

Illinois Valley Regional Dispatch Board
LaSalle, Peru, Oglesby & Mendota ETSBs
Meeting Minutes
December 20, 2022

CALL TO ORDER

The meeting was held Tuesday, December 20, 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, Jerry Janick, Jeff King, Dominic Rivara, Dennis Rutishauser, Mike Smudzinski, Vice Chairman Ron Popurella, Chairman Greg Kellen.
Absent: Brian Fisher, Jeff Grove, Doug Hayse, Joe Hogan, Ken Kolowski.

Non-Voting Members Present: None

MINUTES

Chairman Kellen presented the minutes of the IVRD meeting of November 29, 2022. Dominic Rivara made a motion the minutes be received and placed on file. John Duncan seconded the motion. All in favor; motion carried.

PUBLIC FORUM (CITIZEN COMMENT)

None

COMMUNICATIONS

Executive Director Miller-Guss reported Jason Curran invited IVRD to attend a meeting of the Illinois Valley Sunrise Rotary Club to discuss the role of dispatchers and the difficulty of the job. Executive Director Miller-Guss and TC Jennifer Hunter provided a presentation at the meeting. Jason Curran stated the presentation opened people's eyes to what dispatchers do and what they go through.

Executive Director Miller-Guss reported TC Brittany Chipman suggested IVRD volunteer at the City of LaSalle's Celebration of Lights. Executive Director Miller-Guss said the volunteering outing was a very good experience.

COMMITTEE REPORTS

FIRE/EMS OPERATIONS COMMITTEE

Vice Chairman Popurella reported the Fire/EMS Operations Committee will meet at 6:30 p.m., January 18th at the Oglesby Fire Station.

LAW ENFORCEMENT OPERATIONS COMMITTEE

Doug Bernabei reported the Law Enforcement Operations Committee will meet after the first of the year.

BUILDING & GROUNDS COMMITTEE

Doug Bernabei reported the generator field test originally scheduled for Friday will likely need to be rescheduled until after the first of the year. Mike Kmetz has confirmed there is no danger with the generator currently operating at 50%. The overall flow is the issue with the levels being fine upon leaving the meter, but once it goes through the generator, levels are at 57%.

LABOR MANAGEMENT COMMITTEE

None

EXECUTIVE DIRECTOR REPORT

Executive Director Miller-Guss provided the following report:

- **Structured Call Taking/ProQA** – The interface will be installed by January 3rd and testing will begin.

- **HR & Accounting Services:** IVRD is on point to transition payroll to Abacus on Christmas day. Payroll will be submitted on Monday's and employees will have their checks by Wednesday. The process will start manually and then transition to electronic.
- **Retirement Accounts:** Nationwide Retirement contracts have been signed and approved. Nationwide will meet with employees.
- **Employment:** IVRD is currently advertising for part-time TC's after receiving resignations from two part-time employees.
- **PACE Scheduler:** The current IVRD schedule does not have the capability for electronic time keeping in addition to scheduling. Several software options were reviewed and Pace Scheduler was chosen as the new software. This option had more options and was the cheaper than others reviewed. Pace is Illinois based and is used by neighboring counties including Lee & DeKalb. Pace will allow for electronic time cards and has the ability to send payroll electronically to Abacus which will streamline the process for our employees, the ED and payroll. The transition to this new software is TBD. Pace is building our agency profile and then Brandon has to build out the schedule and all of the employees must complete self-paced training.

CHAIRMAN'S REPORT

Chairman Kellen thanked the board, committees, and executive director for working to make IVRD a success.

Chairman Kellen reported on Q/A segments set up with the various agencies to cover the new Safety Act.

REPORTS

FINANCIAL REPORTS

Due to the timing of the meeting, the December Financial Report will be added to the January meeting agenda for approval. Chairman Kellen asked for a motion to approve and pay bills in the usual manner. Doug Bernabei made a motion to approve and pay bills in the usual manner. John Duncan seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter (Boelk), Curran, Duncan, Janick, King, Rivara, Rutishauser, Smudzinski, Popurella and Kellen voting aye; Fisher, Grove, Hayse, Hogan, Kolowski absent; motion carried.

OLD BUSINESS

None

NEW BUSINESS

None

RESOLUTIONS & ORDINANCES

None

PUBLIC FORUM (CITIZEN COMMENTS)

None

EXECUTIVE (CLOSED) SESSION

Jason Curran made a motion to go into closed session. Chairman Kellen read the exceptions for closed session for discussion of minutes of meetings lawfully closed under the act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Doug Bernabei seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter (Boelk), Curran, Duncan, Janick, King, Rivara, Rutishauser, Smudzinski, Popurella and Kellen voting aye; Fisher, Grove, Hayse, Hogan, Kolowski absent; motion carried.

Closed session began at 10:16 a.m.; ended 10:18 a.m.

Doug Bernabei made a motion to reopen the regular meeting at 10:18 a.m. Jason Curran seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter (Boelk), Curran, Duncan, Janick, King, Rivara, Rutishauser, Smudzinski, Popurella and Kellen voting aye; Fisher, Grove, Hayse, Hogan, Kolowski absent; motion carried.

EXECUTIVE SESSION MINUTES

Doug Bernabei made a motion to release the closed session meeting minutes of 9/28/21, 11/30/21, 12/21/21 and 1/25/22. Dominic Rivara seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter (Boelk), Curran, Duncan, Janick, King, Rivara, Rutishauser, Smudzinski, Popurella and Kellen voting aye; Fisher, Grove, Hayse, Hogan, Kolowski absent; motion carried.

SCHEDULE NEXT IVRD MEETING

The next IVRD meeting will take place at 10:00 a.m., Tuesday, January 31, 2023.

ADJOURNMENT

Dennis Rutishauser made a motion to adjourn the meeting. Jason Curran seconded the motion. All in favor; motion carried. The meeting adjourned at 10:19 a.m.