

MINUTES

EMERGENCY TELEPHONE SYSTEM BOARD
OF ROCK ISLAND COUNTY, ILLINOIS

Tuesday, August 1, 2023, 10:00 a.m.
Rock Island Police Department
First Floor Community Room
1212 Fifth Avenue
Rock Island, Illinois

BOARD MEMBERS PRESENT: Gault, Landi, Meyers, Seiver

BOARD MEMBERS ABSENT: Anderson, Beswick, Ramsey, VanKlaveren

OTHERS PRESENT: Curt Champion, Rock Island Sheriff's Office; Matt Franks, Rock Island Police Department; Chris Johnson, Milan Police Department; Ryan Tone, Hampton Police Department; Margo Sparbel, QComm; Chelsea Noe, Arsenal; Rebecca Anderson, RIComm; Summer O'Leary, Moline Police Department; Stacy Houzenga; Stacey Bollinger, SECC; Paul Andorf, Medic EMS; Brian Youngren, RACOM; Ryan Newsom, Tom Helbing, FirstNet; Amanda Hamilton, Rob Farmer, CentralSquare; Brian Nelson, Rich Schipper, Christine Cary, Bi-State Regional Commission

1. Approval of the July 6, 2023 Minutes. Seiver announced there was no quorum, and the minutes would be ratified at the next meeting.
2. Financial Reports. Cary distributed the August Accounts Payable totaling \$81,316.65. The consensus agreed to pay the August bills, and Seiver stated they would be ratified at the next meeting.

POOL Balance:	\$1,608,000.00
Checkbook Balance:	<u>\$ 364.61</u>
TOTAL	\$1,608,364.61
July '23 Surcharge:	\$ 171,761.04

- a. Budget – Cary reported on the budget. She explained that we are over in travel and recommended the Board move \$17,000 from the ETSB training budget to the travel budget category, leaving approximately \$5,000 for ETSB training this year and \$14,000 for travel. The Board will ratify this change at the next meeting.
3. PSAP Reports.
 - a. County – Meyers reported 11 TCs, and they have an interview tomorrow. Everything else is good.
 - b. Rock Island – Franks reported they have 12 TCs and are currently hiring. They have an orientation scheduled Monday night that all applicants must attend. On August, 10 Elkhart Police Department is visiting to observe RICOMM. Franks explained they are transitioning to CentralSquare, and they want to see how RICOMM operates.
 - c. QComm – Sparbel stated everything is running well, and they are interviewing today.
 - d. Arsenal – Noe reported they will be down to 3 TCs in two weeks, one on each shift. There is one in training, one starts next week, and one the following week. Noe stated next Tuesday they are going to test with QComm to make sure everything transfers over correctly.
 - e. SECC – Bollinger stated they are down to 9 TCs. There have been problems with onboarding, and they are trying to offer financial incentives for seasoned dispatchers to train. He stated burnout to be a main cause of turnover.

4. Secondary PSAP Reports.

- a. AMT EMS – No Report.
- b. Medic EMS – Andorf reported they are fully staffed and doing well.

5. Technical Report.

- a. ESN Change – Nelson reported that yesterday ESN 024 and 047 were changed to reflect Albany Ambulance, and it should be operational today.
- b. Arsenal – Nelson stated reroute testing will be done on Tuesday between QComm and the Arsenal. The testing will take place during the day. There will be a process for dispatch at the Arsenal or QComm to call INdigital to initiate the manual reroute to the phone system. Nelson made Franks aware that RICOMM is the rollover for QComm if they get busy. Gault inquired about the Arsenal not signing the Mutual Aid Law Enforcement Agreement and asked if there was some sort of coverage in the state statute that would allow mutual aid on PSAPS. Seiver stated that in the grant of authority with the Illinois Commerce Commission, now the Illinois State Police, our operating authority as a 911 agency for Rock Island County, there is recognition of the individual PSAPs and the adoption of the rollover plan. The rollover is the authority that allows us to take calls at another PSAP. Seiver went on to state that the Arsenal rolls over to Rock Island City due to the staffing level, that is why the testing with QComm is so important. Gault stated his concern is liability. Seiver stated that we have a contract with the Arsenal to provide them everything except people, and because of that contract we are a defense contractor with the U.S. Government. Noe stated she will email Franks everything QComm has in case they receive rollover calls. Noe added that she wrote a risk assessment for her Commander, and Nelson asked that she share it with the Board. Seiver agreed it would be beneficial to have written communication with the Commander stating the arraignment.
- c. Geospatial Routing – Nelson stated that geospatial route testing has been completed. He stated we are on the ground floor of having geo routing for our 911 calls. Currently, they are testing Phase Two delivery to the PSAP routing boundary layer. It was tested with RICO and 10 surrounding counties. Nelson stated we are working with the state to make sure our layers and mapping information gets uploaded to the state database. We also have a workflow with INdigital.
- d. NNI – Nelson reported on the network-to-network interface. He stated we almost had it two weeks ago. However, during testing the voice and data paths were broken, and it had to be reverted. Nelson stated that they are working at a state level to put this network-to-network interface together. Once it is operational, it would give us the availability to transfer a 911 call with the data.
- e. Region 3 – Nelson stated we hosted the Region 3 Illinois NENA meeting last month. He stated Region 3 is heavily involved in the 988 CESSA legislation, and it is a great resource to utilize. Nelson went on to say the ETSA rewrite is still awaiting the governor's signature.
- f. RapidSOS – Nelson reported that we hosted a lunch and learn on July 26 for RapidSOS where they presented their Premium plan along with the other benefits of RapidSOS. Nelson discussed dropping Guardian and replacing it with the Premium version of RapidSOS due to its ability to ingest all call types. Gault asked for a cost comparison, and Seiver stated it was \$38,000 a year.
- g. G2 – Nelson stated we are getting close and still moving forward, and Youngren thought we could get a volunteer agency in the next 30 days.
- h. CentralSquare – Nelson stated our cases are going down instead of up and asked if a project manager was needed. Gault stated it was discussed at the RMS meeting that the Global's would run the project and make the Board aware if any issues arise. Gault asked about the CentralSquare credits and asked for a balance on what was remaining. Landi asked if it should be reflected in the budget, and Seiver stated it should be. Seiver thought we should ask the auditors if we reduce it down on a future expenditure or show it on the revenue side and then book the expenditure as well. He stated we would also inquire about how many credits remain.

6. Other Business.

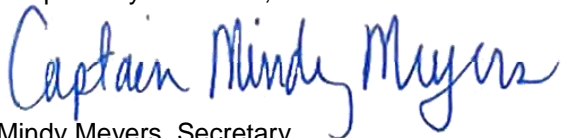
- a. OTM – Schipper discussed an alternative to OTM and suggested we take it off the table until further notice.
- b. IT Hiring – Seiver reported the Board authorized bringing in a third IT position, and the hiring is being done through Bi-State. Once Bi-State sorts through candidates, Schipper will then provide the Board with a short list. Gault asked if there was a timeline or closing date for the application. Cary stated she would check with Bi-State to see what the timeline is. It was decided that once we had a candidate, one of the agencies would conduct the background check. Seiver stated the meeting on job descriptions will still be held on August 8, and at that time we will ratify the items from today's agenda.
- c. Federal Signal – Nelson stated we missed a subscription renewal on our budget for CommanderOne. This is a 3-year contract that takes us out to August 2026. The cost of the subscription is \$19,500. Nelson asked this be added to the August 8 agenda. Seiver clarified that the \$19,500 is the 3-year cost that is paid up front. Schipper stated that we will not exceed the Heartland Business Systems commitment at \$60,100. His recommendation is to shift the money from Heartland to ComanderOne to still stay within budget.
- d. MOU 911 Training Center – Nelson reported that they revisited the MOU for the 911 Training Center, and they would like to present the MOU for signature. Seiver asked if the Board wanted to move forward since the MOU is available. Meyers stated she'd like to move forward.
- e. Vendors – Nelson recognized Amanda Hamilton and Rob Farmer from CentralSquare and Ryan Newsom and Tom Helbing from FirstNet. Nelson thanked them for attending the meeting.
- f. Nelson's Retirement – Seiver stated it was Nelson's last month and thanked him for 25 years of service. He stated Nelson was tremendously talented and wished him the best. Nelson thanked the Board and said he looked forward to continued relationships with everyone in the room.

7. Public Comment. There was no public comment.

8. Executive Session. There was no executive session.

9. Adjournment. The meeting adjourned at 11:05 a.m. The next monthly meeting is scheduled for Tuesday, August 8, 2023, at 10:00 a.m. at the Rock Island Police Department.

Respectfully submitted,



Mindy Meyers, Secretary
Emergency Tele phone System Board

MINUTES

EMERGENCY TELEPHONE SYSTEM BOARD
OF ROCK ISLAND COUNTY, ILLINOIS

Tuesday, August 8, 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, Becky Anderson, Rock Island Police Department; Chris Johnson, Milan Police Department; Scott Ryckeghem, QComm; Rich Schipper, Stacy DePorter, Bi-State Regional Commission

1. Approval of the July 6, 2023 Minutes. Gault moved that the minutes of the July meeting be approved as presented. Anderson seconded, and the motion was approved.
2. Financial Reports. DePorter distributed the August Accounts Payable totaling \$81,316.65. Beswick moved that the August accounts payable be approved for payment. Anderson seconded, and the motion was approved unanimously by roll call vote. The following financial report was presented:

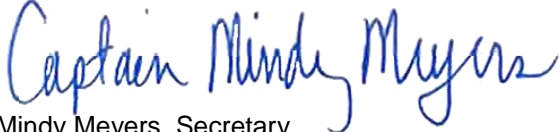
POOL Balance:	\$1,608,000.00
Checkbook Balance:	\$ 364.61
TOTAL	\$1,608,364.61
July '23 Surcharge:	\$ 171,761.04

3. Other Business.
 - a. IT Hiring – Seiver reported the hiring is being done through Bi-State. Bi-State will narrow down the candidates, and from that Schipper will create a short list for a committee to interview. DePorter stated we have received 19 candidates thus far. Schipper reported 1/3 of the candidates are viable, and the posting will be online for 30 days.
 - b. Federal Signal – Schipper stated the Federal Signal CommanderOne subscription is due. It is a three-year contract in the amount of \$19,500.00 and covers the siren electronics maintenance. He reported this item wasn't budgeted for this year and suggested moving money from Heartland Business Systems to Federal Signal. He stated we will budget for Federal Signal in the 2026 budget. VanKlaveren moved and Ramsey seconded, and the motion was approved unanimously by roll call vote.
 - c. MOU 911 Training Center – Seiver reported Meyers provided him an updated MOU for the 911 Training Center. He stated there is no obligation to ETSB, but we are included because we have operational control over the training center. We are affirming permission is given for the Rock Island County EMC to use the training center as a backup EOC. Anderson moved to accept the agreement, and Beswick seconded. The motion passed unanimously.
 - d. Budget Changes – DePorter stated the proposed changes to the budget include moving \$19,500 from Heartland Business Systems to Federal Signal CommanderOne and moving \$17,000 from ETSB training to the travel. She also questioned how to reflect the 50,000 CentralSquare credits, if they should be applied to one year or spent over the five-year contract. Landi stated there would be no problem with carrying over any remaining credits into a new year. DePorter asked if any credits are going to be used on outstanding invoices, Pro Mental Health, State's Attorney Mobile Records, and CopLogic Interface. Gault stated he thought the State's Attorney's Office would cover their costs. DePorter asked if the invoices should get sent to the State's Attorney's Office, and Schipper stated we should check the minutes. Seiver stated we had already budgeted for ordinary costs, but we could use the credits to offset one-time licensing modules. He stated the only restriction to the credit is they must be used during the current contract. Gault inquired if we could use the credits for

the State's Attorney's Office and then receive revenue from their office. Seiver stated that would be permitted. Gault asked DePorter to email him the invoices and he would have O'Leary follow up with CentralSquare. Seiver suggested we should find out if the State's Attorney's Office is committed to paying the subscription fees on an annual basis. Seiver restated the proposed budget changes: move \$19,500 from Heartland to Federal Signal and move \$17,000 from ETSB training to travel. He also suggested holding off on reflecting the credits in the budget. Anderson made a motion to approve the changes with the exception of the credits, and Meyers seconded. The motion was approved unanimously by a voice vote.

- e. CopLogic DORS – Gault reported that LexisNexis asked us to sign a contract with CentralSquare to establish the interface. He stated the plan is for Moline to get set up first with a go live date in late October, followed by Rock Island City, Rock Island County, etc. LexisNexis will not bill us until the last community is up and running. Gault asked that the CentralSquare API interface be approved. The one-time cost is \$2,340 for a setup fee and a \$3,534.90 recurring interface subscription. Landi recommended using the credits for the initial set up, first year cost. Ramsey made a motion to pay for the initial set up for the DORS CentralSquare using the credits. Landi seconded, and the motion was approved unanimously by roll call vote.
 - f. Job Descriptions – Anderson asked if we needed an executive session to discuss job descriptions. Seiver stated it need to be an open session. Anderson asked that it be an agenda item at the September meeting and asked that the job descriptions be distributed prior to the meeting.
- 7. Public Comment. There was no public comment.
 - 8. Executive Session. There was no executive session.
 - 9. Adjournment. The meeting adjourned at 10:32 a.m. The next monthly meeting is scheduled for Tuesday, September 5, 2023, at 10:00 a.m. at the Rock Island Police Department.

Respectfully submitted,



Mindy Meyers, Secretary
Emergency Tele phone System Board