

MINUTES
WINNEBAGO COUNTY EMERGENCY TELEPHONE BOARD
204 S. FIRST STREET, ROCKFORD, IL
June 9, 2020

I. CALL TO ORDER

Meeting was conducted via call conferencing due to state shelter in mandates. It called to order at 9:01 a.m.

II. ROLL CALL

Present/Webex: Derek Bergsten, Todd Stockburger, Don Shoefflin, Adam Truman, Joel Hallstrom, Rob Martin, Joe Corl and Dan O'Shea

Absent: Don Carlson, Gary Caruana, Chuck Lynde

Guests: Thad Martin, Sandy Stansell, Steve Chapman, Glenn Trommels, Mark Karner, Elizabeth Russell, Brian Lefevre and Lindsey Fish

III. APPROVAL OF MINUTES

Motion: Don Shoefflin made a motion to approve the May minutes and Rob Martin seconded the motion. Motion Carried.

IV. FINANCIAL REPORT

Motion: Todd Stockburger made a motion to approve the Feb financials and Joe Corl seconded it. Motion carried. **Motion:** Adam Truman made a motion to approve the May financials. Don Shoefflin seconded it. Motion carried. Steve Chapman reported that with everything going on right now he was unable to prepare the financial report, but it would be available for the July meeting.

V. New Business

May 2020 Call Volume and Answering Reports

Call volume reports were handed out. There were no comments

QA/QI

Todd Stockburger advised there is no report. On a holding pattern.

Station Alerting System – Statement of Work

Glenn Trommels recommended that a project manager should be hired to handle the IT side of this installation. Trommels said the PM in question has been used for other issues within the city. Her rate of pay is \$65.00 per hour. They anticipate it would cost around \$5,000 to manage this project. **Motion:** Joe Corl made a motion to hire the PM, which would cover 100 hours of work along with weekly updates. The PM would work with Elizabeth Russell and also meet with personnel at fire stations.

VI. Old Business

NG911 Project

Sandy Stansell reported that the NG Modification Plan that she submitted on behalf of the ETSB had been approved by the State. Stansell said things are moving extremely fast with the vendor and in fact they had set a timeline for installation, in which Winnebago could be around August 8th. There were concerns raised regarding that date because of the CAD and station alerting being installed around the same time. Stansell advised that she would carry those concerns back to Solacom and she would schedule a call with

their team and Winnebago's to discuss these concerns. Chairman Bergsten thanked Sandy Stansell for her hard work on the project.

CAD/RMS Update

Glenn Trommels advised that the CAD go live date is set for August 18, 2020. Trommels said that training has been done remotely due to COVID. There were demos provide to conduct the remote training. Trommels advised that Dave Musial has done a ton of work on the ANI/ALI interfaces. Trommels advised that there will be a meeting between US Digital Design and Central Square prior to the August 18th-go live date. As far as LEADS, directed messages wasn't in the original plan and it will be added. There is good progress being made with ISP. Firehouse- there were some initial problems with the interface but it has been completed and is working. Preplans – done. There were a few problems but it is essentially done. Disaster Recovery – Progress has not been good. It is still being worked on.

911 Sikich Audit

Chairman Derek Bergsten introduced Sikich personnel (Lindsey Fish and Brian Lefevre) who were giving a presentation on the audit report. Booklets were handed out to each member to review as they went over each page and listing within the audit. After reviewing the report Chairman Bergsten asked if there was a policy that the ETSB should be using keeping in mind that the State is slow in disbursing revenue. Bergsten asked why amount of time should the board be holding a reserve. Brian Lefevre, Sikich, said to look at a 3-6-month reserve. Also, the Board should look at a projection of 3-5 years for capital expenses. Steve Chapman reminded the Board that for the current fiscal year they had the first payment of CAD but that would be ongoing for a number of years. Also, there would be a \$700 capital expense for the station alerting system and the expense of an added 911 Business Manager position. Glenn Trommels advised that regarding CAD the capital portion goes for 5 years and one payment was made. After that 5 years there would be ongoing maintenance costs. Chairman Bergsten asked Sikich if there was anything else, they saw that the ETSB could improve on. Sikich said there wasn't.

VII. NEXT MEETING AND ADJOURNMENT

The next ETSB meeting is scheduled for **July 14, 2020 at 9:00 a.m. 204 S. 1st Street. Rockford Fire Dept – 2nd floor. Webex available for phone in.**

Adjournment

Motion: Todd Stockburger made a motion to adjourn. Rob Martin seconded the motion. Motion carried.