

MINUTES

WINNEBAGO COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

Rockford Fire Headquarters, 204 S. 1st Street Rockford, IL 61104
February 7, 2023

I. Call To Order

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

II. Roll Call

Present: Gary Caruana, Michele Pankow, Mike McCammond, Todd Stockburger, Joel Hallstrom, Shawn Connors and EJ Dilonardo,

Guests: Elizabeth Russell, Sandy Stansell, Veronica O'Daniel, Jennifer Fey, Tyler Jones, Dave Rickert, Dan Magers, Rick Ciganek, Joe Chiarelli and Tim O'Keefe

Absent: Adam Truman, Joe Corl and Carla Redd

III. Minutes

Prior to the start of business Chairman Gary Caruana presented long time ETSB member Don Carlson with awards in gratitude for the 25 years Mr. Carlson served on the board. Don Carlson thanked the board and advised members that he was first appointed by Kris Cohn in 1997. Mr. Carlson stated he was honored to serve. **Motion:** Shawn Connors made a motion for the approval of the January minutes. Michele Pankow seconded the motion. Minutes were approved.

IV. Financials

EJ Dilonardo asked if there was anything the board should know about the financials. Elizabeth Russell advised that the contents were routine. Ms. Russell noted that the report included fire station routers for station alerting, the annual \$25K fee to WinGis and Sandy Stansell's contracting fee. Dilonardo asked if there were any adjustments and Ms. Russell advised there were none. **Motion:** EJ Dilonardo made a motion to approve financials followed by a second from Todd Stockburger. Motion carried and financials were approved.

V. New Business

January Call Volume and Answering Report

Both sets of reports were reviewed with no comments or questions.

Sikich Audit

Chairman Caruana asked if there were any questions. Elizabeth Russell advised that board had already approved a 3-year contract to proceed but the paperwork that was received recently were just signature documents to start the audit for the current year.

911 Annual Report - AR

Elizabeth Russell advised board members that this was the annual report request by the State which is normally due by January 31st but the state had some computer system issues so, the date was extended to February 15th. The report covers both centers and it contains expenditures regarding the surcharge which involves an itemized reporting of the same. Ms. Russell advised that this was being worked on and will be ready by the 15th.

City Salary Reimbursements

Ms. Russell reported that it had been discovered that the city was still charging the ETSB for Todd Stockburger's position which he left in August 3rd until she took the position on December 19th. This amount will be credited back to the ETSB. Also, the Business Manager's position which was vacated on December 19th has not been charged by the city. Mike Tyson the IT person received a raise in January.

Cleaning Service Quote

Elizabeth Russell referred to the quote board members received in their packets. Ms. Russell advised that cleaning at the City 911 center was budgeted for this financial year. This quote solely pertains to the first-floor area which is the 911 Center. The amount would be \$2,274 dollars per month which would start on March 1st. Ms. Russell advised that March 1st through September it would be a total of \$15,918. It does put the ETSB a little bit over budget with the County included. Last year \$30K was budgeted through the end of the year. It would only be \$800 dollars over budget. **Motion:** Michele Pankow made a motion to proceed with cleaning services and fees surrounding those services. Todd Stockburger seconded that motion. EJ Dilonardo asked what they would be cleaning because he noticed that it was extra for carpet cleaning, window cleaning and floor waxing. Ms. Russell advised that they do floor mopping, garbage removal, bathroom cleaning – basically everyday cleaning. EJ Dilonardo commented that the fees made sense. **Roll Call Vote** was taken – all members voted in favor and motion was approved.

VI. Old Business

Business Manager Position

Elizabeth Russell reported that there were 8 applicants for the position. They will be interviewing 7 and out of those applicants, one was external. Interviews will be end of February or early March. Position should be filled soon after. Todd Stockburger asked how liked were the pool of applicants. Elizabeth Russell stated they are a good group of applicants.

ETSB Vacancy

Chairman Caruana advised that the County Board Chairman has the responsibility of appointing someone to the vacancy but he was not sure where it was at. Sandy Stansell reflected back on the previous meeting where board member Joe Corl had reported that the Winnebago Fire Chiefs were going to make a recommendation to the County Board Chairman and that it probably wasn't going to take place until March. ETSB guest Joe Chiarelli asked if he could address the board regarding this appointment. Mr. Chiarelli advised that he received a recommendation from the rural fire chiefs about a month ago. He stated that they had recommend Chief Corl for the position. Mr. Chiarelli said he honored that and called Chief Corl. Mr. Chiarelli said he called Chief Corl and offered that position but that he had rejected it. Mr. Chiarelli stated that Chief Corl rejected it because he first stated that he was thinking about retiring and then Chief Corl asked what about my

current position on the ETSB. Chiarelli told Corl that his current position was still under consideration and that he had not made a decision on the “at large” position. Chief Corl said he would remain in his current position and would not be interested in the rural fire position. Mr. Chiarelli said he took that as a rejection. He then called the rural fire Chief’s association president, Brian Koontz to advise him that he was moving forward with interviews with the other rural fire chiefs. So that is where the process stands today. Chairman Caruana asked if there were any other questions from board members. There were none.

RockCom PSAP Updates

Elizabeth Russell advised that the State Administrator sent approval on 1/25 for the submitted modification plan. The next step will be working with Mercy on the Agreement.

Fiber Route and 911 NG Project Payments

Redundant Pathway

Sandy Stansell advised that she, Elizabeth Russell and Todd Stockburger had a conference call with Aaron King (Solacom) and they have agreed to pay half of the \$120K fees quoted for the price of the redundant pathway install. All three felt accomplished with Solacom’s recent response to pay half of the fee. Stansell advised that this issue has been ongoing since last spring or summer until this meeting. Ms. Stansell reminded board members that Amit Patel from Syndeo gave a presentation to the ETSB last year regarding the pathway. She advised that this pathway that runs to the south by the airport would help to avoid the full outage they experienced when both fiber routes were severed out by I90. Ms. Stansell was asked to obtain what monthly charges would be involved and to provide that information at the next meeting. She explained that the state may not cover these charges but it is a small price to pay to avoid losing 911 service. The board decided to lay over the vote for approval on paying the \$60K for the new redundant pathway until they are provided with the information on the monthly charges. Ms. Stansell reminded the Board that they did budget the full amount of \$120K. The vote was laid over until March 14, 2023. EJ Dilonardo said that he would have thought that the initial bid or quote what was accepted included redundancy, then it was found that whatever happened at I90/state didn’t work. He said the way he understood from the Syndeo presentation was that you don’t place 2 lines nearby each other and expect that to be a redundancy. Stansell agreed with his statement. Dilonardo said he left the meeting with the sense given by Amit’s presentation that Solacom really didn’t admit their failure in the design, but it seemed like the amount of the build was debatable and he felt that Amit didn’t want to come out and say it wasn’t done correctly in the first place. Dilonardo asked if our agreement called for redundancy? Stansell answered, yes. Elizabeth Russell advised that the network’s plan was accepted by the state so that was what Solacom was going by. Dilonardo said we relied on Solacom, Syndeo and State to give us assurances on our network. Todd Stockburger said he agrees with proceeding with the new pathway and stated that if the ETSB had to pay recurring monthly charges, then that was the price for doing business. Stansell advised that it was debatable whether the state will pick up the monthly charges because it is considered a third redundant pathway and the state is already paying for two. Elizabeth Russell advised that they would reach out to Amit at Syndeo to obtain the monthly charges.

Withholding of Payments

Stansell advised the ETSB that NINGA had formulated a 30/60/90-day plan that would monitor Solacom's tech support system. ETSB members were provided copies of that plan. Stansell said Solacom has not been given the technical support as promised per the contract. Stansell advised that the plan had been submitted to John Kelly for his review and approval. The ETSB's Attorney John Kelly had suggested that NINGA withhold payments until which time technical support had improved. Stansell advised that two counties have had horrible experiences with their systems but since the letter sent by Attorney Kelly to Solacom they have seen much improvement at both of those PSAPS in question. Ms. Russell asked the ETSB if they were still comfortable with not paying monthly bills to Solacom, since the ETSB has their own contract with Solacom even though these actions were being taken by the alliance. The ETSB had no objections. Getting back to the fiber; Dan Magers stated that the fiber is a mesh of interconnecting networks, used by many clients. Magers suggested that the ETSB jump on the \$60K fee as it is a very fair option. Dan Magers advised the board as well that this fee was unheard of for the purchase of fiber and he was willing to stay and answer any questions the members may have regarding the costs of fiber. Elizabeth Russell advised that although Solacom agreed to paying the \$60K they would not be doing so until payments were reinstated.

Phone/Radio Circuit Audit

Elizabeth Russell reported that Client First continues to assist in making cuts for lines no longer in use. The ETSB has received credits back from AT&T and the city has stopped payment to AT&T and Peerless. Ms. Russell advised that recently they have paid about \$72K per month but previously the monthly charges were over \$100K per month.

Radio Lease: Back-up Equipment

Elizabeth Russell advised they had a kick off meeting with Motorola which went well. They toured both sites. Motorola believes project will be completed this summer.

Rural Fire Mobile Licenses and RMS Interface

Elizabeth Russell advised she has to reach out to Central Square on their RMS option for rural fire. To transfer CAD data to their RMS. ETSB did budget for this. Mobile licenses. Cherry Valley and Harlem Roscoe are still on MDT's. Attempting to get Field Ops App for police depts. 10 Licenses have been purchased.

Fire Stating Alerting

Elizabeth Russell is reaching out for a quote

Mental Health Grant

Michele Pankow advised that they are still moving forward with the project. The 911 Center piece is the pro QA. The bulk of that training took place 2 weeks ago. Two components of the response teams that include Behavioral Health Nurse and the Mobile integrated team are working on the response piece.

Adjournment: Don Carlson made a motion to adjourn and Shawn Connors seconded the motion. Motion Carried. Next Meeting: **Tuesday, March 14, 2023 at 9:00 a.m.**