

# JO DAVIESS COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

330 N. BENCH STREET  
GALENA IL 61036  
PHONE: (815) 776-9310  
FAX: (815) 777-9284



## MINUTES FOR THE REGULAR MEETING OF AUGUST 7, 2024

**CALL TO ORDER:** The regular meeting of the Emergency Telephone System Board was called to order by Jeff Wood at 7:03 PM in the Jo Daviess County Sheriff's Conference Room, 330 North Bench Street, Galena, Illinois.

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

Board Members Absent: Bill Kimball and Helen Kilgore.

Others Present: Sergeant Amy Gonzalez. Recording Secretary Tessa Moore was present via zoom.

A quorum was established.

**PUBLIC COMMENTS:** None.

**CORRESPONDENCE:** None.

**LEGISLATION:** Sgt. Gonzalez reported that HB5128 passed, which allows the Sheriff or his designee to join the ETSB.

**MEETING MINUTES:** The June 5, 2024 Regular Meeting minutes were filed for audit as presented.

**FINANCIAL REPORTS:** May and 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 July 2024 are \$125,990.42. **Allendorf moved to approve the accounts payable claims for July 2024 in the amount of \$125,990.42. Seconded by Bourquin and motion carried following a voice vote resulting in all Ayes.** The total accounts payable claims for August 2024 are \$21,459.06. **Birkbeck moved to approve the accounts payable claims for August 2024 in the amount of \$21,459.06. Seconded by Stewart and motion carried following a voice vote resulting in all Ayes.**

### REPORTS:

- A. Sheriff's Report:** Sgt. Gonzalez said there is no update on Starcom. The Sheriff's Office is still waiting on the grant money from Darin LaHood's office. There is already an order prepared and it will be placed once they have the check in hand; hopefully in September. Scales Mound School District's radio equipment has been relocated to one of our radio towers. Prior to it being relocated, Comelec conducted a test to ensure there would be no interference with our radio equipment.
- B. Coordinator's Report:** Sgt. Gonzalez informed the Board that they have hired another Telecommunicator by the name of Aidan Cahill, who will be full-time as of August 12<sup>th</sup>. That leaves the department with one remaining vacancy; however, Telecommunicator Knautz will be leaving at the end of August to attend police academy in preparation for his transition to the road, so they will be back up to two vacancies. They have two candidates that have passed both phases of the interview process and are in the screening process. Provided they pass the

screening process, they anticipate extending offers to both. Knautz is one of our trainers, so Gonzalez said that Telecommunicator Michelle Barnes will be replacing him. She is scheduled to attend a Telecommunications Training Officer Course in Freeport at the end of the month. Gonzalez also plans on sending Telecommunicator Kim Oellerich to one in the next fiscal year, in preparation for Lange's retirement in 2026. In terms of their hardware refresh, they have received all of the hardware, aside from the curved monitors they ordered from RGB Spectrum. They're also awaiting new hardware from Solacom as theirs is outside of warranty. No ETA on that yet. They will be replacing their CAD computer towers in December at the start of the new fiscal year. iFiber was recently acquired by Stratus Networks, which created a delay in switching their fiber over from the old line in the Courthouse building, to the new line that was buried under the parking lot. That should be completed later this week. By the end of the month, they also anticipate a secondary line being run by JCE-Coop, for redundancy.

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

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

- A. Discussion and possible action on approving funds in the amount of \$922.85 for equipment IT needs to facilitate the connection between our current 911 hardware and Prepared 911. (Note: If approved, funds for this purchase are to be paid from the ETSB Equipment Acct (007-41128-810).) **Stewart made a motion to approve funds in the amount of \$922.85 for equipment IT needs to facilitate the connection between our current 911 hardware and Prepared 911. (Note: If approved, funds for this purchase are to be paid from the ETSB Equipment Acct (007-41128-810).) Seconded by Allendorf and motion carried following a voice vote resulting in all Ayes.**
- B. Discussion and possible action on approving funds not to exceed \$99.00, requested by the ETSB Coordinator for one T/C to attend a one day training/presentation entitled Burnout In-9-1-1, at DeKalb County, Tuesday, August 13, 2024. (Note: If approved, funds for this training to be paid from the ETSB Education and Training Acct (007-41128-501).) A Department vehicle to be used for transportation. **Stewart made a motion to approve funds not to exceed \$99.00, requested by the ETSB Coordinator for one T/C to attend a one day training/presentation entitled Burnout In-9-1-1, at DeKalb County, Tuesday, August 13, 2024. (Note: If approved, funds for this training to be paid from the ETSB Education and Training Acct (007-41128-501).) A Department vehicle to be used for transportation. Seconded by Bourquin and motion carried following a voice vote resulting in all Ayes.**
- C. Discussion and possible action on approving funds in the amount of \$595.00 requested by the ETSB Coordinator for one T/C to attend a three-day Communication Training Officer course presented by NENA at Freeport, IL, August 28 – 30, 2024. (Note: If approved, funds for this training are to be paid from the ETSB Education and Training Acct (007-41128-501) and a Department vehicle to be used for transportation.) **Birkbeck made a motion to approve funds in the amount of \$595.00 requested by the ETSB Coordinator for one T/C to attend a three-day Communication Training Officer course presented by NENA at Freeport, IL, August 28 – 30, 2024. (Note: If approved, funds for this training are to be paid from the ETSB Education and Training Acct (007-41128-501) and a Department vehicle to be used for transportation.) Seconded by Allendorf and motion carried following a voice vote resulting in all Ayes.**
- D. Discussion and possible action of approving a request from the Coordinator to purchase two (2) Guardian Mobile 911 PCs from Solacom at a total cost of \$65,800. (Note: If approved by the ETSB, the purchase proposal must be referred to the Law and Courts Committee and the County Board for purchase approval. If approved at all levels, the request will be included in the proposed FY2025 Budget.) **Bourquin made a motion to approve a request from the Coordinator to purchase two (2) Guardian Mobile 911 PCs from Solacom at a total cost of \$65,800. (Note: If approved by the ETSB, the purchase proposal must be referred to the Law and Courts Committee and the County Board for purchase approval. If approved at all levels, the request will be included in the proposed FY2025 Budget.) Seconded by Wood and motion carried following a voice vote resulting in all Ayes.**

- E. Discussion and possible action on approving the FY2025 Revenue and Expense Estimates. (Note: The ETSB Chair will appear at the Joint Budget Review and Finance Committee meeting on September 5, 2024, to present the proposed budget.) Allendorf made a motion to approve the FY2025 Revenue and Expense Estimates. (Note: The ETSB Chair will appear at the Joint Budget Review and Finance Committee meeting on September 5, 2024, to present the proposed budget.) Seconded by Birkbeck and motion carried following a voice vote resulting in all Ayes.

**CLOSED SESSION:** None.

**BOARD MEMBER CONCERNS:** None.

**PUBLIC COMMENTS:** None.

**ADJOURNMENT:** The meeting adjourned at 7:33 p.m. following a voice vote resulting in all Ayes.

Next meeting date is Wednesday, September 4, 2024, in the Jo Daviess County Sheriff's Conference Room.