

**MINUTES**  
**WINNEBAGO COUNTY EMERGENCY TELEPHONE BOARD**  
204 S. First Street, Rockford, IL  
February 12, 2019

**I. CALL TO ORDER**

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

**II. ROLL CALL**

Present: Derek Bergsten, Gary Caruana, Don Carlson, Chuck Lynde, Rob Martin, Joel Hallstrom, Pat Hoey

Guests: Mark Karner, Glen Trommels, Two Representatives from Sikich, Carla Paschal and

Absent: Barb Berman, Daniel O’Shea, Todd Stockburger, Don Shoefflin, Leigh Sterrenberg and Sandy Stansell

**III. APPROVAL OF MINUTES**

Gary Caruana made a motion to approve the January minutes. Motion was seconded by Pat Hoey. Motion carried.

**IV. FINANCIAL REPORT**

Chuck Lynde made a motion to approve the financials and Pat Hoey seconded the motion. Motion carried by a unanimous vote.

**V. OLD BUSINESS**

**IFiber Update**

Chairman Bergsten advised that Sandy Stansell was on vacation. Bergsten said IFiber didn’t work out and there are different options being looked at. Bergsten advised when Sandy Stansell returned he will ask her to provide an update on the process.

**Mission Critical/Consolidation Report**

Pat Hoey said he had spoken with a Rockton Fire Trustee about the report and his recommendation was to put more oversight into a remote dispatch point and if possible what would be the cost to these remote dispatch sites. As it is now there is a 30-90 second lag in dispatch. Eventually we would want to move all dispatch points into one center. Rob Martin added that real-time information would be helpful if it could perhaps be displayed on a dummy screen. Chairman Bergsten said that this would have to be discussed with Glen Trommels and TriTech. Glenn Trommels responded that this could be explored but this would mean a “full bore” CAD which would cost quite a bit, probably around \$50,000 to add one more full bore CAD but a web CAD would cost only hundreds of dollars – it is something that could be explored. He said that for now the goal is to get through the scope of the project as it is defined now and then revisit the questions after the launch. Pat Hoey said it would be helpful to see the

real time tickets as they are being entered. Glenn Trommels advised with webcam you can see all the tickets.

### **CAD/RMS Update**

Glenn Trommels reported that the project kickoff was last week and there was a lot of cooperation with the law enforcement agencies. They held parallel meetings regarding CAD and RMS but there is a lot more work to be done on the RMS side. Also, there is work to do on the technical and policy side along with creating policies and procedures. Trommels said the launch will be pushed out to February 2020 from the proposed September date. Trommels said with all the work we have to do even a year is still aggressive but it is realistic.

## **VI. NEW BUSINESS**

### **Call Volume and Call Answer Reports**

January call volume reports were handed out to Board Members. Chairman Bergsten asked if there were any questions regarding the report; there were none. Chairman Bergsten indicated that this is the last week of training for the new Telecommunicators for both City and County and they will begin shift work on Saturday.

### **IFIBER Contract**

Chairman Bergsten advised members that the IFiber contract/renewal was sent to the ETSB's Attorney for review. Bergsten advised that Attorney Kelly had some questions regarding the language therefore it was sent back to IFiber to obtain answers to those questions. Once they return it the contract will go back Attorney Kelly for final review.

### **Open Meetings Act**

Chairman Bergsten reminded board members to submit their OMA certificates if they have not done so.

### **Presentation by Sikich on the Financial Statements and Independent Auditor's Report**

Jim from Sikich presented the report for the Auditor's report for the 2018 fiscal year highlighting what was covered. Pages 1 and 2 cover the auditor's responsibilities with page 2 stating their "unmodified opinion." "Management's Discussion and Analysis" (MD&A – pgs. 1-6) follows with the information provided by management. Pages 3 through 16 continue with the financial statements providing a picture of the balance, assets and liabilities focusing on both short- and long-term impacts.

Page 4 provides a "Statement of Activities" and shows a net increase of \$1.5 million. Pages 5 and 6 show the balance sheet for the "Governmental Funds" giving a short-term focus including the current spendable resources. Page 14, under the "Required Supplementary Information," shows that revenues are over budget and expenditures are under budget. The Auditor's Communication to the Board indicates that there were no adjustments nor any past adjustments.

In a more detailed discussion, Jim indicated there were no **material** weaknesses and no significant deficiencies. Chairman Bergsten asked about a need for a specified number of months for reserves and for a written fund balance policy. Bergsten asked if there should be a capital fund. Jim recommended a fund balance policy and capital reserve policy well. He

recommended a six-month reserve and they should adopt a three to five-year Capital policy, which should be reviewed every year as part of the budget process. Carla Paschal commented on this and answered questions regarding the difference in the audit fund balance versus the \$4.2 million budgeted. Paschal said the fund balance is not included in the financial statements but does include capital assets but she can give those on a monthly basis. Carla Paschal advised board members that it was decided to hold off on a new intergovernmental agreement between city and county because of the discussions and uncertainties with consolidation. Paschal said the ETSB probably should be looking at doing so. Chairman Bergsten asked that liabilities also be added. Chuck Lynde made a motion to accept the auditor's report as presented. Rob Martin seconded the motion. Motion carried.

Prior to adjourning Chairman Bergsten asked board members if they had any items for the next board meeting. Bergsten said there will be a couple of capital items added to the agenda for approval for the county and city 911 centers that will need to go out for bid. Also added to the agenda will be a vote to adopt a policy for an annual audit. Carla Paschal will work on the fund balance policy and she would need some financial information on upcoming expenditures.

#### **VII. NEXT MEETING AND ADJOURNMENT**

Don Carlson made a motion to adjourn the meeting and it was seconded by Joe Hallstrom. The meeting adjourned at 9:40 a.m. The next 911 Board meeting will be held at Rockford Fire Department Headquarters on March 12, 2019, at 9:00 a.m.