

**Illinois Valley Regional Dispatch Board**  
LaSalle, Peru, Oglesby & Mendota ETSBs  
Meeting Minutes  
August 30, 2022

**CALL TO ORDER**

The meeting was held Tuesday, August 30, 2022 at the Peru Municipal Building, 1901 4<sup>th</sup> Street, Peru, Illinois. Chairman Kellen called the meeting to order at 10:04 a.m.

**ROLL CALL**

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

Non-Voting Members Present: City of Spring Valley

**MINUTES**

Chairman Kellen presented the minutes of the IVRD meeting of June 28, 2022, and meeting summary of July 26, 2022. Jeff Grove made a motion the minutes and meeting summary be received and placed on file. John Duncan seconded the motion. All in favor; motion carried.

**PUBLIC FORUM (CITIZEN COMMENT)**

None

**COMMUNICATIONS**

None

**COMMITTEE REPORTS**

**FIRE/EMS OPERATIONS COMMITTEE**

Dennis Rutishauser provided an update on the recent fire in downtown Mendota, commending the IVRD TC's, and expressing appreciation for the fire departments and emergency service agencies that aided in the response.

**LAW ENFORCEMENT OPERATIONS COMMITTEE**

None

**BUILDING & GROUNDS COMMITTEE**

Executive Director Miller-Guss reported the project is 97% complete. Kmetz has a short punch list of items after performing a walk through. The Peru Fire Department is taking over the garage portion of the building. Jeff King noted he discussed items to address with Peru City Engineer Eric Carls. Work will likely start with the piping.

John Duncan made a motion to approve payment of Certificate for Payment Pay Application No. 8 from the Vissering Construction Company in the amount of \$65,689.99 for work completed to July 31, 2022. Jason Curran seconded the motion. Melissa Carruthers called the roll with Bernabei, Curran, Duncan, Grove, Hayse, Hogan, King, Rivara, Rutishauser, Smudzinski and Kellen voting aye; Hochstatter (Boelk), Fisher, Janick, Kolowski and Popurella absent; motion carried.

**LABOR MANAGEMENT COMMITTEE**

Executive Director Miller-Guss provided an update on the resignations of three TC's, noting one had been a full-time TC that went to part time and was not working many hours and opted to resign, another was there on a temporary basis to help during a staffing crisis, and a third opted to resign. Executive Miller-Guss stated things are stable with staffing.

Doug Bernabei made a motion to receive and place on file the resignations of part-time TC's T20, T21 and T27. John Duncan seconded the motion. All in favor; motion carried.

## EXECUTIVE DIRECTOR REPORT

Executive Director Miller-Guss provided the following report:

- **Human Resources:** Human Resource services are in the process of being moved to the executive director.
- **State ESInet Migration** – The state ESInet migrates IVRD from a Legacy 9-1-1 system to IP based 9-1-1. AT&T under state contract has installed preliminary equipment in the IVRD server room. IVRD is currently scheduled for Phase 3 implementation which will be in mid to late 2023. Discussions have begun with Central Square regarding this migration. IVRD will be responsible for a portion of this migration. Some of the migration will be reimbursable under state grant which can be applied for through the JETSB. There is not an estimate on the cost at this time as we are waiting for a quote from Central Square that will need to be reviewed by the state 9-1-1 coordinator to determine what is reimbursable.
- **ProQA Call Handling Software:** Onboarding meetings are complete. Brownlee is working on the interface between the CAD system and ProQA and is making great progress.
- **Employment:** The three TC's are doing well in training and will be released around October 1<sup>st</sup>. All will be trained on the new system. Trainings will be conducted online with instructors.
- **Text to 911:** IV Cellular is now live. Discussions are taking place with Sprint, Verizon and US Cellular.
- **Prepared Live:** This free program/software allows TC's to visualize a situation at-hand with real-time access to data like video, picture, GPS location and text messaging. This technology would be beneficial in situations such as call hang ups, or to receive pictures or information live at the scene of the situation. It allows for control of a person's phone and records on the backside. If IVRD uses the program, a policy will be implemented for use. IVRD will be able to generate reports for investigative purposes and for FOIA requests. Once training is completed all member departments will receive notification of the implementation and capabilities. In addition, there will be press release as IVRD will be the first in the Illinois Valley to utilize this software system.

Jeff Grove made a motion to receive and place the executive director's report on file. Jeff King seconded the motion. All in favor; motion carried.

## CHAIRMAN'S REPORT

Chairman Kellen extended appreciation for the additional assistance during the Mendota Sweet Corn Festival.

## REPORTS

### FINANCIAL REPORTS

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

## OLD BUSINESS

John Duncan reported on a successful meeting with Nationwide on administration of IVRD's retirement plan. IVRD is trying to transfer some of the administrative duties from Peru. IVRD's current retirement plan with John Hancock has been very labor intensive. Many local cities are familiar with and have had good experience with Nationwide, which provides a plan similar to a 457B or 401K. John Duncan recommended switching to Nationwide to administer IVRD's retirement plan. The transition may take some time to implement.

John Duncan made a motion to approve moving the IVRD retirement plans to Nationwide. Doug Bernabei seconded the motion. All in favor; motion carried.

John Duncan reported the executive director will handle the vast majority of human resource duties moving forward. Peru is still handling payroll and accounting for the time being. IVRD will be reaching out to get quotes on administering payroll and accounting services externally as well.

## **NEW BUSINESS**

Executive Director Miller-Guss reported the employee handbook had last been updated in 2018. IVRD's attorney recommended changes/updates to several sections which were shared with board members. Employees will receive and sign off on an updated copy once changes are approved by the board. Board members conducted general discussion regarding changes to a section that may only affect a certain county. Executive Miller-Guss will inquire on the change with the IVRD attorney.

Doug Hayse made a motion to approve and adopt, subject to final review with the IVRD attorney, revisions to Section 2.2 Non-Harassment Policy; Section 7.2 Holidays; Section 7.3 Sick Leave; Section 7.5 Funeral Leave and Section 7.6 Military Leave of the IVRD Employee Manual. Dominic Rivara seconded the motion. All in favor; motion carried. Doug Bernabei commented the FY23 budget has a surplus. He stated next year's budget will probably be the most realistic now that IVRD is fully in its long-term location.

Doug Bernabei made a motion to receive, place on file and adopt the Fiscal 2023 IVRD Budget. Jeff King seconded the motion. Melissa Carruthers called the roll with Bernabei, Curran, Duncan, Grove, Hayse, Hogan, King, Rivara, Rutishauser, Smudzinski and Kellen voting aye; Hochstatter (Boelk), Fisher, Janick, Kolowski and Popurella absent; motion carried.

## **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, September 27, 2022.

## **ADJOURNMENT**

Jason Curran made a motion to adjourn the meeting. Dominic Rivara seconded the motion. All in favor; motion carried. The meeting adjourned at 10:39 a.m.