

**January 12, 2018 - Minutes**  
**WINNEBAGO COUNTY EMERGENCY TELEPHONE BOARD**  
**Rockford Fire Department/204 S. 1<sup>st</sup>**  
**Rockford, IL**

**I. CALL TO ORDER**

Meeting was rescheduled from January 9<sup>th</sup> to January 12, 2019. The meeting was called to order at 9:00 a.m.

ROLL CALL

Present: Derek Bergsten, Gary Caruana, Don Carlson, Barb Berman, Chuck Lynde, Todd Stockburger, Rob Martin, Pat Hoey, Dan O'Shea, Don Shoefflin and Joel Hallstrom

Guests: Leigh Sterrenberg, Sandy Stansell, Thad Martin, Mark Karner, Chris Chisnell, Gino Galluzzo, Kevin Schauer, Doug Pann, Mike McCammond, Derek Lee, David Krienke, Scott Sanders, Steve Dickson, Carla Pascal, Matt Knott

**II. APPROVAL OF MINUTES**

Don Shoefflin made a motion to approve the minutes and Dan O'Shea seconded the motion. Minutes were approved by a unanimous vote.

**III. FINANCIAL REPORT**

Don Carlson made a motion to approve the financials and Joel Hallstrom seconded the motion. Financials were approved by a unanimous vote.

**New Business**

**RFP to Hire Consultant**

Chairman Bergsten informed Board Members that Attorney Bill Emmert had another appointment so he suggested that Emmert make his comments regarding the RFP at this time. Attorney Emmert advised Board Members that he reviewed the RFP and doesn't believe it is written to reflect what is really being asked. Emmert said there are Call taker and Dispatcher positions in the 911 and went on to explain that a 911 call is received and then a response is dispatched to the scene. In terms of 911, that is where that function ends. Emmert said that when the dispatcher communicates with the officer/firefighter on the scene and the officer communicates back the need for more information like criminal history—that type of communication has to do with the police and/or fire dispatch and not 911 call taking communications. Emmert ended by stating that he doesn't think the RFP separates these functions. Gino Galluzzo asked the Board if he could comment. Galluzzo said that he and Bill during a previous discussion didn't disagree that up to when the officer gets to the scene and from that aspect it should be covered by 911. Emmert responded yes—up to that point that would be paid from surcharge funds. Pat Hoey told Board Members at this point we are asking for an RFP and very little money would have to be expended. Hoey said money isn't spent until you hire the consultant. Hoey said the discussion today is to decide who is paying for what. Chuck

Lynde said they are not only looking at costs, they want to make sure it is the right model for Winnebago County. Lynde said that everyone wants the same thing---we just want it to move forward. Prior to leaving the meeting, Emmert suggested again to Board Members that they look closer at the proposal because he still didn't think it was asking for the information that was being asked in the discussion.

Note: After Emmert left the meeting, the Board went back to their normal order of business. For ease of reading--- the following minutes reflect the continued proposal discussion which resumed later under new business.

Under new business Chairman Bergsten advised that the RFP was open for discussion. Pat Hoey made a motion to go out for a proposal for a consultant regarding consolidation and reorganization. Chuck Lynde seconded the motion. The following discussion ensued. Hoey pointed out that there were reps from Roscoe and Rockton present and in speaking with them they are in support of going out with the proposal. Todd Stockburger asked Pat that if the Board voted to approve this that there would be no money spent right now. Hoey said yes. Hoey asked if Scott Sanders from Roscoe could address the Board. Sanders conveyed his support for the RFP. Chairman Bergsten asked if the motion was to explore the RFP or to put it out. Hoey said the motion was made to put it out. Bergsten commented that there would be expenditures. Lynde said no, the consultants would come back with their proposals but there would be no expenditures at that point. Bergsten advised Board Members that Attorney Emmert questioned the way the RFP was written and asked Pat Hoey what would be his process for tweaking the RFP to address what he was looking for. Hoey asked Chairman Bergsten if Attorney Galluzzo could respond. Bergsten first asked Board Members if anyone had questions or comments before opening it up to the audience. Don Shoevlin inquired as to why the RFP did not include Fire. Shoevlin said there were no options listed for Fire and EMS. Lynde said they had a second RFP which included Fire because he had spoken to some Board Members who had also asked why Fire was not included. Lynde said the second RFP draft was prepared. Shoevlin asked why all wouldn't be included? Hoey said originally it was written up for Police only because there was an issue of timelines to get this done, expeditiously, so Fire and EMS were removed. Hoey said he didn't have a problem including Fire and EMS but it would take longer. Hoey said if Emmert and the Attorneys agree that the ETSB shouldn't pay for the study, then the Fire Protection Districts and cities would have to kick in for the costs. Lynde said the differences seen in the second RFP are that it explores different options for Fire as far as would it stay in one center or be in another and because the discussions leading up to the RFP were all about law enforcement, the first RFP did not include Fire. Shoevlin said he sits on the ETSB and his concerns were raised because they handle both Police and Fire. Lynde said no one would be opposed to looking at both at the same time. Lynde then handed out the second RFP draft that included Fire and EMS. Chairman Bergsten asked Lynde about his comment that ETSB members asked for the second draft. Lynde responded that four members requested the second RFP. Dan O'Shea advised those present that since he has been in his position as Police Chief there have been ongoing discussions on consolidation for efficiency. O'Shea said we have been moving forward on consolidation but now the process has stopped. O'Shea stated that he doesn't understand why they are at this point because consolidation has been discussed even prior to his start 20 months ago. Lynde said discussions haven't included the outlying agencies and the Kimball study left out 9 communities. O'Shea said he is still wondering why this is being brought up now as it is delaying things. Lynde said it is being brought up now because the Sheriff was told that he has to cut a million dollars from his budget. O'Shea commented that the Sheriff saved the county money by doing so. Lynde said the municipalities offered to make up the deficit while the study is being conducted. Gary Caruana said the study needs to be done and the Board needs a timeline. Lynde said they may learn that the current model is the best option but right now it is moving forward without half the residents in Winnebago County who will have no representation under

the current model. Lynde said they could extend out County 911 ops as long as the municipalities are willing to fund it. Lynde said Kimball didn't look at other options. Lynde also said they believe there were no other discussions about consolidation other than between the City of Rockford and Sheriff's Department. In response, O'Shea commented that the Board trusted Kimball for CAD & RMS but now don't trust them for consolidation. O'Shea said for almost 2 years the Sheriff has publicly announced that he doesn't want a 911 Center and he wants out. O'Shea said again that it feels like things are being delayed. The Sheriff confirmed what O'Shea said about not wanting a 911 center. Hoey asked if Gino Galluzzo could address the Board. First, Chairman Bergsten said he wanted to make note that there in fact has been representation from the county, South Beloit, Loves Park and Winnebago during the discussions of consolidation. Bergsten said we understand now that info wasn't being relayed but members from the outlying agencies had a seat on the ETSB and part of their responsibility was to disseminate information back to their officials. Bergsten said he just wants it to be known that there has been a tremendous amount of time spent on relaying info discussed at ETSB meetings. Bergsten said we understand that some Board Members have since been replaced, however it becomes the responsibility of that replacement to be aware of this information. Bergsten said it is a bit discerning to him that there was already a Fire & EMS RFP drafted and being the largest Fire Dept in this county, today was the first he was hearing about the second RFP. Bergsten said as Chairman of this Board he has made great efforts in keeping members informed. Lynde told Bergsten that he does a superb job. Lynde said he dropped the ball on not informing Bergsten of the second RFP. Lynde apologized for that. Lynde said that consolidation talks started back with the previous Sheriff so the study was steered toward consolidation and no other options. Lynde said he has talked to other Board Members and they don't remember any discussions regarding Kimball. Todd Stockburger asked what of those Fire agencies who would not have an opportunity to look at the second RFP. Lynde said they are only asking for the study and then they would get comments later. Gino Galluzzo said they are looking for other governance options but if the Board doesn't move quickly they won't have buy in. Galluzzo said regarding the RFP for Fire & EMS it could be sent out now with phasing options and the Board could call a special meeting to come back and vote. Galluzzo suggested to vote on the RFP today to move it along and get it out there and then they could talk about who responded at the next meeting. Galluzzo said that he thought Emmert skimmed over the RFP quickly. He said he wasn't sure what Emmert was referring to today. Galluzzo said he believes Emmert was saying that they didn't break out the dispatch services that can be paid for through 911. Hoey asked to amend his motion to move forward on the RFP to include Fire & EMS. O'Shea asked if Emmert was given the opportunity to review this version. Hoey and Lynde said they did not have a chance to send a copy to Emmert. Galluzzo said Emmert should not have an issue with the second RFP because the concept and scope had not changed. Don Shoefflin advised Galluzzo that he couldn't speak on behalf of Emmert. Bergsten said following procedure in place they would have to allow the ETSB Attorney an opportunity to review it before any action is taken. Lynde said he didn't believe they would have to because they are asking for a study. Lynde said a special meeting could be called later if the RFP needs to be amended. Bergsten asked Carla Paschal if an RFP was approved by the ETSB what was their process. Paschal advised that the RFP would go through purchasing with County Attorney's review and approval. Stockburger stated that Galluzzo had mentioned that one option would be to lay it over. Stockburger asked if it should be laid over so that the ETSB Attorney could review it. Stockburger said he wasn't making a motion but just inquiring. Galluzzo said the ETSB can set their own policies for sending out the RFP. Bergsten advised Board Members there was an amended motion on the floor made by Pat Hoey to move forward with an RFP to go out for a study to include Fire & EMS. The motion was seconded by Chuck Lynde. A roll call vote was taken and the results were as follows:

Rob Martin – yes  
Todd Stockburger – yes  
Pat Hoey – yes  
Don Carlson – yes  
Don Shoefflin – yes  
Dan O’Shea – no  
Motion carried

Gary Caruana - yes  
Chuck Lynde - yes  
Joel Hallstrom - yes  
Barb Berman - yes  
Derek Bergsten - no

### **Call Volume and Answering Reports**

The December call volume and call answering reports were handed out to board members. There were no comments

### **Old Business**

#### **CAD & RMS Update**

Leigh Sterrenberg advised that FE was on site Wednesday to assist with the CAD scoring and evaluation process. They have narrowed it down to three top vendors who will be asked to come in to make presentations near the end of February.

#### **NG911 Update**

Sandy Stansell advised ETSB members that the DeKalb County hearing process began with DeKalb’s Attorney presenting their plan to the State’s ALJ yesterday. Stansell said dates have been scheduled for DeKalb and Frontier to submit their testimony.

#### **Resizing 911 Trunk line**

Leigh Sterrenberg advised Board Members that AT&T reached out to her to conduct another study regarding the volume of calls received on wireless vs. wireline trunks so that they could recommend how to resize the trunks to accommodate these numbers. Sterrenberg said this had already been done several years back. Sterrenberg said the last time the study was done Rockford went from 10 wireline and 3 wireless to 8 wireline and 5 wireless. Sterrenberg said the County 911 Center chose not to resize their lines during the first study.

#### **Consolidation**

This was incorporated with the RFP discussion

#### **UPS Battery Replacement**

Leigh Sterrenberg advised that the batteries for the UPS at both centers needed to be replaced by second quarter. Since both centers have been doing monthly full load testing the recommended replacement period was every 5 years. Sterrenberg said they have received 3 quotes (United Power, Data Span and Verti) and would be reviewing for the best option but her recommendation was for Verti. Sterrenberg said United Power would not guarantee their pricing. Dan O’Shea said it was extremely important to go with the best and most reliable vendor even though their prices may be higher than the others. He also recommended Verti. Shoefflin asked if this could be held over for the next meeting since replacement wasn’t urgent. Shoefflin made a motion to holdover the selection of vendor for the purchase and/or replacement of the UPS batteries at both centers. Stockburger seconded the motion. Motion carried with a unanimous vote. Chairman Bergsten advised Board Members that money was set aside for this purchase. Carla Paschal confirmed.

#### **Next 911 Board Meeting**

The next meeting is scheduled for February 13, 2018 at Rockford Fire Headquarters at 9:00 am. Pat Hoey made a motion to adjourn and it was seconded by Todd Stockburger. The meeting was adjourned.