

## MINUTES

### WINNEBAGO COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

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

May 9, 2023

#### **I. CALL TO ORDER**

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

#### **II. ROLL CALL**

Present: Co-Chair Michele Pankow, Gary Caruana (via phone), Adam Truman, Joel Hallstrom, Joe Corl, EJ Dillonardo, Todd Stockburger, Shawn Connors, Mike McCommond, David Loria and Carla Redd (9:05)

Guest: Elizabeth Russell, Rebecca Tyo, Jon Larson, Matt Cordonnier, Todd Monahan, Veronica O'Daniel, Tyler Jones, Jen Fey, John Girone, James Hart, Greg Kunce, Tim O'Keefe, Todd Hughes, Dave Rickert, Ed Kurzac and Sandy Stansell

#### **III. Minutes**

Shawn Connors made a motion to approve the April Minutes and Joel Hallstrom seconded the motion. **Motion:** Motion carried by a unanimous vote and minutes were approved.

#### **IV. Financials**

Prior to the approval of the financials, Elizabeth Russell advised that \$30K for repair and maintenance was placed in wrong account. In addition, Ms. Russell advised that the Annual CAD payment was included within the report. **Motion:** Adam Truman made a motion to approve the financials. Shawn Connors seconded the motion. Motion carried by a unanimous vote and financials were approved.

#### **V. New Business**

##### **April Call Volume and Answering report**

No Comments

##### **CAD Mobile License**

Elizabeth Russell noted that members had received a copy of the quote in their packet. The quote was in the amount of \$21,500 for 37 additional licenses. Shawn Connors asked if this amount covers everything regarding the CAD licensing. Elizabeth Russell advised yes.

**Motion:** Shawn Connors made the motion to approve \$21,500 for the purchase of the licenses and Joe Corl seconded the motion. A Roll Call vote was taken and all members present voted yes Motion carried by a unanimous vote.

##### **CAD Mobile Software**

Board member Mike McCommond commented that there were some outstanding issues regarding this issue. It has been 2 years since the install and he was advised that an update

was needed. Todd Hughes stated that he met with Central Square the week prior and they are taking action to get the upgrade done. Central Square has stated that it would be sometime in the late May or early June timeframe. Carla Redd asked if there would be any additional money needed. Todd Hughes advised no, that was in the contract. Ms. Redd stated that Darrell from her Department has been trying to communicate with them and asked if there was a better Contact. Todd Hughes explained that it is a major upgrade to law enforcement.

#### **GIS Training Quote**

Board members were provided a quote with regards to GIS training needed for WinGis employees to assist them in when working with the CAD system. This would include Sarah Stromberg, her staff and city IT personnel. John Girone reported that the quote was \$5,655 for training from Central Square. **Motion:** Carla Redd made a motion to approve the the amount of \$5,655 for GIS training. Joel Hallstrom seconded the motion. Motion carried by a unanimous vote.

#### **RockCom, CAD IGA and Access Discussion**

A meeting is planned for May 17, 2023 to discuss the IGA. Both 911 Directors and ETSB Chairman and Co-Chair will be attending. Co-Chair Michele Pankow advised board members that most likely the IGA would not be ready by June 1<sup>st</sup>. Gary Caruana asked that a discussion take place at the meeting regarding CAD access rights. Caruana advised that it was discussed the month prior and the county feels that Tyler Jones should have access rights. Todd Hughes suggested that maybe the 911 Business Manager should be the one who makes changes because with cyber security rules and regs the city could lose coverage based on how the situation is treated. When changes are made outside of those assigned to do so, it is considered Rogue IT. We could lose a \$5 million dollar cyber insurance policy because of improper accountability. Todd Hughes suggested that the ETSB have more discussions regarding this matter. Gary Caruana suggested that something be put in writing so the ETSB could drill down on this issue. Caruana stated that he really wants to look at this so that the right thing is done. Joe Corl advised board members that there is a 10yr agreement in place between the ETSB and the City of Rockford and if the ETSB votes, it would change that agreement. Elizabeth Russell advised that the City manages the CAD and there is a process in place to handle CAD issues and now that John Girone is in place in his position that will help. Caruana asked that the ETSB vote on this and said that sometimes we have to change because things change. Mike McCammond stated that Section 3A allows the ETSB to change the agreement. John Girone stated but it also states no changes without Todd Hughes's approval. One board member stated that if the board is going to change the Agreement it should not happen without John Kelley's involvement. Carla Redd suggested that someone speak to the insurance company to see what risks it creates. Michele Pankow reiterated that there is still a process currently in place to handle any changes, additions etc to CAD that either of the centers have.

**VI. Old Business**

**Pro Com Update**

Elizabeth Russell reported that Todd Hughes is moving forward with the Netclock installation and is working on scheduling dates.

**Pro QA**

No updates. Will be removed as an agenda item

**County Fire Dispatch Update**

Rick Ciganek reported that the first fire agency is on board and they are working on an IGA. Should be dispatching by the end of June.

**CAD Automatic Dispatch**

Elizabeth Russell advised that there is a meeting scheduled for 5/24 to get things going

**911 NG Project**

Sandy Stansell reported that the project continues to move forward. There are approximately 45% of the carriers that have migrated over. Verizon is scheduled for a May 24<sup>th</sup> migration

**Phone/Radio Circuit Audit**

Administrative lines at the Rockford Center have been ported to the city's system per Elizabeth Russell.

**Radio Lease**

Elizabeth Russell advised that things are still on track for county to go live in October.

**Rural FD Mobile License**

Elizabeth Russell advised that they are still working on getting field licenses. That should be completed in the next few weeks.

**Fire Station Alerting for Suburban Fire Departments**

Elizabeth Russell reported that floor plans have been obtained from Durand and Shirland FD's. She is working on getting plans from Pecatonica.

**Adjournment**

Prior to adjournment, Dave Rickert announced that he will be leaving his position at Winnebago County as he has accepted a position in Shasta, California as their County Administrator. Rickert advised ETSB that the new budget season at Winnebago County has begun and he suggested that the ETSB send a representative to an upcoming meeting. Molly Terrinoni will be taking on the roll vacated by Rickert. ETSB members congratulated Dave Rickert and wished him well on his new adventure.

**Motion:** Carla Redd made a motion to adjourn and Joe Corl seconded the motion. Motion Carried. Next Meeting- Tuesday, June 13, 2023 at 9:00 a.m.