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JO DAVIESS COUNTY

EMERGENCY TELEPHONE SYSTEM BOARD (ETSB)
MEETING MINUTES
JULY 1, 2026

I. Call to Order

Emergency Telephone System Board Chairperson Jeff Wood called the meeting to order at 4:00 PM on Wednesday, July 1, 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, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Present: 5. Present electronically – Dianne Allendorf. Present electronically: 1. Absent – Lucas Bourquin. Absent: 1.
Others present: Tessa Moore and Cory O'Brien.

III. Citizens' Comments

None.

IV. Correspondence

None.

V. Legislation

None.

VI. Approval of Minutes

A motion to approve the minutes of the June 3, 2026, Emergency Telephone System Board meeting was made by Helen Kilgore and seconded by Steve Birkbeck. The motion carried by voice vote.

VII. Financial Reports (May 2026)

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

The revenues and expenditures for the month of May 2026 were reviewed

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

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

The May 2026 budget for reference was reviewed.

Interest income for the month of May 2026 was reviewed.

A motion to approve July 2026 Accounts Payable Claims in the amount of $5,150.54 was made by Kirk Raab and seconded by Ashley Forth. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Ayes: 6. Nays: 0. Absent – Lucas Bourquin. Absent: 1.

VIII. Reports

The Sheriff did not provide a report.

ETSB Coordinator Amy Gonzalez was not present. In her absence, Chief Deputy Kirk Raab gave a report provided by Gonzalez. He was happy to report that the PSAP is now fully staffed and the new hires are doing a wonderful job.

There was no report for the ETSB Assistant Coordinator.

IX. Unfinished Business

There was no Unfinished Business.

X. New Business

Chairperson Wood explained the intent to rescind the motion passed at the June meeting, which had amended the Emergency Telephone System Board (ETSB) By-Laws. Following that meeting, it was determined that the Emergency Telephone System Act explicitly prohibits compensation for ETSB members. To maintain statutory compliance, the proposed rescission will revert the board's By-Laws to the previously approved version dated April 1, 2026, which is already on file with the County Clerk. **A motion to rescind the motion to amend the Emergency Telephone System Board By-Laws to amend Article VII: Committees, with the addition of Section 6 as follows: *<u>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</u>*, passed on June 3, 2026, and to reinstate the April 1, 2026 By-Laws as the active governing document of the Board was made by Kirk Raab and seconded by Helen Kilgore. The motion carried by voice vote.**

The Board discussed the designation of a Freedom of Information Act (FOIA) Officer for the Emergency Telephone System Board (ETSB). It was noted that while FOIA requests are routinely received by the County, the ETSB currently does not have a formally designated officer to handle board-specific requests. Board members agreed that designating the ETSB Coordinator to this role is appropriate, given her specialized knowledge of the board's operations and records. **A motion to designate the ETSB Coordinator as the Freedom of Information Act (FOIA) Officer for the**

Emergency Telephone System Board was made by Jeff Wood and seconded by Kirk Raab. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Ayes: 6. Nays: 0. Absent – Lucas Bourquin. Absent: 1.

The Board reviewed a request from the ETSB Coordinator to purchase three (3) docking stations for the existing Solacom Guardian Mobile laptops. The total cost of the procurement is not to exceed $672.12 (calculated at $224.04 per unit), with expenses to be paid from 007-41128-810 Equipment. **A motion to approve the purchase of three (3) docking stations for the Solacom Guardian Mobile laptops to be paid from 007-41128-810 Equipment at a total cost not to exceed $672.12 was made by Dianne Allendorf and seconded by Helen Kilgore. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Ayes: 6. Nays: 0. Absent – Lucas Bourquin. Absent: 1.**

The proposal to replace aging Motorola Flex CAD computer equipment located at the Emergency Operations Center was reviewed. The request includes the procurement of three (3) Dell Pro Laptops ($4,033.89), three (3) Dell Pro Docking Stations ($672.12), and three (3) USB Display Port Adapters ($29.97). Funding for this project will be paid from 007-41128-810 Equipment at a total cost of $4,744.47. During the discussion, PSAP Technical Support Specialist Cory O'Brien explained that this request is entirely separate from the previous equipment item on the agenda, despite both involving three docking stations. **A motion to approve the replacement of Motorola Flex CAD computer equipment at the Emergency Operations Center to include three (3) Dell Pro Laptops, three (3) Dell Pro Docking Stations, and three (3) USB Display Port Adapters to be paid from 007-41128-810 Equipment at a cost not to exceed $4,744.47, was made by Steve Birkbeck and seconded by Kirk Raab. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Ayes: 6. Nays: 0. Absent – Lucas Bourquin. Absent: 1.**

There was discussion on a proposal for the acquisition of radio equipment for the Emergency Operations Center. The procurement involves the buyback of two (2) Motorola Starcom-enabled base radios previously purchased by area law enforcement agencies. The total cost will be $6,208.71. During the discussion, it was noted that the current full retail value of each radio is $12,585 (totaling $25,170). By utilizing this buyback agreement, the Board achieves an overall cost savings of $18,961.29. Chief Raab explained that these specific Starcom radios were purchased within the last year and remain unused and unopened in their original packaging. He emphasized that acquiring them serves as a tremendous benefit, as having reliable backup radios is critical given their extremely high retail cost. **A motion to approve the acquisition of radio equipment for the Emergency Operations Center with the buyback of two (2) Motorola Starcom-enabled base radios to be paid from 007-41128-810 Equipment at a cost not to exceed $6,208.71 was made by Helen Kilgore and seconded by Ashley Forth. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Ayes: 6. Nays: 0. Absent – Lucas Bourquin. Absent: 1.**

The Board reviewed a proposal to approve a financial contribution toward the replacement of three (3) physical servers, with costs to be paid from 007-41128-810 Equipment. It was noted that the

ETSB's contribution for this project was already factored into the FY2026 budget. **A motion to approve the contribution to the replacement of 3 (three) physical servers to be paid from 007-41128-810 Equipment at a cost not to exceed $10,000.00 was made by Kirk Raab and seconded by Ashley Forth.** During the discussion, PSAP Technical Support Specialist Cory O'Brien explained that the market cost of this equipment has experienced an extreme increase since the original quote was obtained, with prices more than doubling. Due to this sharp inflation, the initial budgeted amount was no longer sufficient to cover the procurement. Member Birkbeck asked the Board if they felt it necessary to contribute more toward the replacement of the servers. **Kirk Raab moved to amend the original motion to increase the "not to exceed" amount from $10,000.00 to $20,000.00. Motion to amend was seconded by Helen Kilgore. The motion to amend the original motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Ayes: 6. Nays – Nays: 0. Absent – Lucas Bourquin. Absent: 1. A final vote was held on the original motion, as amended, to approve the contribution for the replacement of three (3) servers from 007-41128-810 Equipment at a cost not to exceed $20,000.00. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Ayes: 6. Nays: 0. Absent – Lucas Bourquin. Absent: 1.**

A motion to approve associated costs for two (2) attendees to attend the National APCO Conference in San Antonio, Texas, August 2–6, 2026, as follows: Registration of $1,050.00 to be paid from 007-41128-501 Education & Training, Travel expenses at a cost not to exceed $4,410.00 ($2,175.32 lodging, $982.86 airfare, and $660.00 meal expenses) to be paid from 007-41128-502 Travel Expenses, for a total overall cost not to exceed $5,460.00 was made by Dianne Allendorf and seconded by Helen Kilgore. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Ayes: 6. Nays: 0. Absent – Lucas Bourquin. Absent: 1.

The item regarding the directive of Attorney John Kelly for a breach of contract by Comtech-Solacom was called. The item noted contract compliance issues, including failed network connection testing on June 9, 2026, a failure to present a network resolution action plan to the NINGA group by June 18, 2026, and the withholding of payments by participating agencies as of June 2026. No discussion or action took place during the open session at this time. By consensus, the Board deferred this item to be addressed later in the meeting during Closed Session, pursuant to statutory exceptions for pending litigation and legal counsel consultation.

There was no action taken on the agenda item regarding reinvesting $192,187.21 from two (2) Certificates of Deposit. Investments will be discussed at further length at the next meeting.

A motion to approve the ETSB Coordinator to complete the NENA Policy Development Course *(online)* on October 9, 2026, to be paid from 007-41128-501 Education & Training at a cost not to exceed $160.00 was made by Steve Birkbeck and seconded by Kirk Raab. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Ayes: 6. Nays: 0. Absent – Lucas Bourquin. Absent: 1.

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A motion to approve the renewal quote from CommsCoach at a cost not to exceed $7,030.80 as presented, with the recurring expense requiring approval from the Law Enforcement & Courts and Finance, Tax & Budgets Committees during the FY2027 budget process was made by Jeff Wood and seconded by Helen Kilgore. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Ayes: 6. Nays: 0. Absent – Lucas Bourquin. Absent: 1.

XI. Closed Session

A motion to enter into closed session at 4:42 p.m. was made by Helen Kilgore and seconded by Kirk Raab to discuss:
Pursuant to 5 ILCS Litigation Section 120/2(c)11 *"Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.";* Topic of Discussion; Breach of Contract by Comtech-Solacom; Course of Action. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Ayes: 6. Nays: 0. Absent – Lucas Bourquin. Absent: 1.
A motion to reconvene to open session at 4:50 p.m. was made by Helen Kilgore and seconded by Kirk Raab. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Ayes: 6. Nays: 0. Absent – Lucas Bourquin. Absent: 1.

XII. Possible Actions as a Result of Closed Session

A motion to follow the directive of Attorney John Kelly to withhold payments from Comtech-Solacom for Breach of Contract until further notice was made by Kirk Raab and seconded by Helen Kilgore. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Ashley Forth, Helen Kilgore, Kirk Raab, Jeff Wood. Ayes: 6. Nays: 0. Absent – Lucas Bourquin. Absent: 1.

XIII. Board Member Concerns

None.

XIV. Citizens' Comments

None.

XV. Adjourn

A motion to adjourn was made at 4:52 PM by Steve Birkbeck and seconded by Helen Kilgore. Motion carried by voice vote.

The next meeting is at 4:00 p.m. on Wednesday, August 5, 2026