

***Illinois Valley Regional Dispatch Board***

LaSalle, Peru, Oglesby & Mendota ETSBs

Meeting Minutes

October 26, 2021

**CALL TO ORDER**

The meeting was held Wednesday, October 26, 2021 at the Peru Municipal Building, 1901 4<sup>th</sup> Street, Peru, Illinois. Chairman Pro Tem Ron Popurella called the meeting to order at 10:00 a.m.

**ROLL CALL**

Voting & Quorum Members Present:

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

Non-Voting Members Present: None

**MINUTES**

Chairman Pro Tem Popurella presented the minutes of the IVRD meeting of September 28, 2021. John Duncan made a motion the minutes be received and placed on file. Jason Quinn seconded the motion. All in favor; motion carried.

**PUBLIC FORUM (CITIZEN COMMENT)**

None

**COMMUNICATIONS**

None

**COMMITTEE REPORTS**

**FIRE/EMS OPERATIONS COMMITTEE**

The Fire/EMS Operations Committee will meet at 6:30 p.m., Thursday, October 28<sup>th</sup> at the Oglesby Fire Department.

**LAW ENFORCEMENT OPERATIONS COMMITTEE**

None

**BUILDING & GROUNDS COMMITTEE**

Remodel project meetings take place weekly. Mike Kmetz of Kmetz Architects, Inc. provided an update of the building remodel, noting the project is approximately a week behind, but feels the time will likely be made up.

Joe Hogan inquired if the remodeled space would include a meeting room. There will not be a meeting room in the new layout due to space constraints, however Jeff King suggested the fire department will have a meeting space that could be used in the future.

Doug Bernabei reported in working with the insurance agency, it was found there was a little inconsistency in the Vissering contract language, which the insurance company suggested the contract language be cleaned up/clarified.

Doug Bernabei made a motion to authorize the chairman to sign an amended contract with Vissering relating to contract language to clean up clarifying Peru is the building owner and IVRD is lessee. Jason Curran seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Hogan, Janick, King, Quinn, Rivara, Rutishauser and Popurella voting aye; Boelk, Grove, Hayse, Kolowski, and Kellen absent; motion carried.

Doug Bernabei provided an update on builder risk insurance, reporting IVRD is properly insured.

Doug Bernabei reported speaking with Peru City Engineer Eric Carls who will hire someone to inspect the roof. He noted the building has been completely dry during the recent heavy rains. If there is nothing wrong with the roof and IVRD would still like the roof replaced, IVRD would have to pay for the roof replacement. The city of Peru would pay for the roof if there is something wrong with the roof.

The gas meter services at the IVRD building and the fire department building were never split, with Mike Kmetz recommending to not split the actual gas service and instead divide the monthly service cost of the bill. The city will invoice IVRD their share of the gas bill.

John Duncan made a motion to approve the recommendation to amend IGA/Lease for Peru to pay for gas service and IVRD to pay proportional share to City of Peru based on complex approximate total square footage of 12,800 square feet with 10,200 square feet Peru Fire Department share and 2,600 square feet IVRD share with final split 80% Peru Fire Department paid and 20% IVRD paid. Brian Fisher seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Hogan, Janick, King, Quinn, Rivara, Rutishauser and Popurella voting aye; Boelk, Grove, Hayse, Kolowski, and Kellen absent; motion carried.

PSAP Manager Fisher reported she is writing a letter to the Peru City Council requesting a lower electric rate.

John Duncan made a motion to approve payment of Certificate for Payment Pay Application No. 2 from the Vissering Construction Company in the amount of \$152,736.96 for work completed to October 31, 2021. Jason Quinn seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Hogan, Janick, King, Quinn, Rivara, Rutishauser and Popurella voting aye; Boelk, Grove, Hayse, Kolowski, and Kellen absent; motion carried.

John Duncan made a motion to approve payment of Certificate for Payment Pay Application No. 1 from Valor Technologies, Inc. in the total amount of \$12,445.00 for original contract sum (\$8,995.00) and change order additions (\$3,450.00) for asbestos abatement work completed to September 30, 2021. Brian Fisher seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Hogan, Janick, King, Quinn, Rivara, Rutishauser and Popurella voting aye; Boelk, Grove, Hayse, Kolowski, and Kellen absent; motion carried.

John Duncan made a motion to approve progress payment request from Kmetz Architects, Inc. dated October 9, 2021, in the amount of \$6,302.15. Dominic Rivara seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Hogan, Janick, King, Quinn, Rivara, Rutishauser and Popurella voting aye; Boelk, Grove, Hayse, Kolowski, and Kellen absent; motion carried.

Jeff King made a motion to receive and place on file Vissering/Kmetz change order log to date. Joe Hogan seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Hogan, Janick, King, Quinn, Rivara, Rutishauser and Popurella voting aye; Boelk, Grove, Hayse, Kolowski, and Kellen absent; motion carried.

#### **LABOR MANAGEMENT COMMITTEE**

John Duncan made a motion to hire the selected full-time candidate to fill the 9<sup>th</sup> full-time position. Jason Curran seconded the motion. All in favor; motion carried.

PSAP Manager Fisher reported the hiring of two full-time telecommunicators to fill resignations as well as the hiring of two part-time positions. IVRD is now fully staffed.

Jason Quinn made a motion to hire the selected full-time candidate to fill the 10<sup>th</sup> full-time position. Dominic Rivara seconded the motion. All in favor; motion carried.

Jeff King made a motion to hire the selected part-time candidate to fill the 3<sup>rd</sup> part-time position. Dominic Rivara seconded the motion. All in favor; motion carried.

Jason Curran made a motion to hire the selected part-time candidate to fill the 4<sup>th</sup> part-time position. Dominic Rivara seconded the motion. All in favor; motion carried.

Doug Bernabei made a motion to approve maternity leave for TC11. Jeff King seconded the motion. All in favor; motion carried.

Dominic Rivara made a motion to approve and authorize the chairman or vice chairman to sign a project agreement for a Management & Recruitment & Assessment by and between the Illinois Valley Regional Dispatch and PSAP Concepts and Solutions for a cost of \$4,000.00 plus a fee of \$350.00 per candidate interviewed. Brian Fisher seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Hogan, Janick, King, Quinn, Rivara, Rutishauser and Popurella voting aye; Boelk, Grove, Hayse, Kolowski, and Kellen absent; motion carried.

#### **IVRD PSAP MANAGER REPORT**

PSAP Manager Fisher reported the Peru server went down on October 9<sup>th</sup>, with 911 calls properly rolling to Ottawa as the designated backup. The new IVRD server is configured, up and working. Google will be kept as a redundancy backup.

#### **CHAIRMAN'S REPORT**

None

#### **FINANCIAL REPORTS**

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

#### **ACTIVITY REPORTS**

Chairman Kellen presented and reviewed the September Activity Reports. Brian Fisher made a motion to receive and place the September Activity Reports on file. Jason Curran seconded the motion. All In favor; motion carried.

#### **OLD BUSINESS**

John Duncan reported they are still researching options for providing PSAP Manager Fisher with a credit card and asked that the topic be tabled until the next meeting.

PSAP Manager Fisher reported IVRD is currently paying for 4 priority voice lines, and a redundant, reliable fiber source can be added for an additional \$111.00 per month. PSAP Manager Fisher stated Comcast goes down many times during the night, and she has been negotiating with Connecting Point for a reliable fiber source for redundancy.

Brian Fisher made a motion to approve Comcast secondary option for internet including 4 voice lines, 200 Business Internet and 5 static IP addresses at a cost of \$268.48 per month plus initial connection fees of \$119.95. Jason Curran seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Hogan, Janick, King, Quinn, Rivara, Rutishauser and Popurella voting aye; Boelk, Grove, Hayse, Kolowski, and Kellen absent; motion carried.

#### **NEW BUSINESS**

Doug Bernabei made a motion to approve Connecting Point/IV Net Fiber invoice and 5-year agreement for business fiber at a cost of \$525.00 per month. Jason Curran seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Hogan, Janick, King, Quinn, Rivara, Rutishauser and Popurella voting aye; Boelk, Grove, Hayse, Kolowski, and Kellen absent; motion carried.

PSAP Manager Fisher reported she is researching tv's, with a plan to purchase one for the breakroom which will be used for training and one for the dispatch area to be used for weather, and other pertinent news.

Jason Curran made a motion to approve purchase of televisions for the communications center at a cost not to exceed \$2,000.00. Jason Quinn seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Hogan, Janick, King, Quinn, Rivara, Rutishauser and Popurella voting aye; Boelk, Grove, Hayse, Kolowski, and Kellen absent; motion carried.

Dominic Rivara made a motion to approve the Staples quote of \$1,612.90 for the purchase of 5 file cabinets. Doug Bernabei seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Hogan, Janick, King, Quinn, Rivara, Rutishauser and Popurella voting aye; Boelk, Grove, Hayse, Kolowski, and Kellen absent; motion carried.

Brian Fisher made a motion to approve the employee performance/safety-based bonus in the amount of a \$50.00 gift card for all TC's and support staff. Jason Curran seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Hogan, Janick, King, Quinn, Rivara, Rutishauser and Popurella voting aye; Boelk, Grove, Hayse, Kolowski, and Kellen absent; motion carried.

Jeff King made a motion to adopt the annual schedule of IVRD meetings for the calendar year 2022 as follows:

Tuesday, January 25, 2022  
Tuesday, February 22, 2022  
Tuesday, March 29, 2022  
Tuesday, April 26, 2022  
Tuesday, May 31, 2022  
Tuesday, June 28, 2022  
Tuesday, July 26, 2022  
Tuesday, August 30, 2022  
Tuesday, September 27, 2022  
Tuesday, October 25, 2022  
Tuesday, November 29, 2022  
Tuesday, December 20, 2022

Joe Hogan seconded the motion. All in favor; motion carried.

## **RESOLUTIONS & ORDINANCES**

Doug Bernabei reported Mike Jurusic of the law firm Klein, Thorpe and Jenkins originally prepared the IVRD IGA. Since performing the initial work, an attorney who was representing Utica Fire and Spring Valley merged with KTJ. KTJ informed and prepared a notice for IVRD to sign acknowledging and consenting to the concurrent representation.

Doug Bernabei made a motion to approve, acknowledge and consent to concurrent representation by the law firm Klein, Thorpe and Jenkins representing IVRD, the City of Spring Valley and the Utica Fire Protection District and waive any such conflict. Brian Fisher seconded the motion. All in favor; motion carried.

Doug Bernabei reported an amended IGA does need to be passed for the setting of fees for members and associate members.

Doug Bernabei made a motion to approve an ordinance approving updated versions of Exhibit "A" to the intergovernmental agreement of the "Illinois Valley Regional Dispatch" for each current original IVRD member and updated versions of Exhibit "A" to the addenda to the intergovernmental agreement of the "Illinois Valley Regional Dispatch" for each current associate member of the IVRD relative to payment of amended schedules of IVRD fees, charges and costs payable by the original members and the associate members. Joe Hogan seconded the motion. Melissa Carruthers called the roll with Bernabei, Hochstatter, Curran, Duncan, Fisher, Hogan, Janick, King, Quinn, Rivara, Rutishauser and Popurella voting aye; Boelk, Grove, Hayse, Kolowski, and Kellen absent; motion carried.

**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, November 30, 2021

**ADJOURNMENT**

Jason Curran made a motion to adjourn the meeting. Jason Quinn seconded the motion. All in favor; motion carried. The meeting adjourned at 10:43 a.m.