JO DAVIESS COUNTY

EMERGENCY TELEPHONE SYSTEM BOARD (ETSB)
MEETING MINUTES
OCTOBER 1, 2025

I. Call to Order

ETSB Chairperson Jeff Wood called the meeting to order at 7:00 PM on Wednesday, October 1, 2025, in the Jo Daviess County Sheriff's Office Second Floor Conference Room, 330 North Bench Street, Galena, Illinois.

II. Roll Call

Roll Call was answered as follows: Present – Dianne Allendorf, Steve Birkbeck, Lucas Bourquin, Ashley Forth, Helen Kilgore, Jeff Wood. Present: 6. Present electronically – 0. Absent – Kirk Raab. Absent: 1. 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 August 6, 2025, 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 financial reports for the months of July and August 2025 were reviewed.

A motion to approve October 2025 Accounts Payable Claims in the amount of 295,075.48 was made by Helen Kilgore and seconded by Steve Birkbeck. The motion passed by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Lucas Bourquin, Ashley Forth, Helen Kilgore, Jeff Wood. Ayes: 6. Nays – None Nays: 0. Absent – Kirk Raab. Absent: 1.

VIII. Reports

There was nothing reported by the Sheriff.

ETSB Coordinator Sergeant Amy Gonzalez reported that the 911 Saves Bill did not pass in the Senate and will need to move forward in the House. She noted that the bill is primarily for recognition purposes. In terms of staffing, there are currently two vacancies following the recent resignation of a trainee. Merit Board interviews were conducted this week, and six strong candidates are under consideration.

The Assistant ETSB Coordinator was absent and there was no report provided.

IX. Unfinished Business

There was no unfinished business.

X. New Business

The floor was opened for nominations to elect an ETSB Vice-Chairperson. Jeff Wood nominated Steve Birkbeck. There were no other nominations. A motion to close nominations was made by Steve Birkbeck and seconded by Helen Kilgore. A motion to elect Steve Birkbeck as the ETSB Vice-Chairperson was made by Jeff Wood and seconded by Dianne Allendorf. The motion carried by roll call vote. Ayes – Dianne Allendorf, Lucas Bourquin, Ashley Forth, Helen Kilgore, Jeff Wood. Ayes: 5. Nays – None Nays: 0. Abstentions — Steve Birkbeck. Abstentions: 1. Absent – Kirk Raab. Absent: 1.

Sergeant Amy Gonzalez provided an update on the request to purchase Guardian Mobile PCs. She noted that when the proposal went before the Board in August 2024, the quote was approximately $65,800; however, Solacom has since significantly reduced the cost, cutting the price nearly in half. Gonzalez explained that these mobile 911 units offer the same capabilities as the dispatch center consoles, essentially serving as "911 in a bag." The portable consoles can be deployed in a variety of situations, such as in the event of a dispatch center evacuation or at large community events like the Galena Halloween Parade. One particularly valuable feature is geofencing, which allows calls outside a designated area to continue routing to the main dispatch center while enabling additional dispatch capacity within the geofenced zone. These devices can also be used to add extra dispatchers as needed. Gonzalez emphasized that the Law & Courts Committee approved the request in August 2024, and she presented it to the Board again due to the substantially reduced pricing. A motion to approve a purchase from Solacom for two (2) Guardian Mobile PCs at a cost not to exceed $34,819.48, to be paid from 007-41128-810 was made by Helen Kilgore and seconded by Ashley Forth. The motion passed by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Lucas Bourquin, Ashley Forth, Helen Kilgore, Jeff Wood. Ayes: 6. Nays – None Nays: 0. Absent – Kirk Raab. Absent: 1.

A motion to approve funds not to exceed $2,102.98 for two Telecommunicators to attend a Communications Training Officer course in Dekalb, Illinois, October 28–30, 2025. If approved, funds will be allocated as follows: $920.00 registration costs to be paid from 007-41128-501 (Education & Training), $811.98 for lodging, $210.00 for meals, and $161.00 for mileage, for a total of $1,182.98 to be paid from 007-41128-502 (Travel Expenses) was made by Dianne Allendorf and seconded by Lucas Bourquin. The motion carried by voice vote.

Gonzalez explained that this is a mandatory expense for software used daily in the GIS Department. The vendor has discontinued the current program, making the upgrade necessary. She also noted that funding for this purchase has been included in the FY2026 budget in the event it is not finalized within the next two months. A motion to approve a quote from Esri, Inc., to upgrade the ArcGIS Software to maintain the CAD mapping system at an additional cost of $4,350.00, for a total cost not to exceed $7,650.00 to be paid from 007-41128-701 was made by Lucas Bourquin and seconded by Helen Kilgore. The motion passed by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Lucas Bourquin, Ashley Forth, Helen Kilgore, Jeff Wood. Ayes: 6. Nays – None Nays: 0. Absent – Kirk Raab. Absent: 1.

Gonzalez explained the request in detail. A motion to approve the annual payment for Rapid SOS Premium at a cost not to exceed $2,400.00 to be paid from 007-41128-702 was made by Helen Kilgore and seconded by Dianne Allendorf. The motion carried by voice vote.

XI. Board Member Concerns

There were no Board Member Concerns.

XII. Citizens' Comments

Recording Secretary Tessa Moore informed the Board that, after more than a year of staffing shortages in the Administration Office, a new Office Manager was hired and began work this week. In the future, the Office Manager will be trained in Recording Secretary duties and will eventually assume Moore's role. Moore also thanked the Board for their patience with the recently implemented public portal. While the system may seem cumbersome, it has significantly improved agenda and meeting management efficiency. She offered to meet individually with Board members to review the program and assist with any questions.

XIII. Adjourn

Motion to adjourn was made at 07:24 PM by Steve Birkbeck and seconded by Helen Kilgore. The motion carried by voice vote.

The next meeting is Wednesday, November 5, 2025, at 7:00 p.m.