

JO DAVIESS COUNTY
EMERGENCY TELEPHONE SYSTEM BOARD (ETSB)
MEETING MINUTES
DECEMBER 3, 2025

I. Call to Order

Jo Daviess County Emergency Telephone System Board Chairperson Jeff Wood called the meeting to order at 7:00 PM on Wednesday, December 3, 2025, 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, Kirk Raab, Jeff Wood. Present: 5. Present electronically: 0. Absent – Lucas Bourquin, Helen Kilgore. Absent: 2. 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 discuss.

VI. Approval of Minutes

A motion to approve minutes of the October 1, 2025, Emergency Telephone System Board meeting was made by Dianne Allendorf and seconded by Steve Birkbeck. The motion carried by voice vote.

VII. Financial Reports

The Board reviewed the financial reports for the months ending September 30th and October 31st, 2025. Chairperson Wood noted the equities and liabilities. There was some discussion.

The Board reviewed the November 2025 claims.

The December 2025 claims were reviewed and discussed. A motion to approve December 2025 Accounts Payable Claims in the amount of \$2,352.13 was made by Dianne Allendorf and seconded by Ashley Forth. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Ashley Forth, Kirk Raab, Jeff Wood. Ayes: 5. Nays: 0. Absent – Lucas Bourquin, Helen Kilgore. Absent: 2.

VIII. Reports

The Sheriff did not provide a report.

Gonzalez updated the members on recent business. The Starcom portables are all ready and there will be new console training held in the coming weeks. There are two new employees in training.

The Assistant Coordinator did not provide a report.

IX. Unfinished Business

X. New Business

A motion to approve the FY2026 ETSB Meeting Schedule as presented was made by Steve Birkbeck and seconded by Kirk Raab. The motion carried by voice vote.

There was extensive discussion regarding investing ETSB funds into Certificates of Deposit. The Board reviewed options provided by County Treasurer Melisa Hammer, that were also explained in the meeting packet. After a lengthy discussion, a motion to invest funds in the amount of \$1,051,972.43 into two (2) Certificates of Deposit to be split out as follows: \$788,979.32 into a 5-month CD at a rate of 3.71%, and the remaining balance of \$262,993.11 into a 16-month CD at a rate of 3.65% at First Community Bank in Galena, was made by Kirk Raab and seconded by Dianne Allendorf. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Ashley Forth, Kirk Raab, Jeff Wood. Ayes: 5. Nays: 0. Absent – Lucas Bourquin, Helen Kilgore. Absent: 2.

A motion to approve funds not to exceed \$859.99 plus S&H to be paid out of 007-41128-810 Equipment to purchase a new printer for dispatch was made by Ashley Forth and seconded by Kirk Raab. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Ashley Forth, Kirk Raab, Jeff Wood. Ayes: 5. Nays: 0. Absent – Lucas Bourquin, Helen Kilgore. Absent: 2.

A motion to approve funds not to exceed \$39.98, as requested by the ETSB Coordinator, to purchase two (2) headsets to be used in conjunction with the new GovWorx AI Training Simulation software was made by Kirk Raab and seconded by Jeff Wood. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Ashley Forth, Kirk Raab, Jeff Wood. Ayes: 5. Nays: 0. Absent – Lucas Bourquin, Helen Kilgore. Absent: 2.

A motion to approve funds not to exceed \$127.19 to purchase replacement toner for the existing dispatch printer was made by Jeff Wood and seconded by Ashley Forth. The motion carried by roll call vote. Ayes – Dianne Allendorf, Steve Birkbeck, Ashley Forth, Kirk Raab, Jeff Wood. Ayes: 5. Nays: 0. Absent – Lucas Bourquin, Helen Kilgore. Absent: 2.

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

Motion to adjourn was made at 07:34 PM by Kirk Raab and seconded by Steve Birkbeck. Motion carried by voice vote.

The next meeting is Wednesday, January 7, 2026, at 7:00 p.m.