

Illinois Valley Regional Dispatch Board

LaSalle, Peru, Oglesby & Mendota ETSBs

Meeting Minutes

December 19, 2023

CALL TO ORDER

The meeting was held Tuesday, December 19, 2023 at the Peru Municipal Building, 1901 4th Street, Peru, Illinois. Chairman Popurella called the meeting to order at 10:04 a.m.

ROLL CALL

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

Non-Voting Members Present: None

A quorum was not present for the meeting. Due to lack of quorum, board members proceeded with general discussion.

MINUTES

Chairman Popurella King presented the minutes of the IVRD meeting of November 28, 2023. The minutes will be added to the January 30, 2024 agenda for approval.

PUBLIC FORUM (CITIZEN COMMENT)

None

COMMUNICATIONS

None

STANDING COMMITTEE REPORTS

FIRE/EMS OPERATIONS COMMITTEE

The next Fire/EMS Operations Committee will take place at 6:00 p.m., Wednesday, January 10, 2024 at the LaSalle Fire Station.

LAW ENFORCEMENT OPERATIONS COMMITTEE

Doug Bernabei reported the IWIN closure has been extended to June 30, 2024. Brownlee is still committed to delivering a package. If for some reason Brownlee cannot deliver, service can be contracted with Motorola. If service has to be obtained through Motorola, IVRD should retain the contract. It would be beneficial for IVRD to have a conversation with Mendota, who is with IPSIN, to review what is included.

AD HOC COMMITTEE REPORTS

LABOR MANAGEMENT COMMITTEE

None

DAYTIME DISPATCH COMMITTEE

Executive Director Miller-Guss reported discussions with Adam Curran regarding setting the number of IVRD coverage hours at 240 for each agency before a fee is implemented. This would include sick time, vacation time, training, weekday holidays and all other benefit time off a daytime dispatcher would have. Board members conducted general discussion. Executive Director Miller-Guss said the 240-hour mark could be reviewed after the first year and discuss if adjustments are needed. He will work with the IVRD attorney for a recommendation on how to implement the new policy.

Jeff Grove inquired about the process for handling the new law going into effect January 1, 2024 regarding part-time employee benefit time. Executive Director Miller-Guss noted the verbiage was added to the employee

handbook as of the November meeting, a spreadsheet will be used for tracking and he has asked Abacus to include the updates in the payroll process.

REPORTS

IVRD EXECUTIVE DIRECTOR REPORT

Executive Director Miller-Guss provided the following report:

- **ESInet Cutover**
 - Went exceptionally well. AT&T and Central Square said this was one of the smoothest cutovers.
 - Join 64 other PSAP's across the state that have transitioned.
 - The grant period opens next month for the reimbursement costs incurred by IVRD for the transition. This will be pursued through the JESTB.
 - We have a few parsing issues with cell calls in Central Square that engineers are looking at now.
 - I am preparing a press release on this important transition as well.
- **Staffing:**
 - Baxter and Frazier have moved to full-time. All full-time openings are now filled.
 - Bass and Frazier are moving through training. Hoping for a Feb 1 release date.
 - Part-time job posting is out; I received quite a few applications. Period closes Dec 30th.
- **Brownlee/LEADS interface:**
 - Have until June 30, 2024, to transition.
 - Bernabei provide update
- **Peru AI Phone Update:**
 - History:
 - Each workstation has an AI intercom phone for the TCs to answer. VALCOM intercom and Mendota are fully integrated. Peru has a stand-alone phone located at one console. If this rings and the TC at that console is busy, another TC must get up and walk across the room to answer if they can.
 - AI phone discussion predates my employment.
 - Part of the new building integration.
 - Still waiting for a solution after a year and a half of being in the building. Chief Raymond has been trying to work with Peru IT, and there has yet to be a resolution.
 - This issue has nothing to do with PPD or Chief Raymond, who has been trying to work with Peru IT to prioritize this.
 - I will be requesting board action on the agenda in January to allow the phone to be disconnected. Peru would then need to direct their lobby walk-ins to 9-1-1 or their admin line, where any TC can answer until the AI phone is integrated.
 - After this meeting, I will be sending a letter to Chief Raymond and the Peru Board representatives informing them that an agenda item is being placed on the January meeting that, effective March 1, 2023, pending board approval, IVRD will disconnect the Peru AI phone. I will include in the letter that Chief Raymond and/or Peru IT are welcome to address the board at the next meeting as well.
- **ProQA/Priority Dispatch:**
 - Fire and EMS Responses:
 - In January, Peru FD will be responding to some EMS calls.
 - This is a good time for IVRD to utilize the predetermined responses for EMS calls.
 - A memorandum will be sent out to all board members and member agencies about this change.
 - IVRD has a mandatory staff meeting on 12/28 to review and train on the new response protocol.
 - Dispatch verbiage will change, and IAR has been updated to include response text.

- The Fire/EMS committee decides the response based on IVRD call interrogation.
 - Each department decides their response.
 - EMS Still = an ambulance response.
 - EMS Full Still = an ambulance with extra assistance.
 - Peru Example: Peru Ambulance and Fire dual response.
 - Utica Example: Utica Ambulance with a first responder unit.
 - Fire Responses will have verbiage in dispatch but no change.
 - Structure Fire calls will be the same.
 - Fire/EMS Committee meeting will occur the week of the 25th.
- Response changes will take effect January 2nd at 0800 hours.
- **Budget**
 - The draft Budget will be ready for board review at the January meeting.
- **Audit**
 - Hopkins is finalizing our audit, which should be presented at the January Board meeting.
- **Day time dispatch:**
 - Curran clarification on total hours 240 total includes all time off even weekday holidays. We will work with Bernabei to get the side letter on the recommended billing once over 240 hours.

CHAIRMAN'S REPORT

Chairman Popurella wished board members a Merry Christmas.

REPORTS

FINANCIAL REPORTS

The November finance report will be added to the January 30, 2024 agenda for review and approval. Bills will be paid as required.

OLD BUSINESS

NEW BUSINESS

None

RESOLUTIONS & ORDINANCES

PUBLIC FORUM (CITIZEN COMMENTS)

EXECUTIVE (CLOSED) SESSION

None

SCHEDULE NEXT IVRD MEETING

The next IVRD meeting will take place at 10:00 a.m., Tuesday, January 30, 20204.

ADJOURNMENT

Greg Kellen made a motion to adjourn the meeting. Mike Smudzinski seconded the motion. All in favor; motion carried. The meeting adjourned at 10:41 a.m.