

Illinois Valley Regional Dispatch Board

LaSalle, Peru, Oglesby & Mendota ETSBs

Meeting Minutes

September 28, 2021

CALL TO ORDER

The meeting was held Tuesday, September 28, 2021 at the Peru Municipal Building, 1901 4th Street, Peru, Illinois. Chairman Greg Kellen called the meeting to order at 10:05 a.m.

ROLL CALL

Voting & Quorum Members Present:

Doug Bernabei, Leo Hochstatter, Jason Curran, John Duncan, Brian Fisher, Jeff Grove, Doug Hayse, Joe Hogan, Jerry Janick, Jeff King, Jason Quinn, Dominic Rivara, Dennis Rutishauser, Vice Chairman Ron Popurella, Chairman Greg Kellen.

Absent: David Boelk, Ken Kolowski

Non-Voting Members Present: City of Spring Valley

MINUTES

Chairman Kellen presented the minutes of the IVRD meeting of August 17, 2021. Jason Quinn 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

Mike Kmetz of Kmetz Architects, Inc. provided an update of the building remodel, noting demolition was almost complete and block wall, window, electric, mechanical, door frames and more are either currently underway or will be started in the next couple of weeks.

Justin Miller created a Remodel Construction Payment Guide/Schedule including an invoice "submit by" dates, board meeting dates and pay dates. John Duncan made a motion to approve the IVRD Remodel Construction Payment Guide. Doug Bernabei seconded the motion. All in favor; motion carried.

John Duncan reported the Building & Grounds Committee approved change orders for abatement of additional asbestos discovered during demolition. The Building & Grounds Committee was previously authorized the ability to expend funds up to \$15,000.00 related to the building renovation in order to keep the project moving along. The abatement expenditure was added to the September board agenda to ratify the expense.

Jason Curran made a motion to approve the committee approved change order for Valor Technologies, Inc. quote totaling \$3,450.00 for asbestos abatement of the additional floor tile and pipe fittings uncovered during demolition. Jeff King seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Grove, Hayse, Hogan, Janick, King, Quinn, Rivara, Rutishauser, Popurella and Kellen voting aye; Boelk and Kolowski absent; motion carried.

John Duncan made a motion to approve the committee approved change order for the Brownfield quote of \$1,100.00 for project coordination, clearance air monitoring, oversight and closeout documentation services related to additional asbestos abatement. Jason Curran seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Grove, Hayse, Hogan, Janick, King, Quinn, Rivara, Rutishauser, Popurella and Kellen voting aye; Boelk and Kolowski absent; motion carried.

John Duncan made a motion to approve payment of Certificate of Payment Pay Application No. 1 from the Vissering Construction Company in the amount of \$105,569.73 for work completed to September 30, 2021. Jason Curran seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Grove, Hayse, Hogan, Janick, King, Quinn, Rivara, Rutishauser, Popurella and Kellen voting aye; Boelk and Kolowski absent; motion carried.

Mike Kmetz initiated discussion of an RFP for basement conduit updates for a future dispatch station. PSAP Manager Fisher reported in the event of inclement weather affecting the dispatch area, operations could continue in a safe place in the basement with the proposed updates. Jim Feyerherm from Communication Works noted if the radios in the dispatch center failed due to weather, there would be 2 radios in the basement to continue operations/communications with the other agencies. The cost for the proposed basement updates is believed to be under \$10,000.00. Doug Bernabei stated the current contingency plan in place is to move IVRD operations to Oglesby in the event operations are disrupted in Peru; and each fire department and police department would be responsible for manning their own dispatching. Jason Curran expressed concern of approving items not necessarily needed and exceeding the original remodel budget. Doug Bernabei state he believes the focus should be kept on Oglesby being the backup dispatch center, as a lot has already been invested in Oglesby to serve as the backup. Board members conducted general discussion of the basement upgrade proposal. Doug Bernabei moved to reject the proposed RFP for backup radios in the basement of the Peru IVRD building. Jason Curran seconded the motion. All in favor; motion carried.

Mike Kmetz initiated discussion of an RFP for a revision to electrical to have a convection microwave oven cabinet installed instead of a range and hood at a cost of \$1,109.00.

Doug Bernabei made a motion to approve an RFP for a revision to electrical to have a convection microwave oven cabinet installed instead of a range and hood at an approximate cost of \$1,109.00. John Duncan seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Grove, Hayse, Hogan, Janick, King, Quinn, Rivara, Rutishauser, Popurella and Kellen voting aye; Boelk and Kolowski absent; motion carried.

Mike Kmetz reported additional RFP's have not been received yet. John Duncan stated the Building & Zoning Committee representatives will get input back from each of the board members regarding upcoming RFP's and report decisions back to Mike Kmetz.

Mike Kmetz reported on an RFP for a drinking fountain. Illinois Plumbing Code requires public buildings either have a drinking fountain or bottled water must be kept on premises. Board members conducted general discussion on the drinking fountain versus keeping bottled water on the premises. A straw poll vote resulted in the majority of board members favoring maintaining cases of water on site versus installing a water fountain.

Mike Kmetz reported on an RFP that will be received soon to level off a difference in floor elevation.

Mike Kmetz reported on an RFP for changes to the supervisor training area, moving a short wall from the west side to the east side, and extending flooring. Discussion will continue once quotes are received.

Mike Kmetz reported on 4 additional RFP's coming soon including: the garage corridor area where a closet will be eliminated due to difficulties with making changes to existing orders and supply chain backups; a wall being built between the breakroom and the closet; flip-flopping the supervisor's office with the quiet room to allow the supervisor line of sight into the dispatch center and adding a window; repairs to the masonry where the previous lettering was removed from the building.

LABOR MANAGEMENT COMMITTEE

Doug Hayse made a motion to receive and place on file notice of resignation from full-time employee TC23, effective August 24, 2021, and reclassify to part-time status. Jason Quinn seconded the motion. All in favor; motion carried.

PSAP Manager Fisher reported on 5 employee interviews, of which two are now waiting on physicals. More interviews will be conducted soon. Doug Hayse commented it is difficult to get applicants/candidates.

Jeff Grove departed the meeting at 10:55 a.m. Jerry Janick departed the meeting at 11:00 a.m.

IVRD PSAP MANAGER REPORT

PSAP Manager Fisher reported employees are functioning ok so far now that they have moved to the back of the building.

PSAP Manager Fisher and John Duncan initiated discussion of increasing the property insurance as the amount to be insured will increase as construction continues.

PSAP Manager Fisher initiated discussion regarding a part-time employee receiving the shift differential equal to what the full-time receives at \$.50 per hour from 4:00 p.m. – 8:00 a.m. PSAP Manager Fisher said she believes the part-time employee should be compensated with the shift differential as the employee has been a lifesaver for IVRD.

Dominic Rivara made a motion for the part-time employee to receive the shift differential equal to what the full-time receives at \$.50 per hour from 4:00 p.m. – 8:00 a.m. Doug Hayse seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Hayse, Hogan, King, Quinn, Rivara, Rutishauser, Popurella and Kellen voting aye; Boelk, Grove, Janick and Kolowski absent; motion carried.

PSAP Manager Fisher reported on training opportunities specifically directed toward TC's through the Central Illinois Training Center MTU7. Chairman Kellen added the training is very good.

Doug Hayse made a motion to approve IVRD entering into an intergovernmental agreement to enroll in the Central Illinois Training Center MTU7 at an annual cost of \$30.00 per dispatcher. Dennis Rutishauser seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Hayse, Hogan, King, Quinn, Rivara, Rutishauser, Popurella and Kellen voting aye; Boelk, Grove, Janick and Kolowski absent; motion carried.

CHAIRMAN'S REPORT

Chairman Kellen initiated discussion of providing PSAP Manager Fisher with a credit card to use when there is not time to obtain advanced board approval for purchases of necessities or in special circumstances, such as appreciation lunches/dinners for TC's, supplies, etc. Chairman Kellen noted PSAP Manager Fisher has been making these types of purchases using her own credit card and then receiving reimbursement. Doug Bernabei and PSAP Manager Fisher will discuss credit card options with Justin Miller.

Chairman Kellen initiated discussion of the roof of the IVRD building, noting concerns that the roof may be nearing the end of its life expectancy. Doug Bernabei suggested scheduling a meeting with Peru City Engineer Eric Carls, Vissering and Kmetz to look at the roof.

Chairman Kellen expressed thanks to Mike Kmetz, PSAP Manager Fisher, the TC's, the Building & Grounds Committee and board members for their work on the remodel project.

FINANCIAL REPORTS

Chairman Kellen presented and reviewed the August and September financial reports. Jeff King made a motion to receive and place the August and September financial reports on file and to approve and pay bills in the usual manner. Jason Curran seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter,

Curran, Duncan, Fisher, Hayse, Hogan, King, Quinn, Rivara, Rutishauser, Popurella and Kellen voting aye; Boelk, Grove, Janick and Kolowski absent; motion carried.

ACTIVITY REPORTS

Chairman Kellen presented and reviewed the August Activity Reports. Jason Quinn made a motion to receive and place the August Activity Reports on file. John Duncan seconded the motion. All In favor; motion carried.

OLD BUSINESS

Doug Bernabei reinitiated discussion of the establishment of IVRD fees for the next 5 years for members and associate members. IVRD's attorney prepared correspondence and suggested ordinances for IVRD, members and associate members to pass in order to amend the original IGA's setting the fee schedule for the next 5 years. IVRD is requesting each entity to try and accomplish passage of these ordinances at a meeting in October or November.

NEW BUSINESS

Doug Hayse made a motion to approve the John's Service and Sales Quote totaling \$3,300.00 with a breakdown of individual items as follows:

- Quote GFE26JYMFS – GE 26 Cu Ft Stainless Refrigerator with Ice & Water through door (\$2,350.00)
- Quote PEB9159SJSS – GE 1.5 Cu Ft Stainless Convection/Microwave (\$725.00)
- Quote JX9152SJSS – GE Stainless 27" Microwave Trim Kit (\$225.00)

Jason Curran seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Hayse, Hogan, King, Quinn, Rivara, Rutishauser, Popurella and Kellen voting aye; Boelk, Grove, Janick and Kolowski absent; motion carried.

Jason Quinn made a motion to approve the Griffon Systems estimate 1000710-1048 of \$5,977.00 to upgrade the existing security camera system left by the Peru Police. Joe Hogan seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Hayse, Hogan, King, Quinn, Rivara, Rutishauser, Popurella and Kellen voting aye; Boelk, Grove, Janick and Kolowski absent; motion carried.

Doug Hayse made a motion to approve the Connecting Point proposal 92121-01 for \$7,662.90 to update 4 HP Workstations to faster speed to sustain the camera system. Joe Hogan seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Hayse, Hogan, King, Quinn, Rivara, Rutishauser, Popurella and Kellen voting aye; Boelk, Grove, Janick and Kolowski absent; motion carried.

PSAP Manager Fisher initiated discussion of purchasing versus leasing 3 network machines. John Duncan and PSAP Manager Fisher recommended purchasing the equipment, adding they believe the machines will last longer than 5 years.

John Duncan made a motion to approve purchase of 3 network machines outright for \$4,174.45 plus \$53.50 per month for service and supplies for 60 months for a total of \$7,384.45 with 2,500 black and white and 100 color pages included per month. Jason Quinn seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Hayse, Hogan, King, Quinn, Rivara, Rutishauser, Popurella and Kellen voting aye; Boelk, Grove, Janick and Kolowski absent; motion carried.

PSAP Manager Fisher reinitiated discussion of Comcast as a secondary option to IV Net for internet. Board members conducted general discussion and will research additional internet options for discussion at the next IVRD meeting.

RESOLUTIONS & ORDINANCES

None

COMMUNICATIONS

None

PUBLIC FORUM (CITIZEN COMMENTS)

Jim Feyerherm reported Vissering has a remodel project meeting every Tuesday at 8:00 a.m. Jason Curran reported Mike Kmetz has been great in providing project updates.

EXECUTIVE (CLOSED) SESSION

Doug Bernabei made a motion to go into closed session. Doug Bernabei read the exceptions for closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. John Duncan seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Hayse, Hogan, King, Quinn, Rivara, Rutishauser, Popurella and Kellen voting aye; Boelk, Grove, Janick and Kolowski absent; motion carried.

Closed session began at 11:33 a.m.; ended 12:12 p.m.

Doug Bernabei made a motion to reopen the regular meeting at 12:12 p.m. Jason Curran seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Hayse, Hogan, King, Quinn, Rivara, Rutishauser, Popurella and Kellen voting aye; Boelk, Grove, Janick and Kolowski absent; motion carried.

SCHEDULE NEXT IVRD MEETING

The next IVRD meeting will take place at 10:00 a.m., Tuesday, October 26, 2021

ADJOURNMENT

Dennis Rutishauser made a motion to adjourn the meeting. Jason Curran seconded the motion. All in favor; motion carried. The meeting adjourned at 12:13 p.m.