

# JO DAVIESS COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

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JO DAVIESS COUNTY  
COMMUNICATIONS  
LAW\*FIRE\*EMS



## MINUTES FOR THE REGULAR MEETING OF JULY 2, 2020

**CALL TO ORDER:** The regular meeting of the Emergency Telephone System Board was called to order by the Chairman at 7:00 pm in the Jo Daviess County Sheriff's Conference Room, 330 North Bench Street, Galena, Illinois.

**ROLL CALL:** Board Members Present: Bill Kimball, was physically present. Steve Allendorf, Steve Birkbeck, Jeff Wood, and were present electronically. Helen Kilgore entered electronically at 7:18 p.m.

Board Members Absent: Kevin Stewart, and Michael Staver.

Others Present: Sgt. Tina Brandel was physically present. Michelle Bennett was present electronically.

A quorum was established.

**PUBLIC COMMENTS:** None at this time.

**CORRESPONDENCE:** None

**LEGISLATION:** None

**MEETING MINUTES:** The March 4, 2020, meeting minutes were filed as presented.

**FINANCIAL REPORTS:** December financial reports were reviewed. The Monthly Financial Statements were reviewed and filed as presented to submit for audit. The total accounts payable claims for March 2020 is \$2,919.17. **Jeff Wood made a motion to approve the accounts payable claims for March in the amount of \$2,919.17. The motion was seconded by Steve Birkbeck and motion carried by roll call vote. Ayes – 5. Steve Allendorf, Steve Birkbeck, Bill Kimball, Jeff Wood, Helen Kilgore. Nays: 0. Absent – Michael Staver, and Kevin Stewart.** The total accounts payable claims for April 2020 is \$2,184.81. **Helen Kilgore made a motion to approve the accounts payable claims for April in the amount of \$2,184.81. The motion was seconded by Jeff Wood and motion carried by roll call vote. Ayes – 5. Steve Allendorf, Steve Birkbeck, Helen Kilgore, Bill Kimball, and Jeff Wood. Nays: 0. Absent – Michael Staver, and Kevin Stewart.** The total accounts payable claims for May 2020 is \$16,047.26. **Steve Allendorf made a motion to approve the accounts payable claims for May in the amount of \$16,047.26. The motion was seconded by Helen Kilgore and motion carried by roll call vote. Ayes –5. Steve Allendorf, Steve Birkbeck, Helen Kilgore, Bill Kimball, and Jeff Wood. Nays – 0. Absent – Michael Staver, and Kevin Stewart.** The total accounts payable claims for June 2020 is \$2,161.75. **Jeff Wood made a motion to approve the accounts payable claims for June in the amount of \$2,161.75. The motion was seconded by Helen Kilgore and motion carried by roll call vote. Ayes – 5. Steve Allendorf, Steve Birkbeck, Helen Kilgore, Bill Kimball, and Jeff Wood. Nays: 0. Absent – Michael Staver, and Kevin Stewart.**

### REPORTS:

A. **Sheriff's Report:** None at this time.

B. **Coordinator's Report:** Sgt. Brandel reported an update on NINGA. All Jo Daviess plans, Justification, & Modification have been approved 100% by the state of Illinois. We are moving forward as well as all the other

counties. I believe the only county at this point that has not been approved 100% is Carroll. That should be approved shortly. Work has already started in Boone and Dekalb Counties. Jo Daviess County is tentatively scheduled to get our equipment the end of July, beginning of August. Installation phase tentatively scheduled for August 31<sup>st</sup> through September 4<sup>th</sup>. Sept. 7<sup>th</sup> – Sept. 15<sup>th</sup> will be a training phase. Then hopefully going live with the Next Generation 9-1-1 Sept. 14<sup>th</sup> & Sept. 15<sup>th</sup>. That is the update on NINGA. We have come a long way in a short period of time. Michael Ransom, one of our telecommunications officers was offered and accepted a Deputies position. We just recently hired a young man, Chris Knautz, from Galena to fill his position. He is currently training with Assistant Coordinator Lange from dispatch. Also, it was my intention to send one of the Dispatchers to Communication Training Officers School earlier this year. However it was cancelled due to COVID. But I am hoping once the COVID restrictions are lifted I will be able to send that person or possibly 2 people to the Training Officers School once they reschedule that. Other than that things have been pretty quiet during the COVID lockdown. But as things are starting to open back up, things are starting to get busy again. I also just wanted to pass along as far as the upcoming 9-1-1 Conference and Spillman Conferences coming up for the fall, we haven't determined if we are going to send anybody to those yet or not. We want to wait until it gets a little closer to see what is going on with the COVID Pandemic before commit to sending anybody.

C. **Assistant Coordinator's Report:** Nothing at this time.

**UNFINISHED BUSINESS:** None

### **NEW BUSINESS**

- A. Discussion and possible action on approving the payment of \$880.00 to Globalcom for the cost of purchase and installation of a security camera at the PSAP to be paid from the ETSB Equipment Account (007-41128-810). **Bill Kimball made a motion to approve the funds in the amount of \$880.00 from the ETSB Equipment Account (007-41128-810) for the cost of purchase and installation of a security camera at the PSAP. The motion was seconded by Helen Kilgore. Motion carries by roll call vote. Ayes – 5. Steve Allendorf, Steve Birkbeck, Bill Kimball, Helen Kilgore, and Jeff Wood. Nays – 0. Absent – Michael Staver, and Kevin Stewart.**  
**NOTE:** Helen Kilgore left the meeting following this vote.
- B. Discussion and possible action on approving the Genesis Power bid for Inspection/ Maintenance Procedures of the Jo Daviess County Communications Tower located in Galena at a cost of \$245.00 to be paid from the ETSB Maintenance Service Account (007-41128-701). Note: (The total cost for the bid is \$490.00. The ETSB's portion of the expense at 50% of the total cost). **Jeff Wood made a motion to approve the Genesis Power bid for Inspection/ Maintenance Procedures of the Jo Daviess County Communicators Tower Located in Galena at a cost of \$245.00 to be paid from the ETSB Maintenance Service Account (007-41128-701). Note: (The total cost for the bid is \$490.00. The ETSB's portion of the expense at 50% of the total cost. The motion was seconded by Steve Allendorf. Motion carries by roll call vote. Ayes – 4 Steve Allendorf, Steve Birkbeck, Bill Kimball, and Jeff Wood. Nays – 0. Absent – Helen Kilgore, Michael Staver, and Kevin Stewart.**
- C. Discussion and possible action on approving the Genesis Power bid for Inspection/ Maintenance Procedures of the Jo Daviess County Communications Tower located in Elizabeth at a cost \$245.00 to be paid from the ETSB Maintenance Service Account (007-41128-701). Note: (The total cost for the bid is \$490.00. The ETSB's portion of the expense is 50% of the total cost). **Bill Kimball made a motion to approve the Genesis Power bid for Inspection/ Maintenance Procedures of the Jo Daviess County Communications Tower located in Elizabeth at a cost of \$245.00 to be paid from the ETSB Maintenance Service Account (007-41128-701). Note: (The total cost for the bid is \$490.00. The ETSB's portion of the expense is 50% of the cost. The motion was seconded by Steve Birkbeck. Motion carries by roll call vote. Ayes – 4. Steve Allendorf, Steve Birkbeck, Bill Kimball, and Jeff Wood. Nays – 0. Absent – Helen Kilgore, Michael Staver, and Kevin Stewart.**

- D. Discussion and possible action on approving the Genesis Power bid for Emergency Power Systems Inspection/ Maintenance Procedures for the Count Communications Tower located at the Sheriff's Office at a cost of \$227.50 to be paid from the ETSB Maintenance Service Account (007-41128-701). Note: (The total cost for the bid is \$700.00. The ETSB's portion of the expense is 32.5% of the total cost). Bill Kimball made a motion to approve the Genesis Power bid for the Emergency Power Systems Inspection/ Maintenance Procedures of the Jo Daviess County Communications Tower located at the Sheriff's Office at a cost of \$227.50 to be paid form the ETSB Maintenance Service Account (007-41128-701). Note: (The total cost for the bid is \$700.00. The ETSB's portion of the expense is 32.5% of the total cost). The motion was seconded by Jeff Wood. Motion carries by roll call vote. Ayes – 4. Steve Allendorf, Steve Birkbeck, Bill Kimball, and Jeff Wood. Nays – 0. Absent – Helen Kilgore, Michale Staver, and Kevin Stewart.
- E. Election of Vice Chairman - The Emergency Telephone System Board By-Laws, Article III. Members and Officers, Section 2 reads in part: The Vice-Chairperson shall be elected annually by a majority of the ETSB. Such election shall occur each May (May meeting canceled) with the new officers commencing June 4 of the same year. Bill Kimball made a nominated Michael Staver as ETSB Vice-Chairman. Steve Allendorf made a motion that nominations be closed and Michael Staver be elected by acclimation. The motion was seconded by Jeff Wood. Motion carries by roll call vote. Ayes – 4. Steve Allendorf, Steve Birkbeck, Bill Kimball, and Jeff Wood. Nays – 0. Absent – Helen Kilgore, Michael Staver, and Kevin Stewart.
- F. Election of Secretary - The Emergency Telephone System Board By-Laws, Article III. Members and Officers, Section 2 reads in part: The Secretary shall be elected annually by a majority of the ETSB. Such election shall occur each May. (May meeting canceled) with the new officers commencing June 4 of the same year. Bill Kimball nominated Helen Kilgore to be the ETSB Secretary. The motion was seconded by Jeff Wood. Bill Kimball made a motion that nominations be closed and Helen Kilgore be elected Secretary by acclamation. Motion carries by roll call vote. Ayes – 4. Steve Allendorf, Steve Birkbeck, Bill Kimball, and Jeff Wood. Nays – 0. Absent – Helen Kilgore, Michael Staver, and Kevin Stewart.
- G. Discussion and possible action on approving \$432.00 from the ETSB Equipment Account (007-41128-810) for the IT Department's purchase for software giving their staff the ability to provide remote, after hours support to our PSAP. NOTE: (The total cost for the software is \$1,296.00. This is a shared expense with the IT Department and Sheriff's Office with the ETSB's portion being 1/3 of the total expense). Bill Kimball made a motion to approve the payment of \$432.00 from the ETSB Equipment Account (007-41128-810) for the IT Department's purchase for software giving their staff the ability to provide remote, after hours support to out PSAP. NOTE: (The total cost for the software is \$1,296.00. This is a share expense with the IT Department and Sheriff's Office with the ETSB's portion being 1/3 of the total expense. The motion was seconded by Steve Allendorf. Motion carries by roll call vote. Ayes – 4. Steve Allendorf, Steve Birkbeck, Bill Kimball, and Jeff Wood. Nays- 0. Absent- Helen Kilgore, Michael Staver, and Kevin Stewart.
- H. Discussion and review of the 2021 Revenue Estimates for the 2021 Budget.

CLOSED SESSION: None at this time.

BOARD MEMBER CONCERNS: None

PUBLIC COMMENTS: None

ADJOURNMENT: The meeting adjourned at 7:36 p.m. following a motion made by Jeff Wood and seconded by Steve Birkbeck.

Next meeting date is Wednesday, August 5, 2020 in the Jo Daviess County Sherriff's Conference Room.