

MINUTES

WINNEBAGO COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

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

November 14, 2023

I. CALL TO ORDER

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

II. ROLL CALL

Present: Chair Michele Pankow, Joel Hallstrom, EJ Dilonardo, Mike McCommend, Dave Loria, Carla Redd, Todd Stockburger and Adam Truman. Absent: Gary Caruana, Marc Gasparini and Shawn Connors

Guest: Elizabeth Russell, Rick Ciganek, John Girone, Steve Schultz, Adam Eich, Mike Dyson, Todd Hughes, John Kelly and Sandy Stansell

Minutes

Dave Loria made a motion to approve the October minutes. Joel Hallstrom seconded the motion. **Motion: Motion carried by a unanimous vote.**

III. Financials

Prior to motion Steve Schultz advised board members that the record of expenses was just completed for September 30th. There was a lag of a few months on the income and there was not much change from the last report. **Motion: Adam Truman made a motion to approve the financials. Mike McCommend seconded the motion. Motion carried by a unanimous vote and financials were approved.**

IV. New Business

October Call Volume and Answering Report

Were reviewed with no comments

IFERN Radio Replacement

ETSB Business Manager John Girone provided ETSB members with quote from GenCom to replace IFERN. There are two radios but only one is functional. Radio transmissions are not reaching out. If the quote is approved it will add another radio for IFERN ops. Girone asked the board if they would entertain a motion to approve purchase. **Motion: Joel Hallstrom made a motion to approve the quote for the purchase of the additional radio through GenCom and Dave Loria seconded the motion. A roll call vote was taken, and all members present voted yes. Motion carried with a unanimous vote.**

Field OPS Licenses for Loves Park Fire and Harlem Roscoe

John Girone provide board members with a quote from Central Square. Girone advised that there was a history of purchasing these licenses for Loves Park and Cherry Valley. **Motion: A**

motion was made by Mike McCommand to proceed with the purchase of these licenses. Joel Hallstrom seconded the motion. Motion passed with a unanimous vote.

Rockford HVAC Maintenance Contract

John Girone advised ETSB members that Complete Mechanical was doing the work at the Sheriff's department and having them work on the HVAC at Rockford would be beneficial. Girone stated there had been many ongoing problems with the current company and they needed someone who knows what they are doing to avoid these problems. Girone advised that the quote from Complete Mechanical for yearly maintenance was \$13,955 and they would like the same vendor who works on the county system. Motion: Joel Hallstrom made a motion to accept the quote from CMS and to go with their maintenance of Rockford 911 HVAC system. This motion was seconded by Dave Loria. A roll call vote was taken and all members present voted yes. The motion carried with a unanimous vote.

Invoicing Process

John Girone advised ETSB members that although Sikich (Auditing Firm) had recommended that the ETSB develop a centralized invoice process system, it has yet to be done. Chair Michele Pankow asked Girone what that process would be. Girone said he did not know at this time but suggested that his desk be the central point for coding. Motion: Chair Michele Pankow made a motion to assign ETSB Business Manager John Girone as the central point for coding and that John would see the invoices before payment. Carla Redd seconded the motion. All were in favor and the motion passed, unanimously.

Special Meeting Discussion

Chair Michele Pankow reminded ETSB members of the redlined response from Mercyhealth in regards to the draft IGA that the ETSB sent to them. Pankow indicated that their response was not close to the ETSB's language in the IGA, concerning timeline and infrastructure. Gary Caruana suggested that there be a discussion with the board on those issues. Chair Michele Pankow suggested a special meeting to discuss the IGA. Todd Stockburger agreed on another meeting. Chair Pankow asked board members if November 27th or 29th would work. It was decided that the ETSB would meet on November 29th at 2:00pm. Attorney John Kelly would also attend. Dave Loria asked where the board stands with the state. Chair Pankow advised that it was past the state's timeline but the State Administrator has been kept informed along the way. Attorney Kelly advised that the State Administrator understands the situation and won't be turning anything off. Kelly said there seems to be two main sticking points that have to be worked out. Chair Pankow indicated that 12 years requested by Mercyhealth is not acceptable. Attorney Kelly said that from Mercyhealth's prospective they are looking at the amount of money that has to be put in with the length of the contract. More discussions will take place on November 29th.

V. Old Business

NG 911 Update

Sandy Stansell announced that her duties at the ETSB's NG Project Manager will be completed by the end of this year. Stansell said that the new equipment along with the installation of

the NG network has been completed. All cellular providers have migrated over. Stansell said she had requested fail over testing involving all 9 counties that Solacom will be conducting the next few weeks. Stansell thanked all 911 ETSB members for their support along this very long journey as well as Elizabeth Russell, Jen Fey and Mike Dyson for their part during the migration and testing process. Stansell also thanked their staff member who participated.

RockCom/IGA/System Plan Update

This was discussed during the special meeting topic

County Fire Dispatch Update

Rick Ciganek advised that they were doing some upgrades to improve on operations

Adjournment

Prior to Adjourning, Chair Michele Pankow advised that the next meeting will be conducted at the Stockholm Inn for the annual breakfast meeting. **Motion:** Carla Redd made a motion to adjourn and it was seconded by Mike McCammond. Motion carried.