JO DAVIESS COUNTY

EMERGENCY TELEPHONE SYSTEM BOARD (ETSB)
MEETING MINUTES
AUGUST 6, 2025

I. Call to Order

ETSB Chairperson Bill Kimball called the meeting to order at 7:00 PM on Wednesday, August 6, 2025 in the Jo Daviess County Sheriff's Conference Room in Galena, Illinois.

II. Roll Call

Roll Call was answered as follows: Present – Dianne Allendorf, Jeff Wood, Lucas Bourquin, Steve Birkbeck, Helen Kilgore, Bill Kimball. Present: 6. Present electronically – 0. Present electronically: 0. Absent – Kirk Raab. Absent: 1. Kimball noted that also present were Recording Secretary Tessa Moore, ETSB Coordinator Amy Gonzalez, ETSB Assistant Coordinator Tom Lange, PSAP IT Technician Cory O'Brien, and County Board Chairperson, LaDon Trost.

III. Citizens' Comments

At this point in the agenda, there were no citizens' comments. After the Coordinator's Report, County Board Chairperson LaDon Trost asked to speak under citizens' comments. Trost noted that this was Kimball's last meeting and that he'd be hard to replace. He wanted to thank Kimball for all he'd done and presented him with a plaque commemorating his years of service to the Emergency Telephone System Board. Kimball said that he has really enjoyed his tenure on the ETSB, and he has worked with wonderful people. He also noted to Trost how wonderful the ETSB Coordinator, Sergeant Amy Gonzalez, is, and that the County is lucky to have her.

IV. Correspondence

There was no correspondence.

V. Legislation

Sgt. Gonzalez had no legislation updates to inform the Board of. Kimball asked her about the Emergency Telephone System Act legislation and if there were any updates. Gonzalez noted that the only bill they are waiting on is for ETSA legislation and how it needs to be signed by the Governor. Gonzalez also mentioned that at the House and State levels, there is a proposal to increase the ETSA surcharges on phone bills from $1.50 to $2.50. Chicago currently charges $2.50. NENA & APCO are pushing for the increase. If passed, this would increase everyone in Illinois's phone bills by at least $1.00.

VI. Approval of Minutes

Kimball presented the draft minutes from the July 2, 2025 ETSB meeting and asked the members if they needed to present any corrections. There were no corrections and the minutes were filed as presented for audit.

VII. Financial Reports

The June 2025 balance sheets were reviewed.

The June 2025 revenues and expenditures were also reviewed.

A motion to approve August 2025 claims in the amount of $20,948.79 was made by Bill Kimball and seconded by Dianne Allendorf. The motion passed by roll call vote. Ayes – Dianne Allendorf, Jeff Wood, Lucas Bourquin, Steve Birkbeck, Helen Kilgore, Bill Kimball. Ayes: 6. Nays – None Nays: 0. Absent – Kirk Raab. Absent: 1.

The detail ledger for June 2025 was reviewed.

The combined detail ledger for June 2025 was also reviewed.

The budget for the ETSB funds was included in the meeting packet to be used as a reference.

VIII. Reports

There was no report from the Sheriff.
ETSB Coordinator, Sergeant Amy Gonzalez, updated the Board with her monthly report. The radio console for the AXS Consoles project has been installed in the server room in the basement of the Sheriff's Office. This will power the entire Starcom Radio System. Last week, there were four technicians on-site. They ran cables up to the conference room for temporary training consoles. Soon, the antenna will be installed on the roof, with Motorola covering the bill for Comelec to do the work. Beyond that, Rock River Services has technicians working on programming portable and mobile radios. They have taken radios off-site to their location in Rockford to complete the work. There have been Memorandums of Understanding from all surrounding counties for the project. In regards to staffing, Gonzalez has one new hire currently in training that will be signed off and on their own by the end of the month. Assistant Coordinator Tom Lange has moved his shifts back to nights which the new hire is still in training. The department is seeking one additional dispatcher as Cahill will be heading to the police academy in September. Tom Lange's retirement is soon approaching, with his last day being February 26, 2026.
There was no report from the Assistant Coordinator.

IX. Unfinished Business

There was no unfinished business.

X. New Business

Gonzalez said that the IPSTA Conference is typically budgeted for on an annual basis. She feels this is the most impactful conference that Communications attends every year. IPSTA stands for Illinois Public Safety Telecommunications Association. At the conference, the past year's legislation is reviewed, attendees get contact information and networking opportunities, share insight, and there are sometimes potential recruitment opportunities for the department. Last year, there was a staffing shortage, so the department was unable to attend. Birkbeck noted an error in the item on the agenda. Instead of $1,125 for lodging and meals, it should read: $1,545 for lodging and meals. A motion to approve funds in the amount of $2,070.00 as requested by the ETSB Coordinator for three T/C's to attend the IPSTA training conference in Springfield, Illinois, October 19-22, 2025, was made by Dianne Allendorf and seconded by Steve Birkbeck. If approved, $525.00 is to be paid for registration from the ETSB Education & Training Account, 007-41128-501, and $1,545.00 for lodging & meals from the ETSB Travel Account, 007-41128-502. The motion passed by roll call vote. Ayes – Dianne Allendorf, Jeff Wood, Lucas Bourquin, Steve Birkbeck, Helen Kilgore, Bill Kimball. Ayes: 6. Nays – None Nays: 0. Absent – Kirk Raab. Absent: 1.

There was not a need to vote on the second item under New Business, as the keyboard purchase for the RGB Spectrum project was previously approved within the motion for June 2025 claims.

Gonzalez elaborated on the request. This is a miniature PC used to run camera software onto a 55" LCD on a wall in dispatch. They will be removing the cameras from each console, using only one to free up space. Because of the new RGB Spectrum equipment, they are in the process of condensing from 9 to 8 displays. Gonzalez noted that it is similar to how the monitor for Court Security was displayed prior to the Courthouse Renovation. This also includes a Windows 11 license to operate. A motion to approve funds not to exceed $650.00, as requested by the ETSB Coordinator, to purchase an NUC (mini PC Kit) and Windows 11 Pro license through the IT Department; dimensions are 4.52” x 4” x 1.54”, was made by Jeff Wood and seconded by Helen Kilgore. If approved, funds for this purchase are to be paid from the ETSB Equipment Account, 007-41128-810. The motion passed by roll call vote. Ayes – Dianne Allendorf, Jeff Wood, Lucas Bourquin, Steve Birkbeck, Helen Kilgore, Bill Kimball. Ayes: 6. Nays – None Nays: 0. Absent – Kirk Raab. Absent: 1.

Kimball noted that this item would still need the approval of the County Administrator, Angela Kaiser. If it is approved tonight, the Board will need to follow up with Kaiser for the request, with a potential forwarding to the County Board. Gonzalez explained to the Board that AI is very popular, and they are starting to see it trickle into 911. She would like to start implementing it into the training process. This program was developed by other agencies. It depicts real-life scenarios and integrates them into training. The training calls will come through the phone system as if they are true calls. It's a simulated practice; Gonzalez also noted that repetition of calls is key, and sometimes it may take extended training since they are a low-call center. This will give the department practice without having to wait for those calls to come in organically. There was a proposal received that included a major discount. She mentioned how her employees who are tasked with training are getting burnt out. There are two in training currently, and with the future turnover, there will be another two in the next 6 months. This is much-needed to help get these new trainees up and running. The program can also identify training gaps. A motion to approve funds in the amount of $7,030.00, as requested by the ETSB Coordinator, to purchase AI Training Simulator Software (CommsCoach) from Gov.Worx was made by Lucas Bourquin and seconded by Helen Kilgore. This purchase was not included in the FY2025 Budget and requires the approval of the County Administrator. If approved, funds for this purchase are to be paid from the ETSB Equipment Account, 007-41128-810. County Board Chairperson, LaDon Trost, suggested the matter be recommended to the Law Enforcement & Courts

Committee meeting later in the month. A motion to amend the original motion to include the item being recommended to the Law & Courts Committee was made by Bill Kimball and seconded by Lucas Bourquin. The motion to amend carried by roll call vote. Ayes – Dianne Allendorf, Jeff Wood, Lucas Bourquin, Steve Birkbeck, Helen Kilgore, and Bill Kimball. Ayes: 6. Nays – None. Nays: 0. Absent – Kirk Raab. Absent: 1. The original motion as amended carried by roll call vote. Ayes – Dianne Allendorf, Jeff Wood, Lucas Bourquin, Steve Birkbeck, Helen Kilgore, and Bill Kimball. Ayes: 6. Nays – None. Nays: 0. Absent – Kirk Raab. Absent: 1.

A motion to recommend that the County Board appoint Galena Police Officer Ashley Forth as a public safety representative to the Emergency Telephone System Board as of September 1, 2025, for the remainder of a three-year term ending April 30, 2028, to complete the unexpired term of Bill Kimball as a public representative, was made by Dianne Allendorf and seconded by Helen Kilgore. The motion carried by roll call vote. Ayes – Dianne Allendorf, Jeff Wood, Lucas Bourquin, Steve Birkbeck, Helen Kilgore, Bill Kimball. Ayes: 6. Nays – None. Nays: 0. Absent – Kirk Raab. Absent: 1.

Gonzalez explained that the radio install discussed earlier in the meeting will require installation next to the existing radio stack. She is proposing to add a second one as a backup for redundancy purposes, as the current one is still working perfectly fine, and she would prefer to keep that in place if possible. She noted that the installers recommended this as well. This would run to a panel on the generator that still has openings to connect to. The motion carried by roll call vote. Ayes – Dianne Allendorf, Jeff Wood, Lucas Bourquin, Steve Birkbeck, Helen Kilgore, Bill Kimball. Ayes: 6. Nays – None Nays: 0. Absent – Kirk Raab. Absent: 1.

Kimball reviewed everything he has prepared for the FY2026 budget to date. He explained the Starcom purchases and his reasoning for budgeting the way he did; if it is not paid for in full in FY2025, those funds will need to be budgeted for in the FY2026 budget. If there are purchases still completed in the current fiscal year, the FY2026 budgeted amount will need to change accordingly. A motion to approve the FY2026 ETSB Revenue & Expense Estimates & notes was made by Steve Birkbeck and seconded by Helen Kilgore. The motion carried by roll call vote. Ayes – Dianne Allendorf, Jeff Wood, Lucas Bourquin, Steve Birkbeck, Helen Kilgore, Bill Kimball. Ayes: 6. Nays – None Nays: 0. Absent – Kirk Raab. Absent: 1.

XI. Closed Session

There were no closed session items.

XII. Possible Actions as a Result of Closed Session

XIII. Board Member Concerns

Kimball thanked everyone for all their hard work. He said that it is time for some fresh perspective, and stressed how much he has relied on Gonzalez. He thanked her for her work as well. Kimball also thanked everyone again for their support over the years. He said that he will still be around and how he hopes to see everyone that was in attendance in the near future.

XIV. Citizens' Comments

Moore thanked Bill for showing her the way and said he will be missed.

XV. Adjourn

Motion to adjourn was made at 7:46 PM by Bill Kimball and seconded by Jeff Wood. Motion carried by voice vote.

The next meeting is Wednesday, September 3, 2025 at 7:00 p.m.