Jo Daviess County
Emergency Telephone System Board

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MINUTES FOR THE REGULAR MEETING OF April 3, 2024

CALL TO ORDER: The regular meeting of the Emergency Telephone System Board was called to order by Bill Kimball at 7:06 PM in the Jo Daviess County Sheriff's Conference Room, 330 North Bench Street, Galena, Illinois.

ROLL CALL: Board Members Present: Bill Kimball, Steve Birkbeck, Kevin Stewart, Dianne Allendorf, Lucas Bourquin, Jeff Wood, were all physically present.

Board Members Absent: Helen Kilgore.
Others Present: Amy Gonzalez. Tessa Moore was present via Zoom.

A quorum was established.

PUBLIC COMMENTS: None.

CORRESPONDENCE: None.

LEGISLATION: There was a bill Gonzalez was watching closely on the Senate floor, proposing that the Sheriff be added to the ETSB. APCO and NENA were opposed to that. It has since been amended stating that they 'can' be added. They are also watching HB4339, which is a local records update that would require we give media access to any encrypted radio channels.

MEETING MINUTES: The February 7, 2024 Regular Meeting minutes were filed for audit as presented.

FINANCIAL REPORTS: January and February financial reports were reviewed. The Monthly Financial Statements were reviewed and filed as presented to submit for audit. March 2024 are $3,615.52. **Kimball moved to approve the accounts payable claims for March 2024 in the amount of $3,615.52. Seconded by Allendorf and motion carried following a roll call vote resulting in all Ayes.** The total accounts payable claims for April 2024 are $7,904.63. **Kimball moved to approve the accounts payable claims for April 2024 in the amount of $7,904.63. Seconded by Birkbeck and motion carried following a roll call vote resulting in all Ayes.**

REPORTS:

A. **Sheriff's Report:** None.

B. **Coordinator's Report:** Sgt. Gonzalez included in her report that her primary focus right now is on staffing. They're due to have two vacancies at the end of June. One of the younger T/C's will also be starting as a road deputy later this year. She spoke some more about recruitment, team morale and training.

C. **Assistant Coordinator's Report:** None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

A. Discussion and possible action on amending a previous motion that approved February 2024 ETSB Claims in the amount of $15,220.66, making the amended February 2024 ETSB Claims, $12,990.66. **Kimball made a motion to amend a previous motion that approved February 2024 ETSB Claims in the amount of $15,220.66, making the amended February 2024 ETSB Claims, $12,990.66. Seconded by Wood and motion carried following a roll call vote resulting in all Ayes.**

B. Discussion and possible action on recommending to the County Board Chairperson that the County Board reappoint Lucas Bourquin, Warren EMS Coordinator, to a three (3) year term on the ETSB as a Public Safety Agency Representative, effective May 1st, 2024. **Kimball made a motion to recommend to the County Board Chairperson that the County Board reappoint Lucas Bourquin, Warren EMS Coordinator, to a three (3) year term on the ETSB as a Public Safety Agency Representative, effective May 1st, 2024. Seconded by Birkbeck and motion carried following a roll call vote resulting in all Ayes.**

C. Discussion and possible action on the Coordinator's request to upgrade from two (2) flip phones to two (2) Smart Phones at a cost of $1.98 ($.99 each) and a monthly charge to the ETSB of $41.49. (Note: If approved, this expense is to be paid from the Telephone and Electronic Communication Fund (007-41128-704).) **Kimball made a motion to approve the Coordinator's request to upgrade from two (2) flip phones to two (2) Smart Phones at a cost of $1.98 ($.99 each) and a monthly charge to the ETSB of $41.49. (Note: If approved, this expense is to be paid from the Telephone and Electronic Communication Fund (007-41128-704).) Seconded by Allendorf and motion passed following a roll call vote resulting in all Ayes.**

D. Discussion and possible action on approving funds in the amount of $8,450.00 for the first year of the Prepared 9-1-1 Assist Video Streaming Service. The Chairperson recommends the ETSB approve for inclusion in the 2025 Budget as this is not a 2024 budgeted purchase and available 2024 funds have been designated for other items. **This item was postponed.**

E. Discussion and possible action on approving the Coordinator's request for funds in the amount of $602.00 for two (2) telecommunicators to attend Active Shooter Training in Kewanee, IL, May 8th. If approved, $532.00 of this expense is to be paid from the Education and Training Acct (007-41128-501) and $70.00 is to be paid from the Travel Acct (007-41128-502). A department vehicle is to be used for transportation. **Kimball made a motion to approve the Coordinator's request for funds in the amount of $602.00 for two (2) telecommunicators to attend Active Shooter Training in Kewanee, IL, May 8th. If approved, $532.00 of this expense is to be paid from the Education and Training Acct (007-41128-501) and $70.00 is to be paid from the Travel Acct (007-41128-502). A department vehicle is to be used for transportation. Seconded by Stewart and motion passed following a roll call vote resulting in all Ayes.**

F. Discussion and possible action on approving the Coordinator's request for funds in the amount of $399.00 to subscribe to Coursera, a Professional Development Certification Program, that will enable the Coordinator to participate in an IT and Project Management Certification Program. If approved, this expense is to be paid from the Education and Training Acct (007-41128-501). **Kimball made a motion to approve the Coordinator's request for funds in the amount of $399.00 to subscribe to Coursera, a Professional Development Certification Program, that will enable the Coordinator to participate in an IT and Project Management Certification Program. If approved, this expense is to be paid from the Education and Training Acct (007-41128-501). Seconded by Allendorf and motion passed following a roll call vote resulting in all Ayes.**

G. Discussion and possible action on approving funds in the amount of $561.60 to be paid to Power Solution Services, Inc., from the Maintenance Service Acct (007-41128-701) for UPS Scheduled Maintenance. (Note: Total cost of this service is $1,728.00, but this is a shared expense with the ETSB paying 32.5%, the Sheriff's Office paying 32.5%, IT paying 25% and EMA paying 10%. **Kimball made a motion to approve funds in the amount of $561.60 to be paid to Power Solution Services, Inc., from the Maintenance Service Acct (007-41128-701) for the UPS Scheduled Maintenance. (Note: Total cost of this service is $1,728.00, but this is a shared expense with the ETSB paying 32.5%, the Sheriff's Office paying 32.5%, IT paying 25% and EMA paying 10%. Seconded by Bourquin and motion carried following a roll call vote resulting in all Ayes.**

H. <u>Discussion and possible action on approving the Coordinator's request for funds in the amount of $191.96 to replace an expired Imaging Unit and purchase replacement Toner. If approved, $96.99 is to be paid from Equipment Acct (007-41128-810) and $94.97 to be paid from Operating Supplies Acct (007-41128-603).</u> **Kimball made a motion to approve the Coordinator's request for funds in the amount of $191.96 to replace an expired Imagine Unit and purchase replacement Toner. If approved, $96.99 is to be paid from Equipment Acct (007-41128-810) and $94.97 to be paid from Operating Supplies Acct (007-41128-603).) Seconded by Wood and motion passed following a roll call vote resulting in all Ayes.**

I. <u>Discussion and possible action on approving the Coordinator's request for funds in the amount of $169.90 to purchase two (2) headsets for two (2) recently hired telecommunicators. If approved, this expense is to be paid from the Equipment Acct (007-41128-810).</u> **Kimball made a motion to approve the Coordinator's request for funds in the amount of $169.90 to purchase two (2) headsets for two (2) recently hired telecommunicators. If approved, this expense is to be paid from the Equipment Acct (007-41128-810). Seconded by Stewart and motion passed following a roll call vote resulting in all Ayes.**

J. <u>Discussion and possible action on approving the Coordinator's request for funds, not to exceed $120.00, to purchase an ice machine for the Telecommunicators. If approved, this expense is to be paid from the Equipment Acct (007-41128-810).</u> **Chairperson Kimball stated that this would be an inappropriate use of ETSB Funds and this item would not be approved.**

CLOSED SESSION: None.

BOARD MEMBER CONCERNS: Kimball reminded everyone attending to complete the Statement of Economic Interest forms that every committee and board member received from the County Clerk's office.

PUBLIC COMMENTS: None.

ADJOURNMENT: The meeting adjourned at 7:56 p.m. following a voice vote resulting in all Ayes.

Next meeting date is Wednesday, May 1st, 2024, in the Jo Daviess County Sheriff's Conference Room.