

# MINUTES

## WINNEBAGO COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

Rockford Fire Headquarters, 204 S. 1<sup>st</sup> Street Rockford, IL 61104  
June 13, 2023

### I. CALL TO ORDER

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

### II. ROLL CALL

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

Guest: Elizabeth Russell, Tyler Jones, Veronica O'Daniel, ETSB Attorney John Kelly, Jennifer Fey, Molly Terrinoni, Steve Schultz, Rick Ciganek, Sharon Franks, Dan Magers, Lindsey Fish (Sikich), Adam Eich, Anthony Indovina, John Girone, Todd Hughes and Sandy Stansell Note: Ted (Winn Co) was present/last name was not legible.

### III. Minutes

Shawn Connors made a motion to approve the May Minutes and Mike McCammond seconded the motion. **Motion: Motion carried by a unanimous vote and minutes were approved.** Note: Let the record show that the misspelling of Mr. Connors' name was corrected in the April Minutes.

### IV. Financials

**Motion: Adam Truman made a motion to approve the financials. Michele Pankow seconded the motion. Motion carried by a unanimous vote and financials were approved.**

### V. New Business

#### **May Call Volume and Answering Report**

Joe Corl asked what the percentage reflect as far as good and bad. There was a brief discussion on what each 911 center strives for when answering calls. The report reflects on the seconds involved in answering the 911 calls.

#### **SIKICH Presentation of Audit**

Lindsey Fish (SIKICH) provided an overview of the audit to the ETSB. Each member received two reports/booklets. The reports were dated September 30, 2022. Ms. Fish first went over Auditor's Opinion and Auditor's Comments along with specific financial status. There were no Deficiencies. Four out of five recommendations have been met. Improvement on the invoice Processing was recommended within the report. Not all invoices are received by 911 Business Manager because historically some of the bills have always gone to the county.

EJ Dilonardo asked what could be done to improve invoice processing. Mr. Dilonardo asked what are the next steps and why are some going to the County. Dilonardo also asked if they could determine if this causes any issues. Steve Schultz, who filled the position vacated by Dave Rickert, stated that he would happily have a conversation with Molly Terrinoni to figure things out.

### **911 HVAC SYSTEM**

Rick Ciganek advised the ETSB that the HVAC that serves the county needs to be replaced. Ciganek advised that the costs to do so would be \$134K to \$136K. Ciganek also indicated that an architect might have to be hired because the rooftop may need repair. Shawn Connors suggested that they see what a new unit might cost by going out for a bid. Joe Corl asked how long this might take to repair as he had concerns for the upcoming hot summer months and the comfort of their employees. It could be anywhere from 24 to 48 weeks. Corl asked if the unit is currently working in the meantime. Yes, currently it is. It was suggested that a special meeting could be held to get this purchase moving, instead of waiting for the next scheduled ETSB meeting.

### **Updated Quote for 3 New CAD Positions**

John Girone advised that each board member received an updated quote from Central Square for the 3 new CAD positions. Joe Corl asked if these positions were budgeted for. John Girone advised yes. **Motion:** Mike McCammond made a motion to approve the updated quote from Central Square (note: the quote is in the amount of \$14,100.00) The motion was seconded by Joel Hallstrom. A roll call vote was taken: All members present voted yes to the motion. Motion was approved by unanimous vote.

### **Renewal of Sandy Stansell's Contract**

Gary Caruana advised that Sandy Stansell's contract is up for renewal. Sandy Stansell thanked board members for the support she has received during the process. Stansell also advised that with Phase 2 in motion and with 70% of the providers transitioned, the ETSB should not have to renew next year at this time. Members thanked Ms. Stansell for her work and dedication on this project. **Motion:** Joel Hallstrom made a motion to approve Ms. Stansell's contract for another year and Michele Pankow seconded the motion. A discussion ensued regarding cost of living. At that time, Joel Hallstrom withdrew his motion which was followed by an amended motion from Joel Corl asking that a 5% increase be added. Michele Pankow seconded the amended motion and the motion carried by a unanimous vote

### **TEXT to 911**

Sandy Stansell asked the ETSB's opinion on how they wanted to handle announcing Text to 911 in our County. Ms. Stansell reminded board members that NINGA wanted to do a PSA as a regional effort, simply for consistency purposes and the fact that our borders touch. Stansell also reminded members that Boone County had already announced, which was not in keeping with the wishes of NINGA but the remaining counties were still for a united front

with the PSA. Joel Hallstrom voiced his opinion that he also was interested in announcing as a region and other board members felt the same. Stansell said she would go back to the group and return with ideas as to how NINGA would like to proceed. Stansell thanked the board for their work in bringing TEXT to 911 to Winnebago County and she advised that this news is deserving of an announcement especially since we have been involved with a group of counties that began this process prior to the majority of PSAPS both statewide and nationally.

## **VI. Old Business**

### **RockCom/IGA/System Plan Update**

Attorney John Kelly advised that Rock Com asked for an extension from the State based on getting additional prices. Kelly said the State gave us to August 1<sup>st</sup>. Veronica O'Daniel advised that they were waiting for quotes from Solacom. Kelly asked if they should shoot for a July meeting. O'Daniel suggested July 11<sup>th</sup>. Michele Pankow advised that Cindy Barbera-Brelle requested that she be kept updated periodically on the process.

### **CAD Mobile Software**

Todd Hughes advised that City IT is still waiting for Central Square to provide a date.

### **CAD IGA/Access**

Gary Caruana advised that a meeting was held that included Rick Ciganek, John Girone, Tyler Jones, Todd Hughes and himself. They came up with standards and are awaiting answers.

### **County Fire Dispatch Update**

Rick Ciganek reported that the county would be going live with Loves Park Fire at the end of June and personnel have been working hard to prepare. Joe Corl stated that the Winn. Fire Chiefs wanted someone to come speak on this. Corl said they meet every other month for dinner. The next meeting is July 26 at West Suburban. Corl said they have a lot of questions.

### **CAD Automatic Dispatch**

Central Square will be providing a training course

### **911 Project Update**

Updates were given during previous discussions

### **Phone/Radio Circuit Audit**

Porting of lines continues

### **Radio Lease**

Tyler Jones reported that 25% of equipment has been installed

### **Rural FD Mobile License**

Elizabeth Russell advised that police departments are looking at trying it out.

There are 5 RPD, 3 LP and 2 CVPD. Mike McCammond commented that he didn't see a use for them for Police.

#### **Fire Station Alerting for Suburban Fire Departments**

Elizabeth Russell reported that she is still waiting for plans from Pecatonica. The others will be submitted to US Digital

#### **Adjournment**

Prior to adjournment, Steve Schultz asked the ETSB if they would entertain moving over to Baker Tilly for the yearly audit. Mr. Schultz advised that there is a lot of additional work with having two firms do audits. Joe Corl stated that in the past there were some issues with the ETSB's audit being run by the county. In addition, Corl said he was reminded that they went with Sikich because they were the most experienced and more familiar in handling 911 budgets. Corl also commented that he believes the ETSB has a 3-year contract with Sikich. Elizabeth Russell stated that there might be 2 years left on that contract.

**Motion:** Michele Pankow made a motion to adjourn and Joel Hallstrom seconded the motion. Motion Carried. **Next Meeting- Tuesday, July 11, 2023 at 9:00 a.m.**