

MINUTES

WINNEBAGO COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

Rockford Fire Headquarters – 204 S. 1st Street
September 9, 2025

I. CALL TO ORDER

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

II. ROLL CALL

Present: Chair Gary Caruana, EJ Dilonardo, Mike McCommond, Adam Truman, Joel Hallstrom, Carla Redd, Shawn Connors, Todd Stockburger, Kirk Wilson

Absent: Marc Gasparini

Guests: John Girone (911 Business Mgr), Elizabeth Russell (911 Director/Rockford), Rick Ciganek, Ed Kurzac, Matt Cordonnier, Steve Schultz, Mike Dyson. Minutes by Sandy Stansell

Prior to conducting business, ETSB Co-Chair introduced Kirk Wilson who was recently appointed to the board.

Minutes – July 8, 2025 and August 25, 2025 Special Meeting. John Girone advised of a correction on the August 25, 2025 minutes. John advised with regards to the question raised about whether we have a balanced budget, he asked that the minutes reflect the following correction; “We don’t balance and we will exceed our surcharge money”.

Motion – Brian Carlson **Second** – Adam Truman Motion to approve the minutes to include the corrected language carried by unanimous vote.

Financials – (current and past carried over due to no quorum at August meeting) Prior to the vote, board member Shawn Connors asked if the correction had been made regarding the IT Equipment line item. As a reminder, John Girone advised that it had to do with an overage caused by purchase of a recorder. Connors asked if that amount would be subtracted from the next budget. Girone advised on the process as to how it would be corrected. Connors commented that he was aware of that process.

Motion - Shawn Connors **Second** – Mike McCommond
Motion approved by a unanimous vote

New Business

ETSB Elections for Chair and Co-Chair

Motion: Shawn Connors made a motion to retain Gary Caruana as ETSB Chairman.

Second: Todd Stockburger. Motion approved by a unanimous vote.

Shawn Connors asked if in following past practice, would then Brian Carlson assume the role as Co-Chair. Sandy Stansell advised that the ETSB also votes on that seat as well and that it has not been an appointment position.

Motion: Shawn Connors made a motion for Brian Carlson to assume the position as Co-Chair.

Second: Todd Stockburger Motion carried with an anonymous vote

July and August Call Volume and Answering Reports – No Comments

Quote for Nationwide -UPS Maintenance – No action at this time

Quote for Spinello – Workstation Intercom Replacement

John Girone advised board members that this pertains to a vital communication/intercom link for the dispatchers to talk with one another from work station to work station. The current Intercom system is 20 years old. Personnel keep asking when it will be replaced because of their need for this equipment. Girone advised that he tried to get another bid, from ProCom however after six tries, they never submitted. Carla Redd commented that they are usually responsive. John Girone indicated that ProCom has bigger jobs and seemingly they aren't interested in this small project. Shawn Connors asked if there were three bids. Girone advised that there were only two vendors who could do this project or offer this equipment.

Motion: Shawn Connors made a motion to approve M. Spinello for the intercom project

Second: Carla Redd

Roll Call: Caruana- yes Connors-yes Stockburger-yes McCommond-yes Hallstrom-yes Truman-yes Carlson-yes Redd-yes Dilonardo-yes Wilson-yes

OLD BUSINESS

Updates – John Girone

911 Business Mgr. John Girone advised that the lighting project is mostly completed. There was a problem with one issue not getting done that was included in the quote and they are awaiting the vendor to complete. The Renovation at City 911 is just about wrapped up.

Legislation – Carla Redd – Nothing to report

Outage Issue

ETSB EJ Dilonardo commented about the 911 outage experienced one week prior. Dilonardo said he had no knowledge of the outage and had received calls about it. Chair Gary Caruana also stated that he also was not aware of the outage. Dilonardo stated that ETSB members should know about these outages, so that they are aware when they get calls. John Girone informed the board that there are planned and unplanned outages and what was experienced last week was the second major unplanned outage. Girone asked board members if they would want to be notified of the planned outages as well. Caruana suggested that they only be informed of the unplanned outages. He suggested that maybe a text group be created to send out the notifications. John Girone advised that the board has to be careful of text messaging the members because it becomes a public meeting if two members reply back. Board member Shawn Connors clarified that five members determine an official meeting but a notification of an outage would not qualify as a meeting. 911 Director Elizabeth Russell stated that there is a notification process in place that could be used to get the message out to board members, there is no ability to reply. Board members provided their contact

information. Dillonardo advised that he didn't want to create more work, but it would be nice to get this information. Elizabeth Russell advised that the process is seamless.

Budget Info

Prior to adjournment, Mike McCommond asked if for future budget meetings, like the special meeting conducted in August, if members could receive the budget document with the agenda so that members would be able to review prior to the meeting. Also, those members who were unable to attend would also have the budget for their review. John Girone advised that yes, he would have that available to distribute with the agenda, next time.

Chairman Gary Caruana advised members that Shawn Connors was reappointed to the ETSB on Thursday.

Adjournment

Motion: Mike McCommond **Second:** Todd Stockburger Motion Carried. Meeting was adjourned. The next scheduled meeting is **Tuesday, October 14, 2025** at Rockford Fired Headquarters 204 S. 1st Street, Rockford, IL 61104