

Rock Island County Emergency Telephone System Board

1504 Third Avenue • Rock Island, IL 61201 • 309-793-1900

AGENDA

EMERGENCY TELEPHONE SYSTEM BOARD OF ROCK ISLAND COUNTY, ILLINOIS

Tuesday, October 3, 2023, 10:00 a.m.

Rock Island Police Department
First Floor Community Room
1212 Fifth Avenue
Rock Island, Illinois

1. Approval of the September 5 Minutes – Chairman Seiver
2. Financial Reports – Christine Cary, Bi-State
3. PSAP Reports – PSAP Managers
4. Secondary PSAP Reports – AMT EMS & Medic EMS
5. Technical Report – Rich Schipper, Bi-State
6. Other Business
 - a. Update on IT Hiring – Nanette Anderson
 - b. Approval of Job Descriptions – Nanette Anderson
 - c. RapidSOS Premium – Margo Sparbel / Rich Schipper
7. Public Comment
8. Executive Session
9. Adjournment

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Next Meeting: November 7, 2023 at 10:00 a.m. at the Rock Island Police Department

A cooperative effort of our public safety agencies in Rock Island County

MINUTES

EMERGENCY TELEPHONE SYSTEM BOARD
OF ROCK ISLAND COUNTY, ILLINOIS

Tuesday, September 5, 2023, 10:00 a.m.
Rock Island Police Department
First Floor Community Room
1212 Fifth Avenue
Rock Island, Illinois

BOARD MEMBERS PRESENT: Anderson, Beswick, Gault, Landi, Meyers, Ramsey, Seiver, VanKlaveren

BOARD MEMBERS ABSENT:

OTHERS PRESENT: Matt Franks, Rock Island Police Department; Scott Ryckeghem, Margo Sparbel, QComm; Stacey Bollinger, SECC; Paul Andorf, Medic EMS; Brian Youngren, RACOM; Darren Hart, Tracy Czekalski, Rock Island County; Mia Frommelt, Bohnsack & Frommelt, LLP; Jim Uskavich, Rich Schipper, Christine Cary, Bi-State Regional Commission

1. Approval of the August 1 and August 8, 2023 Minutes. Beswick moved that the minutes of the August meetings be approved as presented. VanKlaveren seconded, and the motion was approved.
2. Financial Reports. Cary distributed the September Accounts Payable totaling \$174,749.35. VanKlaveren moved that the September accounts payable be approved for payment. Gault seconded, and the motion was approved unanimously by roll call vote. The following financial report was presented:

POOL Balance:	\$ 1,734,000.00
Checkbook Balance:	\$ 581.91
TOTAL	\$ 1,734,581.91
August '23 Surcharge:	\$ 160,679.36

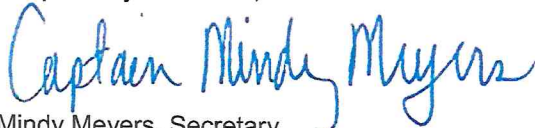
- a. CentralSquare Invoices – VanKlaveren recommended we pay the CentralSquare invoices and then bill the State's Attorney's office for their share after December 1, 2023. He stated that was the recommendation of the RMS Committee.
- b. Budget – Ramsey made a motion to approve the budget sheet. Anderson seconded, and the motion carried.
3. FY Ending March 31, 2023 Audit – Mia Frommelt presented a brief summary on the Audit Report. She advised that the audit resulted in a "clean opinion," and there were no findings. She stated the new accounting standard for leases requires you to reflect it like long-term debt, where you're committed to a payment plan over several years. It changed the note and commitment disclosures. She also stated that in March 2024, a new standard is going into effect regarding subscription-based information technology arrangements. It will be similar to leases, where when you enter into a subscription agreement, you are now required to report that more like long-term debt. Schipper asked if it was every subscription or is there a cut off. Frommelt stated it was based on time; if you can cancel within 12 months you don't have to assess it. Gault inquired about the four weaknesses listed. Frommelt stated the credit card situation is not new. She stated secondly, they are maintaining our capital assets, and it is always a recommendation to get your own system. Schipper stated we are starting a purchase requisition form and tracking all assets over \$1,000.00. Frommelt stated thirdly, they identified some of the journal entries; however, we are limited because we must work within the County system. Lastly, there were receipts that needed more information stated on them. Schipper stated we are correcting that with the purchase orders now. Anderson moved that the Board accept the audit report and presentation as provided by Bohnsack & Frommelt. Gault seconded, and the motion was approved.
4. PSAP Reports.
 - a. County – Czekalski reported they have one in training and are testing for the 12th person.
 - c. Rock Island – Franks stated they are currently taking applications.

- d. QComm – Ryckeghem reported they have two going through background, and they will be at full staff once that is completed. They also participated in the airport drill, and it went well.
 - e. Arsenal – No Report.
 - f. SECC – Bollinger stated they are excited about transfers with ANI/ALI. He gave Brian Nelson credit for getting it up and running.
5. Secondary PSAP Reports.
- a. AMT EMS – No Report.
 - b. Medic EMS – Andorf stated they were doing well.
6. Technical Report.
- a. FirstNet – Schipper reported a new APN (Access Pointe Name) was added to the AT&T private network. Possibly a third connection from site to site. Cradle points were also installed at each site. Schipper stated he will be installing FirstNet sims because INdigital no longer has a local rep. Schipper reported that Hampton is now on board to get the FirstNet circuit.
 - b. RapidSOS Premium – Sparbel reported on the advantage of using RapidSOS Premium. She stated the Solacom map is outdated and needs to be updated every quarter at a charge. She stated RapidSOS Premium would give the dispatchers more tools to utilize than the current mapping system. She presented a quote from INdigital for 11 licenses in the amount of \$36,705.24 for the first year with a one-time set up fee of \$1,500.00. She stated years two-five would be \$39,468.00 annually. Anderson stated she is a big proponent of RapidSOS Premium and glad Sparbel brought it to the Board. Schipper stated RapidSOS has been a core service for the PSAPs. Gault asked if it would be a budget reduction in another category since it would be replacing Solacom. He stated his concern was that we are overspending the reimbursements that we receive. Schipper addressed his concern by stating this is the first year's budget, and we see some categories that can be shifted to make certain necessities work. Anderson made a motion for Sparbel to get a formal quote, that shows what it would cover and we could consider it at the October meeting. Gault seconded, and the motion was approved unanimously by roll call vote.
6. Other Business.
- a. Seculore Vendor Presentation – Schipper reported the presentation would be postponed to a later date.
 - b. IT Hiring – Schipper stated we had around 30 candidates apply for the IT Specialist position, and we have narrowed it down to about a dozen. Bi-State has sent applications to those individuals, and the interview process should start the week of the 11th. Schipper stated he would like Anderson, Cary, and Carol Connors from Bi-State to be the interview panel. VanKlaveren stated that Silvis will do the background check on the new hire. Seiver stated that any offer should be contingent on a background check. Seiver also inquired if the Board needs a special meeting to approve a candidate or the Board would give the panel autonomy to make the decision. VanKlavern stated the panel has the knowledge to make the decision. Gault recommended a report to the Board to keep them apprised of the process. Schipper stated we will offer a summary after the interviews. Gault made a motion to authorize the hiring committee to delegate hiring authority to Anderson to approve the committee's recommendation with periodic email reporting to the board on progress made. Landi seconded, and the motion was approved unanimously by roll call vote.
 - c. Job Descriptions – Anderson reported all the job descriptions have been updated. Gault questioned the grade and education requirements on the job descriptions. Seiver stated when the IT positions were first filled, a college degree was not required because of relevant experience. Gault also questioned why the 911 Technology Systems Administrator position was at the same grade as 911 Technology System Specialist if they have a supervisory role. Seiver suggested the Board move

forward with the 911 Technology System Specialist. Anderson stated she would set up a meeting with Bi-State HR. VanKlaveren made a motion to accept the 911 Technology Specialist with the added changes under the education, training, and experience section to reflect “a combination of training and experience.” Landi seconded, and the motion was approved unanimously by roll call vote.

- d. CentralSquare Credits – Cary reported \$22,516.82 in CentralSquare invoices and 50,000 in credits currently remain. Seiver stated the invoices were on the list of bills that was just approved, so we are only determining which ones to use credits on. VanKlaveren stated in the RMS meeting they discussed the invoices regarding the State’s Attorney’s Office. The consensus was to pay the invoices pertaining to the State’s Attorney’s Office with credits and then bill them back after December 1. He stated every department had to pay for their own license; the State’s Attorney’s Office should be no different. Anderson made a motion to authorize the use of credits for the State’s Attorney’s invoices, the \$1,560.00 and \$11,927.40, which have already been approved, with the notation that it will be billed out to the State’s Attorney’s Office during their next fiscal year. Gault seconded, and the motion was approved unanimously by roll call vote. Seiver stated there are two remaining invoices totaling \$5,494.52 for Leads and Jail PS Pro. Gault made a motion to pay the Jail and Leads with the credits. Beswick seconded, and the motion was approved unanimously by roll call vote.
 - e. QCIC – Hart reported that RACOM will start doing preventative maintenance on P25 sites in Iowa and Illinois. The sites will be down for 30-45 minutes; it should be a minor impact. He stated the next meeting for P25 is next week, and they have had interest from the East Moline School District to bring more devices online. Hart stated on September 20 there would be a meeting for QCIC regarding the fiber and the responsibility for the fiber going forward. Seiver reminded the Board that we are a user on the QCIC, but that we are moving most of our data traffic off. Schipper reported we are not off yet.
 - f. Preventative Maintenance – Landi asked if ETSB ever paid a portion of that contract for preventative maintenance since the server room houses 911 equipment. Schipper stated no, each municipality is responsible for the cooling of the server room as a facility cost. UPS is where ETSB is involved.
7. Public Comment. There was no public comment.
 8. Executive Session. There was no executive session.
 9. Adjournment. The meeting adjourned at 11:30 a.m. The next monthly meeting is scheduled for Tuesday, October 3, 2023, at 10:00 a.m. at the Rock Island Police Department.

Respectfully submitted,



Mindy Meyers, Secretary
Emergency Tele phone System Board