

MINUTES
WINNEBAGO COUNTY EMERGENCY TELEPHONE BOARD
204 S. First Street, Rockford, IL
April 9, 2019

I. CALL TO ORDER

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

II. ROLL CALL

Present: Derek Bergsten, Don Carlson, Chuck Lynde, Joel Hallstrom, Pat Hoey, Barb Berman, Todd Stockburger, Don Shoevlin

Guests: Mark Karner, Glen Trommels, Carla Paschal, Thad Martin, Leigh Sterrenberg, Doug Pann and Sandy Stansell

Absent: Daniel O'Shea, Gary Caruana and Rob Martin

III. APPROVAL OF MINUTES

Don Shoevlin made a motion to approve the February minutes. Motion was seconded by Joel Hallstrom. Motion carried.

IV. FINANCIAL REPORT

Carla Paschal advised that there were two month of financials. (February and March) Paschal advised that she noted on the bottom of the document that there was a deficit of \$158,000 dollars. Paschal said they only received two month of revenue in 2018 and the state is a little behind. Chairman Bergsten asked if we have gotten the cell phone revenue and if there was a hold up on that. Paschal advised that there always seems to be a lag on getting the funds. Don Shoevlin made a motion to approve the financials and Todd Stockburger seconded the motion. Motion carried by a unanimous vote.

V. OLD BUSINESS

NG Update

Sandy Stansell advised board members that NG911 Inc was in discussions with a new vendor and there would be an update forthcoming.

Mission Critical/Consolidation Report

Pat Hoey had no report.

CAD/RMS Update

Glenn Trommels advised board members that there was a project kick off in February and Tri-Tech conducted many interviews regarding CAD and RMS. Trommels said they have successfully executed all the IGA's with the municipalities and the City of Rockford have approved all and returned them back. Trommels said his IT staff has been working on building

servers and working on the technical things regarding the project. The CAD Vendor had signed in remotely to start getting things online. Trommels said they have also been working on the foundation for the GIS program and have retooled the data to fit the needs of the vendor because they need very specific formats. There is still some work to do on the CAD configurations. Trommels suggested that the countywide law enforcement agencies look into a countywide IGA that covers one agency covering for another. Also, on CAD recommendations, Trommels advised that Fire Dispatch has recommendations for who to send/dispatch. Trommels said he wasn't quite sure why police didn't have the same type of recommendation process. Trommels said for instance if Roscoe's officers are tied up — Rockton will respond. Trommels said dispatch logic can be incorporated into the CAD system as long as a policy is adopted by the agencies but these recommendations can be overridden too. Trommels advised that a grant application was submitted and they hope to hear more on that soon. If attained, some money will go to CAD and some to RMS. The project is on schedule and a shade under the budget on the hardware. Trommels said they will get more into records management in June. Todd Stockburger asked if the grant was perpetual and Trommels advised it was not.

VI. NEW BUSINESS

Call Volume and Call Answer Reports

The February and March call volume reports were distributed to Board Members. Leigh Sterrenberg advised members that Rockford had not been using 100 percent of their calls in the report. The report incorrectly reflected figures based on 90 percent of the calls. Sterrenberg advised that this error has been corrected. Chairman Bergsten advised the board that the county 911 center was having problems with their ANI/ALI. Thad Martin advised that AT&T would be at the center today to try to figure out the cause. Martin said they will be replacing some lines to see if it is a hardware or software issue that is causing the problem. Martin said if they can't determine the problem AT&T will be sending another person in from Chicago on Thursday who has had more experience with this issue.

IFIBER Contract

Chairman Bergsten advised that he would check with Attorney John Kelly regarding the status of the contract.

Annual Financial Audit

Chairman Bergsten advised the board that they were unable to vote on the annual financial audit back in February so he asked for a motion. Todd Stockburger made a motion to have an annual financial audit conducted. The motion was seconded by Don Shoefflin. Motion carried by a unanimous vote. Chairman Bergsten advised the board that the recently completed audit has been posted on the website for public viewing.

Bids on Capital Items (Both 911 Centers)

Chairman Bergsten asked for a motion to go out for bids on some capital items needed for both centers. Don Carlson made a motion to go out for bids for capital items and Barb Berman seconded the motion. Motion carried by a unanimous vote.

Policy for Reserves and Capital

Chairman Bergsten advised that a policy governing reserves and capital is still in the works. Bergsten said they are working on building a capital list for items like phones, so that costs could be listed and projected out in the future. Bergsten advised that the recent audit recommended 6 months of reserves. Bergsten asked the board if they would want to vote on building a policy to cover that. Don Shoefflin made a motion that a policy be drafted to cover 6 months of reserves which was seconded by Joel Hallstrom. Motion carried with a unanimous vote.

VII. NEXT MEETING AND ADJOURNMENT

Prior to adjournment Chairman Bergsten reminded everyone that next week was National Telecommunicator Week. Bergsten said an article was submitted to the Register Star on behalf of the board. Also, a proclamation will be read at City Council on Monday. Leigh Sterrenberg advised that each 911 employee at both centers will be given a hoodie and there will be raffles and food in celebration of the week. Caring Canines will also be in the center. Don Carlson made a motion to adjourn the meeting and it was seconded by Todd Stockburger. The next 911 Board meeting will be held at Rockford Fire Department Headquarters on April 9, 2019, at 9:00 a.m.