JO DAVIESS COUNTY
EMERGENCY TELEPHONE SYSTEM BOARD (ETSB)
MEETING MINUTES
MAY 6, 2026

I. Call to Order

Emergency Telephone System Board Chairperson Jeff Wood called the meeting to order at 4:00 PM on Wednesday, May 6, 2026 in the Second Floor Conference Room, Jo Daviess County Sheriff's Office, in Galena, Illinois.

II. Roll Call

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

III. Citizens' Comments

There were no citizens' comments.

IV. Correspondence

There was no correspondence to report.

V. Legislation

There was no legislation to report.

VI. Approval of Minutes

A motion to approve minutes of the April 1, 2026, Emergency Telephone System Board meeting was made by Kirk Raab and seconded by Steve Birkbeck. The motion carried by voice vote.

VII. Financial Reports

The balance sheets for the month of March 2026 were reviewed.

The revenues and expenditures for the month of March 2026 were reviewed.

Interest income for the month of March 2026 was reviewed.

The detail ledger for the month of March 2026 was reviewed.

The combined detail ledger for the month of March 2026 was reviewed.

The March 2026 budget for reference was reviewed.

A motion to approve May 2026 Accounts Payable Claims in the amount of $10,785.88 was made by Kirk Raab 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.

VIII. Reports

There was nothing to report from the Sheriff.

ETSB Coordinator, Sergeant Amy Gonzalez, gave an update on staffing. Gonzalez was selected to attend a Mental Health Symposium in Chicago this June.

There is currently a vacancy for the ETSB Assistant Coordinator position. Gonzalez is working on a job description, as there are a few employees interested in becoming the Assistant Coordinator.

IX. Unfinished Business

There was discussion regarding amending the ETSB By-Laws to allow Board members to receive a per diem for meeting attendance and mileage reimbursement. The majority of members expressed that serving on the Board is considered public service and that they do not expect compensation for their participation. Forth commented that it may become increasingly difficult to recruit individuals for public service roles without compensation, particularly among younger generations who may expect some form of reimbursement or incentive for their time. It was noted that, while compensation may become necessary in the future to attract members, individuals would not be required to accept the compensation if they choose not to do so.
The current per diem rate for meeting attendance is $75.00 per meeting, and the 2026 mileage reimbursement rate is $0.72 per mile. The Board anticipates voting in June on proposed amendments to the ETSB By-Laws to incorporate language regarding compensation. Because the County Code of Ordinances currently states that ETSB members shall serve without compensation, approval of the By-Law amendments would also require an amendment to the County Code of Ordinances. The proposed ordinance amendment would first be presented to the Law & Courts Committee and then to the full County Board in July.

X. New Business

A motion to recommend the reappointment of Jeff Wood to serve as a Public Representative and Chairperson of the Emergency Telephone Board System (ETSB) for a three-year term commencing May 1, 2026, and ending April 30, 2029, was made by Kirk Raab and seconded by Dianne Allendorf. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Lucas Bourquin, Ashley Forth, Helen Kilgore, Kirk Raab. Ayes: 6. Abstentions – Jeff Wood. Abstentions: 1. Nays: 0. Absent: 0.

A motion to recommend the reappointment of Helen Kilgore to serve as a Public Service Agency Representative of the Emergency Telephone Board System (ETSB) for a three-year term

commencing May 1, 2026, and ending April 30, 2029, was made by Dianne Allendorf and seconded by Steve Birkbeck. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Lucas Bourquin, Ashley Forth, Kirk Raab, Jeff Wood. Ayes: 6. Abstentions – Helen Kilgore. Abstentions: 1. Nays: 0. Absent: 0.

Helen Kilgore nominated Steve Birkbeck for Vice-Chairperson. With no other nominations, Helen Kilgore/Kirk Raab motioned to close nominations and elect Steve Birkbeck as Vice-Chairperson by acclamation. The motion carried by roll call vote. Ayes – Dianne Allendorf, Lucas Bourquin, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Ayes: 6. Abstentions – Steve Birkbeck. Abstensions: 1. Nays: 0. Absent: 0.

Jeff Wood nominated Helen Kilgore for Secretary. With no other nominations, Jeff Wood/Lucas Bourquin motioned to close nominations and elect Helen Kilgore as Secretary by acclamation. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Lucas Bourquin, Ashley Forth, Kirk Raab, Jeff Wood. Ayes: 6. Abstentions – Helen Kilgore. Abstentions: 1. Nays: 0. Absent: 0.

The Motorola Midwest User Group Conference is in Janesville, Wisconsin, in July. **A motion to approve three (3) attendees to attend the Motorola Midwest User Group Conference in Janesville, Wisconsin, from July 20–23, 2026, with registration at a cost not to exceed $325.65 to be paid from 007-41128-501 Education & Training, lodging at a cost not to exceed $998.80, meals at a cost not to exceed $385.00 and mileage reimbursement for IT staff at a cost not to exceed $130.80, with total travel-related expenses not to exceed $1,514.60 to be paid from 007-41128-502 Travel Expenses, was made by Kirk Raab and seconded by Ashley Forth. The motion carried by voice vote.**

A motion to approve one (1) attendee of the Motorola Midwest User Group Conference to attend the System Application Administrator (SAA) Certification Course and obtain SAA Certification, at a cost not to exceed $1,000.00 to be paid from 007-41128-501 Education & Training, was made by Helen Kilgore and seconded by Dianne Allendorf. The motion carried by voice vote.

There was a recent storm in Warren that affected tower equipment, which resulted in the need for repair. Acts of God are not covered through the maintenance agreement. A total of $10,000.00 was budgeted for miscellaneous maintenance for FY2026, which was intended for an instance like this. **A motion to approve payment of an invoice from Comelec Services for the repair of tower equipment located in Warren at a cost not to exceed $290.75 to be paid from 007-41128-701 Maintenance Service was made by Kirk Raab and seconded by Lucas Bourquin. The motion carried by voice vote.**

A motion to approve the purchase of three (3) desktop organizers for each of the PSAP consoles at a cost of $149.97 to be paid from 007-41128-603 Operating Supplies was made by Steve Birkbeck and seconded by Dianne Allendorf. The motion carried by voice vote.

A motion to approve two (2) Telecommunicators to attend the 'Preventing Telecommunicator Tunnel Vision' training located in Rockford, IL, on May 12, 2026, for a total cost of $50.00 to be paid

from 007-41128-501 Education & Training, was made by Jeff Wood and seconded by Kirk Raab. The motion carried by voice vote.

XI. Closed Session

There was no closed session.

XII. Possible Actions as a Result of Closed Session

XIII. Board Member Concerns

There were no concerns.

XIV. Citizens' Comments

There were no citizens' comments.

XV. Adjourn

A motion to adjourn was made at 04:42 PM by Dianne Allendorf and seconded by Kirk Raab. Motion carried by voice vote.

The next meeting is Wednesday, June 3, 2026 at 4:00 p.m.