JO DAVIESS COUNTY

EMERGENCY TELEPHONE SYSTEM BOARD (ETSB)
MEETING MINUTES
APRIL 1, 2026

I. Call to Order

Emergency Telephone System Board Chairperson Jeff Wood called the meeting to order at 7:04 PM on Wednesday, April 1, 2026 in the Second Floor Conference Room Board Room, Jo Daviess County Sheriff's Office in Galena, Illinois.

II. Roll Call

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

III. Citizens' Comments

None.

IV. Correspondence

None.

V. Legislation

None.

VI. Approval of Minutes

A motion to review and approve minutes of the March 4, 2026, Emergency Telephone System Board meeting was made by Helen Kilgore and seconded by Ashley Forth. The motion carried by voice vote.

VII. Financial Reports

The Balance Sheets for the month of February 2026 were reviewed.

The Revenues and Expenditures for the month of February 2026 were reviewed.

Interest income for the month of February 2026 was reviewed.

The Detail Ledger - 911 Assets on Balance sheet for the month of February 2026 was reviewed.

The Combined Detail Ledger for the month of February 2026 was reviewed.

The February 2026 Budget for Reference report was reviewed.

A motion to approve the April 2026 Accounts Payable Claims in the amount of $4,078.02 was made by Kirk Raab and seconded by Lucas Bourquin. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Lucas Bourquin, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Ayes: 7. Nays: 0. Absent: 0.

VIII. Reports

None.

ETSB Coordinator, Sergeant Amy Gonzalez was not present. Raab reported on staffing updates, training conferences on the horizon, and also explained that National Public Safety Telecommunications week is soon approaching.

None.

IX. Unfinished Business

X. New Business

A motion to amend Article IV, Section 1: Meetings of the ETSB By-Laws for a meeting start time change from 7:00 p.m to 4:00 p.m., and the correction of any clerical errors as presented was made by Kirk Raab and seconded by Steve Birkbeck. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Lucas Bourquin, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Ayes: 7. Nays: 0. Absent: 0. The next meeting on May 6th will begin at 4:00 p.m.

There was extensive discussion regarding mileage reimbursement and per diem for meeting attendance for ETSB members. There were mixed feelings from various members. Chairperson Jeff Wood said that his intent to serve on the Board was meant to be an act of public service, and he expressed that it didn't seem just to receive mileage reimbursements and meeting attendance per diem. Member Forth mentioned at this period in time, it was almost a necessity for future members to factor in when considering serving. She said that it is getting more difficult to find younger citizens to serve on these boards and committees, and that it may attract more new members in the future. She also did not join the ETSB to be compensated. Everyone on the current board has served for quite some time, and they have never requested compensation. It was decided that it would be beneficial to add to the May agenda for more discussion and take some more time to understand the correct process of making such a change. The By-Laws will require an amendment to include verbiage regarding compensation. County Administrator Angela Kaiser has stated the matter will then be forwarded to the Law & Courts Committee, and potentially the full County Board, since there will be an amendment to the code of ordinances, specifically Title 3, Chapter 2, Section 5 Compensation, to incorporate the changes.

A motion to approve a request from the ETSB Coordinator for a purchase in the amount of

$3,796.80 to be paid from 007-41128-810 Equipment, for the acquisition of two (2) Dell monitors, one (1) Ethernet switch, one (1) NetGear pro router, one (1) Tripp Lite metered 20A PDU, two (2) 50-ft 4K display port cables, two (2) 50-ft USB extension cables, and two (2) 50-ft auxiliary headphone extension cables was made by Helen Kilgore and seconded by Kirk Raab. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Lucas Bourquin, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Ayes: 7. Nays: 0. Absent: 0. This purchase was recommended to acquire backup equipment in the event of a monitor or system failure.

Gonzalez has requested her continuing education subscription be renewed for another year. It's beneficial for Gonzalez to broaden her knowledge of IT and project management. **A motion to approve the renewal of the ETSB Coordinator's subscription to Coursera for continuing education purposes, at a cost of $399.00 to be paid from 001-41128-501 Education & Training was made by Steve Birkbeck and seconded by Helen Kilgore. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Lucas Bourquin, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Ayes: 7. Nays: 0. Absent: 0.**

There was a proposal for a 1-year warranty and an optional 2nd year of coverage from RGB Spectrum included in the meeting materials. The 2nd year of coverage included spare equipment for two proprietary items, but it was determined that the 1-year warranty and the spare parts would be the best option. Since the purchase is over $10,000, it will need to be forwarded to the Law & Courts Committee for final approval. **A motion to recommend approval of a quote from RGB Spectrum for a one-year warranty at a cost of $5,400.00 to be paid out of 007-41128-702 Professional Service, and spare equipment at a cost of $9,304.00 to be paid out of 007-41128-810 Equipment Purchase, for a total cost of $14,704.00 was made by Kirk Raab and seconded by Ashley Forth. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Lucas Bourquin, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Ayes: 7. Nays: 0. Absent: 0.**

XI. Board Member Concerns

There were no concerns.

XII. Citizens' Comments

There were no citizens' comments.

XIII. Adjourn

Motion to adjourn was made at 07:42 PM by Kirk Raab and seconded by Jeff Wood. Motion carried by voice vote.

The next meeting is Wednesday, May 6, 2026, at 7:00 PM