

MINUTES
WINNEBAGO COUNTY EMERGENCY TELEPHONE BOARD
204 S. FIRST STREET, ROCKFORD, IL
September 10, 2019

I. CALL TO ORDER

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

II. ROLL CALL

Present: Derek Bergsten, Barb Berman, Joel Hallstrom, Chuck Lynde,
Todd Stockburger and Gary Caruana

Absent: Adam Truman, Don Shoefflin, Rob Martin, Don Carlson and Dan O'Shea

Guests: Leigh Sterrenberg, Carrie Hagerty, Thad Martin, Sandy Stansell, Isaac
Guerrera and Mark Karner

III. APPROVAL OF MINUTES

Joel Hallstrom made a motion to approve the August minutes. Motion was seconded by Barb Berman. Motion carried.

IV. FINANCIAL REPORT

Chairman Derek Bergsten advised that Molly from the County was able to provide the financials for July and August. Bergsten advised that he met with Carla Paschal back in June to go over the 2020 budget in which the discussion included capital expenditure information gathered for the budget. Bergsten advised that Molly was unable to locate any of the notes taken by Carla regarding that meeting. Bergsten handed out what he referred to as the budget shell draft for the board members to review but stated that a completed budget would be available to vote on at the October meeting.

V. Old Business

Consolidation/MCP Update

No report.

NG 911 Update & Project Manager Contract Renewal

Sandy Stansell advised that the project is moving along. Stansell advised that the NINGA group would be discussing county sequence of order for the installation process in the upcoming weeks.

CAD/RMS & Phone System Updates

Leigh Sterrenberg advised that there would be testing next week on the CAD system. Sterrenberg advise that Central Square would be on site for the testing. Sterrenberg thanked Thad Martin and the supervisors for their work on the back loading of information into the CAD system. The cutover date is still scheduled for April 7, 2020, with training in March to prepare for the go live. Sterrenberg advised that there would be mock go live training the last week in October. As far as the phone system, Sterrenberg advised that they would be staying on the current system

VI. New Business

August Call Volume and Call Answer Reports

Call volume reports were given to Board Members. Chairman Bergsten asked Thad Martin to give a report on his staffing. Thad Martin advised that they have 18 Telecommunicators, 4 Supervisors and 2 openings. They posted more openings last month and

that posting will close on the 30th. There are 70 applicants in which some will be going through the Critical testing process soon. Martin advised that they promoted a Supervisor which will be a big help for staffing. One trainee will be released soon. Leigh Sterrenberg advised that their new hires are fully certified but they are still short staffed. They had 8 people who just started on August 8th. They will be completing classroom soon and trained in 6 – 9 months. Sterrenberg said they are short one 413 fire telecommunicator due to retirement and are interviewing that afternoon.

County Letter

Chairman Bergsten advised board members that the City received a letter last week regarding call taking agreement and was shocked that the letter came by mail with no prior notification from the county. Bergsten said he contacted Gary Caruana who also had no knowledge of the letter. Bergsten advised that there were inaccuracies in the letter, one being the date of expiration. Bergsten advised that the actual expiration date was December of 2017. Bergsten said during a meeting with the county it was decided that the agreement would remain status quo and any changes would wait because of the many moving parts surrounding the coalition process. Chuck Lynde said the letter was a little premature. Chairman Bergsten agreed and said a meeting was scheduled with State Attorney Marilyn Hite Ross to discuss this and to ask the reason for the letter.

Financial Management

Chairman Bergsten introduced Carrie Hagerty, City of Rockford's Financial Director. Ms. Hagerty provided an overview to members on how the city would handle the management of the ETSB's surcharge budget and expenditures. Hagerty provided a detailed overview that included the following highlights:

- City would provide the ETSB with a list of services
- Monies are pooled together but balances are kept separate
- Very familiar with understanding the requirements of each agency's funds
- Audited regularly – State and Federal
- Detailed reports – Every dollar in/Every dollar out
- ETSB costs will be determined based on the ETSB's portion. Overhead costs make up that portion. Quote will be provided by the next board meeting
- City ensures that best practices are used and met for auditing process
- A budget report will be provided to the ETSB to see what one looks like

ETSB Annual Election

Chairman Bergsten advised board members that the annual election for the position of Chairman and Co-chair had to be conducted at the September meeting. Todd Stockburger made a motion to retain Derek Bergsten in the position of Chairman. Chuck Lynde commented that Derek has done a fine job as Chairman and he seconded the motion. A vote was taken and it unanimously passed. Gary Caruana made a motion to retain Todd Stockburger as Co-chair. Chuck Lynde seconded the motion. Motion was passed by a unanimous vote.

Adjournment

Chuck Lynde made a motion to adjourn. Gary Caruana seconded the motion. Motion carried. The next ETSB meeting is scheduled for **October 8, 2019 at 9:00 a.m.**