JO DAVIESS COUNTY
EMERGENCY TELEPHONE SYSTEM BOARD (ETSB)
MEETING MINUTES
MARCH 4, 2026

I. Call to Order

ETSB Chairperson Jeff Wood called the meeting to order at 7:00 PM on Wednesday, March 4, 2026, in the Jo Daviess County Sheriff's Office Second Floor Conference Room, 330 North Bench Street, Galena, Illinois.

II. Roll Call

Roll Call was answered as follows: Present – Dianne Allendorf, Steve Birkbeck, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Present: 6. Present electronically: 0. Absent – Lucas Bourquin. Absent: 1. A quorum was established.

III. Citizens' Comments

There were no citizens' comments.

IV. Correspondence

There was no correspondence to report.

V. Legislation

There was no legislation to report.

VI. Approval of Minutes

A motion to approve minutes of the January 7, 2026, Emergency Telephone System Board meeting was made by Dianne Allendorf and seconded by Helen Kilgore. The motion carried by voice vote.

VII. Financial Reports

The Balance Sheets for the month of December 2025 and January 2026 were reviewed.

The Revenues and Expenditures for the month of December 2025 and January 2026 were reviewed.

The Detail Ledger - 911 Assets on Balance sheet for the month of December 2025 and January 2026 were reviewed.

The Combined Detail Ledger for the month of December 2025 and January 2026 were reviewed.

The Budget for Reference for the month of December 2025 and January 2026 were reviewed.

A motion to approve March 2026 Accounts Payable claims in the amount of $13,120.05 was made by Kirk Raab and seconded by Ashley Forth. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Ayes: 6. Nays: 0. Absent – Lucas Bourquin. Absent: 1.

VIII. Reports

There was nothing reported by the Sheriff.

ETSB Coordinator Sergeant Amy Gonzalez updated the Board on the status of the Motorola StarCom project. As of today, all dispatch workstations are operational on the StarCom network, and the system is now hardwired into the state's network. The project is complete. Gonzalez also reported that staffing is going well. There are currently two full-time positions open and three part-time employees in training. She is hoping to convert one of the part-time staff members into a full-time position. There are now enough part-time staff in the rotation to eliminate the need for significant overtime within the department.

Gonzalez reported that Assistant ETSB Coordinator Tom Lange has retired. The Sheriff's Office will be posting and filling this position.

IX. Unfinished Business

There was no unfinished business.

X. New Business

Sergeant Amy Gonzalez reported that she checked on the current contract with Nelson Systems and confirmed that the first year of maintenance is included with the completed purchase. The new agreement under discussion is for an additional four years, and payments would not begin until next year. Gonzalez recommended that the agreement be approved, as it would be worthwhile to have coverage for the new system with the upcoming two-year upgrades and the potential addition of equipment and users.

A motion to approve the purchase of a General Maintenance Agreement from Nelson Systems, Inc., for the digital recording system upgrade for the Motorola StarCom system, with annual costs as follows with Year 1 beginning in 2027: Year 1 – $25,435.21; Year 2 – $8,178.42; Year 3 – $25,918.77; and Year 4 – $8,676.48, as presented, was made by Helen Kilgore and seconded by Kirk Raab. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Ayes: 6. Nays: 0. Absent – Lucas Bourquin. Absent: 1.

A motion to approve funds to cover the registration and travel expenses associated with sending 3 attendees to the annual Motorola Summit in Orlando, FL April 19-23, 2026. Registration for 1

person, totaling $1200.00, is to be paid from 501 as included in the FY2026 budget, and, travel expenses for 3 persons, not to exceed $5,045.13 is to be paid out of 502 as included in the FY2026 budget was made by Kirk Raab and seconded by Ashley Forth. The motion carried by roll call vote: Ayes – Dianne Allendorf, Steve Birkbeck, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Ayes: 6. Nays: 0. Absent – Lucas Bourquin. Absent: 1.

Discussion was held regarding dedicating the Telecommunications Room in the Sheriff's Office. The Board expressed interest in naming the room the William E. Kimball Telecommunications Center and installing a plaque recognizing William E. Kimball for his years of service and dedication to the Jo Daviess County ETSB. The proposed dedication would be contingent upon approval by the County Board and the Sheriff.

XI. Closed Session

There was no Closed Session.

XII. Possible Actions as a Result of Closed Session

There were no actions as result of a Closed Session.

XIII. Board Member Concerns

Member Kirk Raab discussed the possibility of changing the ETSB meeting time from 7:00 p.m. to 4:00 p.m. The board asked if this discussion would serve as a 30-day notice of a proposed amendment to the ETSB Committee Bylaws. Tessa Moore advised that she would distribute information regarding the proposed change to the bylaws to ETSB members, as she believed the 30-day notice must be provided in writing. A motion to recommend the change is expected to be placed on an ETSB meeting agenda in the near future.

XIV. Citizens' Comments

There were no citizens' comments.

XV. Adjourn

Motion to adjourn was made at 7:41 PM by Kirk Raab and seconded by Steve Birkbeck. The motion carried by voice vote.

The next meeting is Wednesday, April 1, 2026, at 7:00PM