

March 19, 2018 - Minutes
WINNEBAGO COUNTY EMERGENCY TELEPHONE BOARD
Rockford Fire Department/204 S. 1st
Rockford, IL

I. CALL TO ORDER

The meeting was called to order at 10:00 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 Shoenlin and Joel Hallstrom

Guests: Leigh Sterrenberg, Sandy Stansell, Thad Martin, Mark Karner, Bill Emmert, Glenn Trommels, Carla Paschal and Ann Johns

II. APPROVAL OF MINUTES

Don Shoenlin made a motion to approve the minutes and Joel Hallstrom seconded the motion. Minutes were approved by a unanimous vote. Correction: Don Shoenlin was in attendance at the vendor questions session of March 6, 2018. Notes were amended.

III. FINANCIAL REPORT

Chairman Bergsten asked Carla Paschal if she had anything to add prior to the vote. Carla Paschal advised she did not. A motion was made by Todd Stockburger for the approval of the financials and seconded by Pat Hoey. Financials were approved by a unanimous vote

IV. NEW BUSINESS

Call Volume and Answering Reports

The February call volume and call answering reports were handed out to board members. Gary Caruana complimented his staff for their work considering the manpower shortages they are experiencing. There were no further questions or comments.

RFP Bid Opening/Consolidation

Chairman Bergsten turned the floor over to Winnebago County Purchasing Director Ann Johns who is overseeing the bid opening process on behalf of the ETSB. All members were witness to the opening of bids from the following vendors: Resource Management Associates, Mission Critical Partners, Norcomm, Fitch & Associates, Deltawrx Management Consultants, Matrix Consulting Group and PSAP Concept and Solutions. (All vendor bid/proposal documents are on file with Winnebago County Purchasing Director) Bid proposals were numbered in the order they were received by County Purchasing. ETSB Evaluation Committee Members; Pat Hoey, Todd Stockburger, Rob Martin, Don Shoenlin and Chuck Lynde were advised that they would get a copy of each of the proposals. Leigh Sterrenberg and Thad Martin would also receive copies to offer their input during the review. Ann Johns provided an overview for committee members on the evaluation process and responsibilities. Ann Johns also provided instructions on completing the scoring sheet. Todd Stockburger asked when a timeline would be established to complete the review. Stockburger advised that the evaluation process should be completed by the next ETSB meeting. Evaluation Review Committee would discuss timeline dates after the full ETSB meeting.

Bylaw Change

Chairman Bergsten reminded ETSB members that there was a request to discuss bylaw changes as it pertains to phone in votes. A brief discussion ensued regarding verbiage. Dan O'Shea made a motion to draft language regarding phone in voting. Don Shoevlin seconded the motion. Motion carried with a unanimous vote.

National Telecommunications Week Celebration

Leigh Sterrenberg advised that National Telecommunications Week will be April 8 – April 14. Sterrenberg asked the Board for approval of around \$1,000.00 dollars to purchase lunch and gift for all personnel at both centers. The City of Rockford will be doing a proclamation for National Telecommunications week at City Council. Todd Stockburger asked if \$1,000.00 dollars would be sufficient. Sterrenberg advised it would. Dan O'Shea made a motion to approve the purchase of meals and gifts for National TC week. Gary Caruana seconded the motion. The motion was approved by a unanimous vote. Chairman Bergsten advised ETSB members that a letter would be written to the newspaper on behalf of the Board

V. OLD BUSINESS

CAD & RMS Update

Glenn Trommels who serves as Project Manager advised that there was good participation from both 911 Centers and other entities. Trommels said there were 8 days of demos from vendors for CAD and RMS. Trommels said that there were debriefing sessions after the demos—that also went well. Scoring sheets for CAD and RMS are due this week. Trommels said there were a lot of unnecessary optional things from the vendors. Also there would be a narrowing down to a single vendor, this week. Trommels informed the Board that he talked with all Law Enforcement Chiefs and invited them to the presentations. Trommels stated that the Chiefs were in 100 per cent agreement that they wanted to share the same Records Management System. Todd Stockburger thanked Glenn Trommels for taking time in reaching out to all of the agencies.

NG911 Update

Sandy Stansell advised ETSB members that DeKalb's hearing was scheduled for Wednesday, March 21st at 1:30 in Springfield. Stansell said that those NINGA members who are able to attend will be there in support of DeKalb and representation for NG and NINGA. Stansell said she would be attending in support of Winnebago County

Motorola Maintenance Agreement

The Motorola Maintenance Agreement was discussed and the Board was advised that the cost would be \$19,028, which was up 2% from the last agreement. Dan O'Shea made a motion to approve payment for the maintenance agreement. The motion was seconded by Barb Berman. Motion carried by a unanimous vote.

Audit of 911 Surcharge Budget

Chairman Bergsten reminded Board Members that they had discussed in the past obtaining an auditing firm to conduct an audit on the 911 Surcharge Budget. Bergsten asked for a motion to proceed with an RFP to secure an auditor. Chuck Lynde asked why the Board was voting on this again, because it had already been voted on. Chairman Bergsten advised that he reviewed past minutes and while there were discussions, no vote had been taken. Joel Hallstrom made a motion for the ETSB to go out for an RFP to secure an auditor. The motion was seconded by Don Shoevlin. The motion carried by a unanimous vote.

Next 911 Board Meeting

Dan O'Shea made a motion to adjourn and it was seconded by Don Carlson. Motion carried and the meeting was adjourned. Next meeting: April 10, 2018 at 9:00 a.m.