

JO DAVIESS COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

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MINUTES FOR THE REGULAR MEETING OF JULY 6, 2022

CALL TO ORDER: The regular meeting of the Emergency Telephone System Board was called to order by the Chairman at 7:00 PM in the Jo Daviess County Sheriff's Conference Room, 330 North Bench Street, Galena, Illinois.

ROLL CALL: Board Members Present: Bill Kimball, Jeff Wood, Steve Birkbeck and Kevin Stewart were physically present. Dianne Allendorf was present electronically.

Board Members Absent: Lucas Bourquin and Helen Kilgore
Others Present: Sgt. Amy Gonzalez was physically present.
Mary Althof was present electronically.

A quorum was established.

PUBLIC COMMENTS: None.

CORRESPONDENCE: None.

LEGISLATION: Sgt. Gonzalez reported that the State is anticipating launching the 988 mental health hotline on July 16th.

MEETING MINUTES: The June 1, 2022 Regular Meeting minutes were filed for audit as presented.

FINANCIAL REPORTS: June financial reports were reviewed. The Monthly Financial Statements were reviewed and filed as presented to submit for audit. The total accounts payable claims for June 2022 is \$10,606.68. **Bill Kimball made a motion to approve the accounts payable claims for June in the amount of \$10,606.68. Motion was seconded by Jeff Wood and motion carried. Ayes - 5: Bill Kimball, Jeff Wood, Steve Birkbeck, Kevin Stewart and Dianne Allendorf. Nays - 0. Absent - 2**

REPORTS:

- A. **Sheriff's Report:** Sgt. Gonzalez updated on behalf of the Sheriff regarding the Starcom project. We did receive six portable radios to demo. Those have been distributed throughout the County. The feedback that we received at our last Starcom meeting was that the Chief's wanted to run a full shift with those portables so we could see how they worked in all areas of the County. Gonzalez has a call scheduled tomorrow with a Starcom representative. She has also sent out an invite to all of the Chief's so they are welcome to be on that call and learn how to use those. These radios are a little bit more complex than the radios we are used to. They are a full touch screen with extra applications and she wants to give everyone the opportunity to have a crash course in how to use them. Beyond that we will schedule a shift where every unit in the county will have a portable and we will try to dispatch using the Starcom demo network.
- B. **Coordinator's Report:** Sgt. Gonzalez updated on the NG-911 upgrade. We went through a full software upgrade today. We went through having to shut down each 911 position. It was updated remotely by Solacom to fix an issue that we were having with manual inquiry. The issues have been addressed and is now working. Gonzalez got

notification from all of their network providers that they received the letters she sent to them that we are ready to receive text to 911. That is all in place for our Phase two which continues to be pushed back. We are looking at the end of August at this point. After we received approval last month to start accessing the software through PowerPhone she got all of the users set up. We have started using the trainings on that. We have a new part-time trainee that we are hoping to convert to a dispatcher at some point. She has already used that portal to get all of her certifications done.

C. Assistant Coordinator's Report: Nothing additional at this time.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- A.** Discussion and possible action on approving funds in the amount of \$272 from the ETSB Equipment Account (007-41128-810) to purchase two (2) additional headsets and four (4) headset batteries from CallOne to have on hand as spares for current tele communicators or when needed for new hires, along with four (4) extra batteries – Bill Kimball commented that we did go ahead and purchase headsets but only for our current staff. We certainly could use a couple spares and some extra batteries. As we get new people we will need more headsets. Our dispatchers are using these and really like them as opposed to holding the phone on their shoulder. **Bill Kimball made a motion to approve funds in the amount of \$272 from the ETSB Equipment Account (007-41128-810) to purchase two (2) additional headsets and four (4) headset batteries from CallOne to have on hand as spares for current tele communicators or when needed for new hires, along with four (4) extra batteries. Motion was seconded by Kevin Stewart and motion carried. Ayes - 5: Bill Kimball, Jeff Wood, Steve Birkbeck, Kevin Stewart and Dianne Allendorf. Nays - 0. Absent - 2**
- B.** Discussion and possible action on approving funds in the amount of \$1,020.31 from the ETSB Equipment Account (007-41128-810) to purchase a Print/Copy/Scan/Fax with two (2) ink cartridges to replace an obsolete machine at the PSAP – Sgt. Gonzalez commented that we are starting to lose functionality on the current printer that we are using down there. It will not print two sided anymore and when scanning to email the formatting is off. We partnered with IT to address those things and they attempted to but were not able to because we are well beyond our warranty with that particular machine. They recommend that we replace it with this particular printer. **Bill Kimball made a motion to approve funds in the amount of \$1,020.31 from the ETSB Equipment Account (007-41128-810) to purchase a Print/Copy/Scan/Fax with two (2) ink cartridges to replace an obsolete machine at the PSAP. Motion was seconded by Diane Allendorf and motion carried. Ayes - 5: Bill Kimball, Jeff Wood, Steve Birkbeck, Kevin Stewart and Dianne Allendorf. Nays - 0. Absent - 2**
- C.** Discussion and possible action on approving funds not to exceed \$2,400, for the ETSB Coordinator, Sgt. Gonzalez, and two dispatchers to attend the IPSTA Illinois Chapter of NENA Conference in Springfield Illinois, October 23 – 26, 2022. \$525 registration fee to be paid from the Education and Training Acct, (007-41128-501) and an amount not to exceed \$1,875 from Travel Expense Account, (007-41128-502) for hotel and meals. A county vehicle to be used for transportation – Sgt. Gonzalez informed the committee that this is an annual conference that we have attended in the past. We are looking to return to this conference this year since we have not gone the past two years due to COVID-19. She would like to take two dispatchers with her. It is a great networking opportunity for them talking with other 911 coordinators but also it provides a lot of great classes. **Bill Kimball made a motion to approve funds not to exceed \$2,400, for the ETSB Coordinator, Sgt. Gonzalez, and two dispatchers to attend the IPSTA Illinois Chapter of NENA Conference in Springfield Illinois, October 23 – 26, 2022. \$525 registration fee to be paid from the Education and Training Acct, (007-41128-501) and an amount not to exceed \$1,875 from Travel Expense Account, (007-41128-502) for hotel and meals. A county vehicle to be used for**

transportation. Motion was seconded by Jeff Wood and motion carried. Ayes - 5: Bill Kimball, Jeff Wood, Steve Birkbeck, Kevin Stewart and Dianne Allendorf. Nays - 0. Absent - 2

- D. Discussion and possible action on approving funds in the amount of \$682.36 from the ETSB Equipment Account (007-41128-810) to purchase two computer monitors, one standard monitor and one with a built in camera/microphone, along with necessary installation components from Dell Technologies to replace two outdated monitors in the Coordinator's Office. Note: the quote includes the hardware warranty, 5 years pro support advanced exchange service and 5 years 7x24 technical support - Sgt. Gonzalez explained these monitors were on a schedule for replacement but we didn't stick to that schedule. They were installed in 2007 and we are over two times past the warranty on them. She has started to have some issues with them. IT has checked them a couple of times and they have told her repeatedly since she took over the role that she needed new monitors. **Bill Kimball made a motion to approve funds in the amount of \$682.36 from the ETSB Equipment Account (007-41128-810) to purchase two computer monitors, one standard monitor and one with a built in camera/microphone, along with necessary installation components from Dell Technologies to replace two outdated monitors in the Coordinator's Office. Note: the quote includes the hardware warranty, 5 years pro support advanced exchange service and 5 years 7x24 technical support. Motion was seconded by Steve Birkbeck and motion carried. Ayes - 5: Bill Kimball, Jeff Wood, Steve Birkbeck, Kevin Stewart and Dianne Allendorf. Nays - 0. Absent - 2**

CLOSED SESSION: None.

BOARD MEMBER CONCERNS: Bill Kimball commented that the budget process has started. We have been working on the revenue estimates and will be working on the expense estimates soon. We will have those budgets for review at the next meeting.

PUBLIC COMMENTS: None.

ADJOURNMENT: The meeting adjourned at 7:25 p.m. following a motion made by Steve Birkbeck and seconded by Jeff Wood.

Next meeting date is Wednesday, August 3, 2022 in the Jo Daviess County Sherriff's Conference Room.