

Illinois Valley Regional Dispatch Board
LaSalle, Peru, Oglesby & Mendota ETSBs
Meeting Minutes
November 29, 2022

CALL TO ORDER

The meeting was held Tuesday, November 29, 2022 at the Peru Municipal Building, 1901 4th Street, Peru, Illinois. Chairman Kellen called the meeting to order at 10:00 a.m.

ROLL CALL

Voting & Quorum Members Present: Doug Bernabei, Leo Hochstatter (Boelk), Jason Curran, John Duncan, Jeff Grove, Doug Hayse, Jeff King, Dominic Rivara, Dennis Rutishauser, Mike Smudzinski (10:04), Chairman Greg Kellen. Absent: Brian Fisher, Joe Hogan, Jerry Janick, Ken Kolowski, Vice Chairman Popurella.

Non-Voting Members Present: City of Spring Valley

MINUTES

Vice Chairman Popurella presented the minutes of the IVRD meeting of October 25, 2022. Jeff Grove made a motion the minutes be received and placed on file. Jason Curran seconded the motion. All in favor; motion carried.

PUBLIC FORUM (CITIZEN COMMENT)

None

COMMUNICATIONS

None

COMMITTEE REPORTS

FIRE/EMS OPERATIONS COMMITTEE

None

LAW ENFORCEMENT OPERATIONS COMMITTEE

None

BUILDING & GROUNDS COMMITTEE

John Duncan reported on an issue with the generator not testing to capacity. The problem has been isolated to either an issue with the Ameren meter, which is very old, or with the generator itself. IVRD will meet with the generator vendor and the Peru city engineer. Kmetz has been very involved in the troubleshooting, and believes it is a meter issue. Chapman's has also been involved to make sure nothing was wrong with the pipes, such as an obstruction.

LABOR MANAGEMENT COMMITTEE

Doug Bernabei requested each community's Labor Committee representative report to their respective city councils that negotiations will be begin soon. Executive Director Miller-Guss is obtaining comparables from other centers.

EXECUTIVE DIRECTOR REPORT

Executive Director Miller-Guss provided the following report:

- **Structured Call Taking/ProQA** - Brownlee completed the ProQA interface and initial testing. December 20th ProQA will be installed on all dispatch computers at VALCOM to begin initial testing. Between Dec 20th and Jan 3rd Brownlee will install the ProQA interface. We will then begin initial software testing. The first week of January there will be some local planning meetings which I will get invites out as soon as possible to chiefs and command staff. The end of January we will start training courses for EMD, EFD and EPD which will go until the end of March. Go live expected the 3rd week in April.

- **HR & Accounting Services:** Initial meeting was held with Trisha Harrison at Abacus Accounting Services. Abacus will take over payroll the first payroll in January which actually starts Dec 25th. Trisha and I will be meeting with Tracy at the city of Peru to be sure they have everything they need for a smooth transition. I have explored several options to improve the payroll process. We will be moving PACE Scheduler which includes scheduling, mobile app, ability to electronically post overtime and solicit bids on open shifts, track certifications, track benefit time and accruals, electronic timecards, and the ability to export to the data new accounting firm. The ability to punch in and out is a new feature coming Spring of 2023. Payroll will no longer be on a two-week delay which we have with city of Peru. The scheduling software is about \$600-\$700. It will be approximately \$1,600 per year for the payroll program. This will take us from a completely manual process to all electronic saving time and improving efficiency. Abacus also has the ability to email or have employee's login to retrieve pay stubs. Abacus will take over accounts payable May 1st. We are working to move away from the manual process on AP as well. More to come on that.
- **Retirement Accounts:** Nationwide Retirement Account Contracts are completed and being reviewed and signed off on by myself and our plan representative. There is short review period at Nationwide and then our account representative will then be onsite at IVRD to enroll everyone. So far, the customer service has been great with Nationwide.
- **Cyber Insurance:** We did receive notice our cyber insurance won't be renewed by Cowbell. Our rep at Hartauer is currently seeking bids. I would expect an increase. We are currently at \$4300/year.

CHAIRMAN'S REPORT

Chairman Kellen reported department heads received notice that WTH will implement a major server upgrade in the coming weeks. IT departments should be contacted to ensure the upgrade goes smoothly.

Chairman Kellen thanked Vice Chairman Popurella for covering the November IVRD meeting.

Chairman Kellen reported Executive Director Miller-Guss will be added as an IVRD signing authority at Hometown Bank.

Chairman Kellen reported the General Assembly is meeting today to discuss the Safety Act, which affects all communities. One hundred of 102 states attorneys are against the new Safety Act.

REPORTS

FINANCIAL REPORTS

Chairman Kellen presented and reviewed the November financial report. Doug Hayse made a motion to receive and place the November financial report on file and to approve and pay bills in the usual manner. Dennis Rutishauser seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter (Boelk), Curran, Duncan, Grove, Hayse, King, Rutishauser, Smudzinski and Popurella voting aye; Fisher, Hogan, Janick, Kolowski, Popurella, Rivara (stepped out) absent; motion carried.

OLD BUSINESS

None

NEW BUSINESS

Doug Bernabei made a motion to appoint Peru Finance Officer Tracy Mitchell to conduct and oversee IVRD's financials until Abacus Tax & Accounting Services takes over financial services for IVRD. John Duncan seconded the motion. All in favor; motion carried.

Doug Bernabei made a motion to approve the employee performance/safety-based bonus in the amount of a \$50.00 gift card for all TC's and support staff. Doug Hayse seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter (Boelk), Curran, Duncan, Grove, Hayse, King, Rutishauser, Smudzinski and Popurella voting aye; Fisher, Hogan, Janick, Kolowski, Popurella, Rivara (stepped out) absent; motion carried.

Jeff King made a motion to receive and place on file the 2023 IVRD Board Meeting Schedule as follows:

Tuesday, January 31, 2023
Tuesday, February 28, 2023
Tuesday, March 28, 2023
Tuesday, April 25, 2023
Tuesday, May 30, 2023
Tuesday, June 27, 2023

Tuesday, July 25, 2023
Tuesday, August 29, 2023
Tuesday, September 26, 2023
Tuesday, October 31, 2023
Tuesday, November 28, 2023
Tuesday, December 19, 2023

John Duncan seconded the motion. All in favor; motion carried.

Jeff Grove inquired if the building façade would be addressed. Doug Bernabei reported BCA Architects have been hired to produce a rendering which will hopefully be reviewed over the winter. A façade renovation would be tied in with renovations to the Peru Fire Department.

RESOLUTIONS & ORDINANCES

None

PUBLIC FORUM (CITIZEN COMMENTS)

None

EXECUTIVE (CLOSED) SESSION

None

SCHEDULE NEXT IVRD MEETING

The next IVRD meeting will take place at 10:00 a.m., Tuesday, December 20, 2022.

ADJOURNMENT

Dennis Rutishauser made a motion to adjourn the meeting. Jason Curran seconded the motion. All in favor; motion carried. The meeting adjourned at 10:33 a.m.