering Reports

Were reviewed with no comment

There were several items under New Business that ETSB Business Manager John Girone presented for the board's approval. The list was as follows:

CAD Mobile License:

Discussion: For 25 additional licenses for suburbans. There is no cost savings for this number but it will make it easier to issue for IT. The current request for licenses are from North Park, Rockton and Northwest. Shawn Connors asked if this would be enough for the entire year. John Girone said no because as agencies come on board that number will grow. Mike McCammond asked if there will be a way to monitor or control which cars get these licenses. John Girone advised that the purchase request form would help keep track. John would work on starting to track these licenses and work with IT. For right now, John is asking the board to approve \$10K. There was a motion to move forward with the purchase in the amount of \$10K.

Motion - Shawn Connors **Second** - Joel Hallstrom

Motion carried by a unanimous vote

CAD PC Replacement:

Discussion: Current PC's are 5 yrs old and need replacement. Out of warranty. Girone said for best operations these PC's should be updated. Both PSAP Directors offered input and agreed this was necessary. The total for all positions at both PSAPS, \$78K. A motion was made to proceed with the purchase of new PC's at all positions. Carla Redd asked if they were looking at a timeline for replacement at 3 or 5 years. John Girone advised that 4 years would be good.

Motion – Joel Hallstrom **Second** – Dave Loria

A roll call vote to approve the purchase of new PC's was taken: Pankow-yes, Caruana-yes, Truman-yes, Hallstrom-yes, Redd-yes, McCammond-yes, Gasparini-yes, Connors-yes, Dilonardo-yes, Loria-yes. Motion carried with a unanimous vote.

ASAP to PSAP

Discussion: John Girone explained that this service directly send alarm calls to be dropped into the CAD system ending up on the screen so that the 911 Call taker would not have to answer a call for service. Responder's time is reduced. John Girone asked both 911 Directors for their input and they are in favor of this service. The startup cost is \$20K with an annual fee of \$30K. The state will only allow one PSAP at a time to enact this service. A motion was made to proceed with the purchase of this service.

Motion – Mike McCammond **Second** - Shawn Connors

A roll call vote was taken: Pankow-yes, Caruana-yes, Truman-yes, Hallstrom-yes, Redd-yes, McCammond-yes, Gasparini-yes, Connors-yes, Dilonardo-yes, Loria-yes
Motion carried with a unanimous vote.

The following motions were approved/no Discussions:

Central Square Interface for ASAP to PSAP

Discussion: This item was self-explanatory. A motion was made to purchase the interface in the amount of \$1,800 per year.

Motion - Mike McCammond **Second** - Joel Hallstrom

Motion carried with a unanimous vote

WCSC Conference Room Alterations for \$23,384 Motion: Gary Caruana **Second** – Dave Loria
A roll call vote was taken: Pankow-yes, Caruana-yes, Truman-yes, Hallstrom-yes, Redd-yes, McCammond-yes, Gasparini-yes, Connors-yes, Dilonardo-yes, Loria-yes
Motion to approve the alterations carried with a unanimous vote.

WCSC Interior Painting for \$15,667 Motion: Michele Pankow **Second**-Shawn Connors
A roll call vote was taken: Pankow-yes, Caruana-yes, Truman-yes, Hallstrom-yes, Redd-yes, McCammond-yes, Gasparini-yes, Connors-yes, Dilonardo-yes, Loria-yes
Motion to approve interior painting carried with a unanimous vote.

COR Adm Office Alterations for \$37,140 Motion: Mike McCammond **Second**-Joel Hallstrom
A roll call vote was taken: Pankow-yes, Caruana-yes, Truman-yes, Hallstrom-yes, Redd-yes, McCammond-yes, Gasparini-yes, Connors-yes, Dilonardo-yes, Loria-yes
Motion to approve city alterations carried with a unanimous vote.

Replace Lighting Ballasts in both OPS rooms for \$94,720 Motion: Dave Loria **Second**- Redd
A roll call vote was taken: Pankow-yes, Caruana-yes, Truman-yes, Hallstrom-yes, Redd-yes, McCammond-yes, Gasparini-yes, Connors-yes, Dilonardo-yes, Loria-yes
Motion to purchase lighting carried with a unanimous vote.

APCO Intellicom EMD – County for \$52K Motion: Joel Hallstrom **Second**-Carla Redd
A roll call vote was taken: Pankow-yes, Caruana-yes, Truman-yes, Hallstrom-yes, Redd-yes, McCammond-yes, Gasparini-yes, Connors-yes, Dilonardo-yes, Loria-yes
Motion to purchase APCO Intellicom EMD carried with a unanimous vote.

Interface for APCO EMD- \$6,140 startup/\$3,800 annual Motion: Pankow **Second**-Connors
Motion to purchase APCO EMD interface carried by a unanimous vote

Eventide Logger for \$130,647.50 Motion: Gary Caruana **Second** – Dave Loria
Discussion: Carla Redd asked what the cost would be for an optional warranty. John Girone advised \$23K for 1 year. The motion was made for the logger only.
A roll call vote was taken: Pankow-yes, Caruana-yes, Truman-yes, Hallstrom-yes, Redd-yes, McCammond-yes, Gasparini-yes, Connors-yes, Dilonardo-yes, Loria-yes
Motion to purchase Eventide logger carried with a unanimous vote.

Base Station - \$24,764.28 Motion: Michele Pankow **Second** – Gary Caruana
A roll call vote was taken: Pankow-yes, Caruana-yes, Truman-yes, Hallstrom-yes, Redd-yes, McCammond-yes, Gasparini-yes, Connors-yes, Dilonardo-yes, Loria-yes
Motion to purchase Base Station carried with a unanimous vote.

WinGis FY25-service \$33,750 Motion: Joel Hallstrom **Second**- Carla Redd
A roll call vote was taken: Pankow-yes, Caruana-yes, Truman-yes, Hallstrom-yes, Redd-yes, McCammond-yes, Gasparini-yes, Connors-yes, Dilonardo-yes, Loria-yes
Motion to purchase WINGIS service carried with a unanimous vote.

Datamark GIS CAD Service- cost \$101,432.50 which offered more services and leverage
Discussion: There were several questions as far as whether other companies offer this Service. Marc Gasparini asked how we know without doing an RFQ. Dan Magers asked if it was known whether once the files were cleaned up could Sarah and her team maintain. Carla Redd asked John if other agencies were contacted who use Datamark. What if we find out down the road that they didn't do something. Carla Redd asked what recourse would the board have. Carla Redd said the board has the financial responsibility to look for other companies. Shawn Connors asked if the difference in cost was the subscription. Mike

McCammond asked if there were any other companies working with Central Square. Shawn Connors confirmed that John Girone was recommending the more expensive Service over the \$91,656.50 service. Girone advised yes because it slightly higher cost offers more. **Motion:** Carla Redd made a motion for the ETSB to look into other vendors who offer GIS CAD service compatible to Datamark. **Second** – Gary Caruana Motion to research other companies carried by a unanimous vote.

Process SIKICH Invoice- \$10,225 Motion: Carla Redd **Second** – Shawn Connor

A roll call vote was taken: Pankow-yes, Caruana-yes, Truman-yes, Hallstrom-yes, Redd-yes, McCammond-yes, Gasparini-yes, Connors-yes, Dilonardo-yes, Loria-yes Motion to pay SIKICH Invoice carried with a unanimous vote.

PowerDMS \$21,672.75 – Motion: Shawn Connors **Second-** Carla Redd

Discussion: Currently only the city uses it. TC's like it and are aware of the feedback. Chair Pankow asked if it just pertains to call taking. John Girone advised yes, but the PD could use It to send surveys. Carla Redd asked what the percentage of return surveys. Girone advised 20%.

A roll call vote was taken: Pankow-yes, Caruana-yes, Truman-yes, Hallstrom-yes, Redd-yes, McCammond-yes, Gasparini-yes, Connors-yes, Dilonardo-yes, Loria-yes Motion to purchase PowerDMS carried with a unanimous vote.

Old Business

RockCom/Mercy IGA

Chair Michele Pankow asked Attorney John Kelly to update the ETSB on the progress. Attorney Kelly advised that communication has been going back and forth regarding another meeting. Kelly had actually sent another email yesterday afternoon but has yet to hear from anyone at Mercy/RockCom. John Kelly advised board members that the State Administrator was retiring in February of 2025. Dave Loria asked Attorney Kelly if there was anything additionally on the table outside of what the ETSB has already discussed. Attorney Kelly advised no. Chair Pankow expressed her interest in seeing another meeting prior to the November ETSB meeting.

Purchase Request Form

Discussion: A draft was handed out at the previous meeting for review and input from ETSB members. John Girone advised that the form makes it more clear when something is requested. A motion was made to begin using this form. John asked how the word for using this new form should be distributed. Chair Pankow advised that the two PSAPS should get the word out.

Motion - Mike McCammond **Second -** Carla Redd

Motion to make the purchase request form operational carried by unanimous vote

Strategic Plan

Chair Pankow advised that a meeting will be rescheduled to discuss the Strategic Plan

CAD Committee

CAD committee will be meeting on Friday. Both PSAP Directors, Todd Hughes and

Mike McCammond.

Adjournment

Motion: Carla Redd made a motion to adjourn and it was seconded by Joel Hallstrom. The Motion Carried. Meeting was adjourned. The next scheduled meeting is Tuesday, November 12, 2024.