

JO DAVIESS COUNTY
EMERGENCY TELEPHONE SYSTEM BOARD (ETSB)
MEETING MINUTES
JUNE 3, 2026

I. Call to Order

Emergency Telephone System Board Chairperson Jeff Wood called the meeting to order at 4:00 PM on Wednesday, June 3, 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, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Present: 7. Present electronically: 0. 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 May 6, 2026, Emergency Telephone System Board meeting was made by Dianne Allendorf and seconded by Helen Kilgore. The motion carried by voice vote.

VII. Financial Reports

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

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

Interest income for the month of April 2026 was reviewed.

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

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

The April 2026 budget for reference was reviewed.

A motion to approve June 2026 Accounts Payable Claims in the amount of \$153,525.52 was made by Kirk Raab and seconded by Lucas Bourquin. 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

Chief Deputy Kirk Raab reported that the window graphics for the William D. Kimball Telecommunications Center in the Public Safety Building, will be installed on Friday morning.

ETSB Coordinator Amy Gonzalez was not present. In her absence, Chief Deputy Kirk Raab gave a report. Communications has two new hires. There has been a breach of contract by Solacom, who provides call-handling for the PSAP. There are many lapses in coverage and/or redundancy, which Gonzalez wrote is extremely concerning. There will be updates to this issue as things progress.

There was nothing to report.

IX. Unfinished Business

There was extensive discussion continued from the past couple of months regarding whether ETSB members would be amending the by-laws to include compensation for meeting per diem and mileage reimbursement. Although the majority of the members agreed that they didn't feel right to get compensated for their time, it was also agreed that in the future, it's going to be more difficult to recruit and retain members. It was also noted that while this would enable members to request compensation for attendance and mileage reimbursement, it wasn't required. **A motion to approve amending the Emergency Telephone System Board By-Laws to amend Article VII: Committees, with the addition of Section 6 as follows: Members of the Emergency Telephone System Board shall be compensated on a per diem basis and may receive a mileage allowance for travel and reimbursement for actual and necessary expenses, with such amounts to be determined and authorized from time to time by the Jo Daviess County Board was made by Steve Birkbeck and seconded by Ashley Forth. The motion carried by roll call vote. Ayes – Steve Birkbeck, Lucas Bourquin, Ashley Forth, Helen Kilgore, Jeff Wood. Ayes: 5. Nays – Kirk Raab. Nays: 1. Abstentions – Dianne Allendorf. Abstentions: 1.**

X. New Business

In order for the ETSB members to be compensated, there needs to be an amendment to the Jo Daviess County Code of Ordinances. The Ordinance will be forwarded to the Law Enforcement & Courts Committee, before being finally sent to the County Board for approval. **A motion to recommend approval of an Ordinance Amending the Code of Ordinances of Jo Daviess County, Illinois Title 3, Boards & Commissions Chapter 2, Emergency Telephone System Board, Section 5, Compensation was made by Dianne Allendorf and seconded by Helen Kilgore. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Lucas Bourquin, Ashley Forth, Helen Kilgore, Jeff Wood. Ayes: 6. Nays – Kirk Raab. Nays: 1. Absent: 0.**

This request was missed on the April 2026 agenda, so even though it was budgeted for and approved within the FY2026 budgeting process, ETSB Coordinator Gonzalez would like to ensure the members have all the information necessary in order to approve the expenditures for the NENA Conference coming up at the end of this month. **A motion to approve registration and travel expenses for the ETSB Coordinator to attend the NENA Conference in Columbus, Ohio, from June 27-July 2, 2026, with associated expenses for registration at a cost not to exceed \$600.00 to be paid from 001-41128-501 Education & Training, and travel expenses at a cost not to exceed \$3,500.00 to be paid from 001-41128-502 Travel Expenses, with total travel-related expenses not to exceed \$4,100.00 was made by Helen Kilgore and seconded by Kirk Raab. 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.**

A motion to approve one (1) Telecommunicator to attend two (2) follow-up 'Excellence in Dispatch' Certification courses was made by Helen Kilgore and seconded by Kirk Raab. 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.

A motion to approve funds in the amount of \$1,350.00 to be paid to Dick Buss & Associates, dba XTREME Cleaning, to be paid from 007-41128-701 Maintenance Service was made by Steve Birkbeck 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, Jeff Wood. Ayes: 7. Nays: 0. Absent: 0.

XI. Closed Session

There was no closed session.

XII. Possible Actions as a Result of Closed Session

XIII. Board Member Concerns

There were no board member concerns.

XIV. Citizens' Comments

There were no citizens' comments.

XV. Adjourn

A motion to adjourn was made at 4:33 PM by Kirk Raab and seconded by Ashley Forth. Motion carried by voice vote.

The next meeting is July 1st, 2026 at 4:00 p.m.