

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

**I. CALL TO ORDER**

Meeting was held at the Stockholm Inn and called to order at 9:05 a.m.

**II. ROLL CALL**

Present: Derek Bergsten, Joel Hallstrom, Chuck Lynde, Don Shoefflin,  
Gary Caruana, Don Carlson, Barb Berman and Dan O'Shea

Absent: Adam Truman and Todd Stockburger

Guests: Al Carlson, Leigh Sterrenberg, Thad Martin, Sandy Stansell, Steve  
Chapman, Glenn Trommels and Mark Karner

**III. APPROVAL OF MINUTES**

Don Shoefflin made a motion to approve the December minutes. Motion was seconded by Don Carlson. Motion carried by a unanimous vote.

**IV. FINANCIAL REPORT**

Steve Chapman advised board members that there were two separate reports because they were in between two fiscal years. There was one major expense, \$457K which was for the CAD system. The reports should be easier to follow. Barb Berman made a motion to approve the financials and Chuck Lynde seconded the motion. Motion carried by a unanimous vote.

**V. Old Business**

**Consolidation/MCP Update**

No report.

**NG 911 Update**

Sandy Stansell reported that the project continues to move along. DeKalb has submitted their plan and they are awaiting the state's response. Leigh advised that AT&T responded to the request for charges that will occur once the NG system is installed. Stansell advised the board that these are inherent charges for connectivity. Stansell advised that they are still awaiting information from Frontier.

**911 Adm Phone System Updates**

Glenn Trommels advised that he reached out to Ramsey to discuss installation plans.

**CAD/RMS Renewal of Maintenance Contract & Update on Project**

Glenn Trommels handed out a document showing the price for Motorola maintenance on CAD until the end of May. Trommels said the price was cheaper because of the shorter terms of the contract. The contract amount was \$280K. Dan O'Shea made a motion to approve the renewal of the contract which was seconded by Joel Hallstrom. Motion carried by a unanimous vote. Trommels advised there would be a meeting with the police department to ensure the accuracy of response plans. They are doing fine tuning on GIS and RMS is going through testing through Thursday.

## **911 Call Handling Agreement**

Chairman Derek Bergsten advised that the county agreed to extend the call-handling contract for one more year. Bergsten said that there will be negotiations in the spring time. Bergsten asked for a motion to approve the extension. Dan O'Shea made a motion to extend the 911 Call Handling Agreement and Rob Martin seconded the motion. Motion carried by a unanimous vote.

## **VI. New Business**

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

Reports were reviewed. There were no comments.

### **County Wide Alerting System**

Derek Bergsten advised that the county went out for bid and awarded it to US Digital from Phoenix, AZ. This system will allow for new opportunities in conjunction with the CAD system. To set up and connect for the volunteer departments the financial commitment will be about \$1,000 and for the career departments, \$25,000. This would be a one time purchase. Bergsten advised that this system would be able to send out information by phone or pagers. There are mobile software license costs for police at \$639 per each. The total price of the system is \$800k. Al Carlson advised that his department is 24/7 and there are very few true volunteers left. Joel Hallstrom asked if the \$25,000 per career departments an all-inclusive price. Bergsten advised that the ETSB would provide the infrastructure for

Central Square to each station paid for through surcharge. Chuck advised if the ETSB had \$800K available. Steve Chapman did not know but said he would have to look. Lynde asked if that information could be presented at the January meeting. Al Carlson advised that \$25K for a smaller department would be a big hit to their budgets. Chapman asked if there were other vendors to explore. Bergsten advised that US Digital is cloud based and has good reviews regarding their projects with other departments. Rob Martin asked if the system had side messaging. Bergsten advised yes, it does. Don Shoevlin suggested that Joel Hallstrom and Derek Bergsten attend a Fire Chief's meeting to talk about the system with other departments.

### **911 Manager Position**

Derek Bergsten announced that Leigh Sterrenberg was retiring and her last day would be January 2, 2020. Bergsten thanked her for her service, as did all of the ETSB members. A discussion ensued regarding the possibilities of creating an additional position that would be funded through the ETSB. Bergsten said that ideally that person would oversee all the technical systems within the 911 PSAPs as well as the 911 state reports and all other 911 related duties and responsibilities. The 911 Division Administrator would retain the duties of overseeing 911 daily operations. The title of 911 Manager was suggested. Bergsten advised that they would work on preparing a job description to be presented to the board at the January meeting for review. Steve Chapman advised that the budget has the financial capacity to handle a full time position. Don Shoevlin asked if there was any thought on what the salary might be. Bergsten advised that it follow the range of a 911 Supervisor.

### **Adjournment**

Don Carlson made a motion to adjourn. Barb Berman seconded the motion. Motion carried. The next ETSB meeting is scheduled for **January 14, 2020 at 9:00 a.m. at Rockford Fire Headquarters, 204 S. 1<sup>st</sup> Street Rockford, IL 61104**