

# MINUTES

## WINNEBAGO COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

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

April 11, 2023

**I. CALL TO ORDER**

Meeting called to order at 9:02 a. m.

**II. ROLL CALL**

Present: Chairman Gary Caruana, Co-Chair Michele Pankow, Adam Truman, Joel Hallstrom, Joe Corl, EJ Dilonardo, Todd Stockburger, Shawn Connors, Mike McCammond, David Loria and Carla Redd

Guest: Elizabeth Russell, Dan Magers, Tyler Jones, Dave Rickert, Rick Ciganek, Todd Hughes, John Girone and Sandy Stansell

**III. Minutes:**

Mike McCammond made a motion to approve the March Minutes and Todd Stockburger seconded the motion. **Motion: Motion carried by a unanimous vote and minutes were approved.**

**IV. Financials**

Prior to the approval of the financials, board member Dilonardo asked if the salary issued had been corrected. Elizabeth Russell advised yes. **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**

**March Call Volume and Answering report**

No Questions

**Pro Com Quote**

Elizabeth Russell referred to the quote board members had in their packet of documents.

Ms. Russell advised that last year the ETSB approved the purchase of the NetClock for both 911 Centers. Ms. Russell said that the installation was not addressed at that time so this quote pertains to the cost for installation. The amount for installation is \$5,780.

**Motion: Joel Hallstrom made a motion to approve the cost for the installation of the NetClocks and Michele Pankow seconded the motion. Comments: Tyler advised that he could do a lot of that work himself if the ETSB wanted to save that money. After a brief discussion, board members amended the motion to add to approve the installation, not to exceed the amount of \$5,780. Motion carried with a unanimous vote (no roll call needed due to amount below \$10K.**

### **CAD Administrative Access**

Chairman Gary Caruana advised that he called Todd Hughes to ask about getting Tyler Jones access to the CAD system. Todd Hughes conveyed that he thought it might fall under the ETSB because the City of Rockford was in charge of overseeing the infrastructure of CAD but doesn't have control over assigning that type of access. Hughes said his understanding of it was that Winnebago County is like the others, a subscriber, so he didn't really know how access assigning would work. Caruana asked whose decision it would be to give Tyler authority. Co-Chair Michele Pankow advised the board that there is an IGA in place that board members should look back at to see how it addresses this issue. She advised that the IGA is between the ETSB and City of Rockford, who is the manager of the CAD system. She indicated that it covers implementation but wasn't certain about this particular issue. Joe Corl also stated that there is an IGA and he believes it states that the city is supposed to Manage the CAD system. Ms. Pankow will get a copy of the IGA and send it out to ETSB Members. EJ Dilonardo stated that he gets the point that it is nice to have one person managing the CAD but was asking what the need is for having another person with access. Gary Caruana advised that city and county share CAD and they have found a need for Tyler to have access. Michele Pankow reminded the ETSB that the duties of the 911 Business Manager was to manage the CAD system as well, which was developed and approved by ETSB members. Dilonardo asked Jones why he would need access. Jones advised that there are new agencies coming on and he could build the new recommendations needed in CAD not having to bother city personnel with that work. Dilonardo asked Jones if he then would just be dealing with things that affect their center. Jones advised yes. Michele Pankow told Tyler Jones that in the meantime if he needed anything done in CAD to contact the City and they will get it done. ETSB will be reviewing the IGA for next meeting.

## **VI. Old Business**

### **Business Manager**

Co-Chair Michele Pankow introduced the new ETSB Business Manager John Girone. Pankow advised that Elizabeth Russell had been performing the duties of both positions, so they are happy to have John Girone now to take over some of those duties. Welcome John!

### **National TC Week**

Elizabeth Russell thanked the ETSB for the money they approved for the purchase of shirts and food for 911 personnel at both centers

### **Pro QA Go Live**

Elizabeth Russell advised that ProQA went live on March 27<sup>th</sup>. Things are going well and they are awaiting feedback from the company. Next step will be accreditation. EJ Dilonardo asked if this would be available at County 911. Ms. Russell advised in October. Dilonardo asked if this system helps to reduce response times. Ms. Russell advised that it assists TC's in asking the right questions and they are able to give better instructions to the caller. It has the same workload process as before.

**County 911 Fire Dispatch Update**

Rick Ciganek reported that their staffing is at 20 TC's now, with some in training. They hope to have them ready in June. They will be hiring 4 more people in the summer.

**CAD Automatic Dispatch**

Elizabeth reminded board members that this was approved at the last meeting. She advised it saves a step by placing units on tickets automatically. Cherry Valley has it now. It is a per agency thing.

**City Salary Reimbursement**

Elizabeth Russell affirmed that this issue has been resolved and there is a process in place.

**Sikich Audit Update**

All ETSB members should have received forms to be filled out from Sikich. Some members recently received the forms and will be doing so.

**RockCom/SAP Update**

Chairman Gary Caruana advised board members that they have to get a team together to decide what they need to send to the state by June. He asked if the board wants to select a team. Shawn Conners said that it had been decided last month that the two 911 Directors, EJ, Corl and the ETSB Attorney would be on this committee. Dilonardo said this needs to be conveyed to the State by June. Elizabeth Russell advised the board that it needs to be operational by June. Dilonardo stated that there is still a need to draft an agreement and get that to the board for approval, then send it to the attorney. Michele Pankow stated both is needed. The agreement and to be operational by June. Dilonardo advised board members that Joe Corl made a motion awhile back that RockCom would be approved as a SAP with no expense to the ETSB. Dilonardo said there should be no question as to who is paying for what. Pankow said per Attorney Kelly it was be the ETSB that decides who pays. She also advised that the State made it very clear that there must be a plan in place and it must be operational by June. Chairman Caruana asked Elizabeth Russell what date in June. Ms. Russell advised June 30<sup>th</sup>. Dilonardo advised that Attorney Kelly had an internal opinion that he conveyed to some of the members with regards that the State issues deadlines but they are fluid but then in the meeting with the board, Kelly said the deadlines are hard and fast. In history, Dilonardo advised that the State does set deadlines but there are sometimes extenuating circumstances and the ETSB should not get careless just to meet deadlines issued by the State. Chairman Caruana suggested a meeting in May to drill down on this issue. The meeting should include the two Directors and Chair and Co-Chair. Joe Corl asked if they were going to meet with Mercy. There was a discussion on who would be attending meetings. EJ Dilonardo suggested that an internal meeting happen first, and then meet with Mercy after that. There were no objections to this. Caruana asked 911 Business Manager John Girone to check for other models around the State. A meeting date of May 4<sup>th</sup> at 9:00 a.m. in the RFD conference room was set.

**911 NG Project**

Sandy Stansell reported to the ETSB that 3 carriers have been migrated over to the fiber network and there are 6 in the process. Stansell thanked Elizabeth Russell and her staff as well as Jenn Fey and her staff for their part in the testing process. Stansell advised that there are only two counties left who have not started the process but will be soon.

Elizabeth Russell advised that they did not discuss at the last meeting – the restart of payments to Solacom. Stansell advised that all the NINGA counties agreed to restart payments because Solacom had improved on their tech support. Winnebago will restart payment and submit a backlog of payments.

**Phone/Radio Circuit Audit**

Still working with Client First to get more circuits cut. Admin lines will soon be ported so there will be savings there as well.

**Radio Lease**

Elizabeth Russell advised not much to report. They are still looking at October for equipment.

**Mobile Licenses**

Elizabeth Russell reported that the 10 Field Ops licenses for the PD's have been purchased. They are speaking to Central Square regarding the set up. Agencies will be contacted soon

**RMS**

Suburban Fire – Central Square is changing the access process so they are looking at Q4 of this year (2023) to get those done.

**Fire Station Alerting for Suburban Fire Departments**

US Digital is requesting floor plans for stations. Elizabeth Russell has reached out to the Departments.

**Adjournment:** Michele Pankow made a **motion** to adjourn and Adam Truman seconded the motion. Motion Carried. **Next Meeting- Tuesday, May 9, 2023 at 9:00 a.m.**