

Illinois Valley Regional Dispatch Board
LaSalle, Peru, Oglesby & Mendota ETSBs
Meeting Minutes
November 28, 2023

CALL TO ORDER

The meeting was held Tuesday, November 28, 2023 at the Peru Municipal Building, 1901 4th Street, Peru, Illinois. Vice Chairman King called the meeting to order at 10:03 a.m.

ROLL CALL

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

Non-Voting Members Present: City of Spring Valley

MINUTES

Vice Chairman King presented the minutes of the IVRD meeting of October 31, 2023. Jeff Grove 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

None

STANDING COMMITTEE REPORTS

FIRE/EMS OPERATIONS COMMITTEE

The next Fire/EMS Operations Committee will take place in January.

LAW ENFORCEMENT OPERATIONS COMMITTEE

None

AD HOC COMMITTEE REPORTS

LABOR MANAGEMENT COMMITTEE

John Duncan reported working with the IVRD Attorney on salaries and pay rates for the executive director and part-time TC's, which will be voted on at today's meeting.

DAYTIME DISPATCH COMMITTEE

Adam Curran was elected chair of the Daytime Dispatch Committee. The committee discussed establishing an amount of hours IVRD would provide coverage for each agency before a fee is implemented. Board members conducted general discussion on hours and rates. 240 hours per agency per calendar year was suggested, after which a fee of \$25.00/hour would be charged to the agency needing coverage. Board members were in general agreement to review the hours and rate after the first year, and discuss adjustments as needed. Committee members will contact the IVRD attorney for a recommendation on how to implement the new practice.

REPORTS

IVRD EXECUTIVE DIRECTOR REPORT

Executive Director Miller-Guss provided the following report:

- **NG-9-1-1 - ESInet**
 - December 6 is cutover.
 - Grant reimbursement period for the CPE costs associated with the transition opens next month.

- **AIPhone**
 - Peru - this is to be completed by year end. Spoke with Chief Raymond if there is not significant progress by the next board meeting, I will request the board vote to allow the phone to be disconnected at IVRD and monitoring to resume when full integration has been completed.
- **Brownlee LEADS Interface**
 - Spoke with Brownlee yesterday regarding the leads interface.
 - He's working on server requirements for the interface.
- **ProQA**
 - New version of the Brownlee ProQA interface will be tested this week. Expected to solve some of our stability issues.
 - Brownlee will be working on passing some additional fields to CAD and ProQA which include the text field where our predetermined responses are located.
 - Julie Dean will be replacing Jena Martin on our dispatch review committee. Starts her certification classes at Peru PD in January.
- **Staffing**
 - Kaitlyn Baxter and Casie Frazier have transitioned to full time which brings us up to full staff.
 - Will be posting Part time very soon.
 - Casie Frazier and Ariana Bass are moving along in training and each have completed some of the Priority Dispatch Classes. They are in class this week.
- **Christmas Bonus/Incentive**
 - Historically ham in early days, \$50 gift card in recent years. Executive director decided he wants to proceed with a sweatshirt for all IVRD employees and Board Members this year.

CHAIRMAN'S REPORT

None

REPORTS

FINANCIAL REPORTS

Vice Chairman King presented and reviewed the October financial report. Jeff Grove made a motion to receive and place the October financial report on file and to approve and pay bills in the usual manner. Jason Curran seconded the motion. Melissa Carruthers called the roll with Bernabei, Curran, Duncan, Fisher, Grove, Kellen, Margis, Smudzinski, King voting aye; Hochstatter (Boelk), Eutis, Hogan, Janick, Kolowski, Rutishauser, Popurella absent; motion carried.

OLD BUSINESS

NEW BUSINESS

Executive Director Miller-Guss reported the quote from Ragan Communications will allow for another dispatching for a total of 5 fully functional places to dispatch. They is the ability to add 2 additional positions for a total of 7.

Doug Bernabei made a motion to approve a quote from Ragan Communications for a Zetron Console for the approximate amount of \$25,532.00. John Duncan seconded the motion. Melissa Carruthers called the roll with Bernabei, Curran, Duncan, Fisher, Grove, Kellen, Margis, Smudzinski, King voting aye; Hochstatter (Boelk), Eutis, Hogan, Janick, Kolowski, Rutishauser, Popurella absent; motion carried.

Jeff Grove made a motion to receive and place on file the 2024 IVRD Board Meeting Schedule. Jason Curran seconded the motion. All in favor; motion carried.

The 2024 IVRD Board Meeting schedule is as follows:

Tuesday, January 30, 2024	Tuesday, July 30, 2024
Tuesday, February 27, 2024	Tuesday, August 27, 2024
Tuesday, March 26, 2024	Tuesday, September 24, 2024
Tuesday, April 30, 2024	Tuesday, October 29, 2024
Tuesday, May 28, 2024	Tuesday, November 26, 2024
Tuesday, June 25, 2024	Tuesday, December 17, 2024

RESOLUTIONS & ORDINANCES

Jeff Grove made a motion to approve a resolution approving an employment agreement by and between the Illinois Valley Regional Dispatch and Brandon Miller-Guss. John Duncan seconded the motion. Melissa Carruthers called the roll with Bernabei, Curran, Duncan, Fisher, Grove, Kellen, Margis, Smudzinski, King voting aye; Hochstatter (Boelk), Eutis, Hogan, Janick, Kolowski, Rutishauser, Popurella absent; motion carried.

Doug Bernabei made a motion to approve a resolution establishing pay rates for part time telecommunicators, administrative assistant and custodial employees of the Illinois Valley Regional Dispatch. Greg Kellen seconded the motion. Melissa Carruthers called the roll with Bernabei, Curran, Duncan, Fisher, Grove, Kellen, Margis, Smudzinski, King voting aye; Hochstatter (Boelk), Eutis, Hogan, Janick, Kolowski, Rutishauser, Popurella absent; motion carried.

Doug Bernabei reported on the updates to the IVRD employee manual, including a new law going into effect January 1, 2024 stating that part-time employees must accrue benefit time. It is basically a PTO-type benefit providing for a part-time employee to earn up to 40 hours in a year. It is a new mandate which still has many questions to be answered.

Doug Bernabei made a motion to approve a resolution approving updates to employee manual. Jason Curran seconded the motion. Melissa Carruthers called the roll with Bernabei, Curran, Duncan, Fisher, Grove, Kellen, Margis, Smudzinski, King voting aye; Hochstatter (Boelk), Eutis, Hogan, Janick, Kolowski, Rutishauser, Popurella absent; motion carried.

PUBLIC FORUM (CITIZEN COMMENTS)

Jeff Grove expressed appreciation for everyone's support of LaSalle's Celebration of Lights.

EXECUTIVE (CLOSED) SESSION

None

SCHEDULE NEXT IVRD MEETING

The next IVRD meeting will take place at 10:00 a.m., Tuesday, December 19, 2023.

ADJOURNMENT

Brian Fisher made a motion to adjourn the meeting. Greg Kellen seconded the motion. All in favor; motion carried. The meeting adjourned at 10:34 a.m.