

**Illinois Valley Regional Dispatch Board**

LaSalle, Peru, Oglesby & Mendota ETSBs  
Meeting Minutes  
January 29, 2019

**CALL TO ORDER**

The meeting was held Tuesday, January 29, 2019 at the Peru Municipal Building, 1901 4<sup>th</sup> Street, Peru, Illinois.

Chairman Doug Bernabei called the meeting to order at 10:04 a.m.

**ROLL CALL**

Voting & Quorum Members Present:

John Duncan, Scott Harl, Joe Hogan, Jeff King, Jim Knoblauch, Tom Porter, Tom Smith, Rob Uranich, Vice Chairman Andy Bacidore and Chairman Doug Bernabei. Absent: David Boelk (Hunt), Don Finley, Brian Fisher, Jeff Grove, Ron Popurella, Dennis Rutishauser.

Non-Voting Members Present: City of Spring Valley, Utica Community Fire Protection District

**MINUTES**

Chairman Bernabei presented the minutes of the IVRD meeting of November 27, 2018. Jeff King made a motion that the minutes be received and placed on file. Tom Porter seconded the motion. All in favor; motion carried.

Chairman Bernabei presented the minutes of the IVRD Special Meeting of November 27, 2018. John Duncan made a motion that the minutes be received and placed on file. Tom Smith seconded the motion. All in favor; motion carried.

**PUBLIC FORUM (CITIZEN COMMENT)**

None

**COMMUNICATIONS**

Chairman Bernabei read a letter from Mendota Police Chief Tom Smith rendering his resignation as a member of the IVRD board effective Friday, February 1, 2019. Chief Smith is retiring from the Mendota Police Department effective February 20, 2019. Chief Gregory S. Kellen will take Chief Smith's place at the Mendota Police Department and as a member of the IVRD Board. Chief Smith noted he was honored to have been part of creating the regional dispatch center and praised ValCom dispatchers for the fantastic job they are doing serving the Illinois Valley.

Rob Uranich made a motion to receive and place on file with regret the resignation letter of Mendota Police Chief Tom Smith. Jim Knoblauch seconded the motion. All in favor; motion carried.

**COMMITTEE REPORTS**

**FIRE/EMS OPERATIONS COMMITTEE**

Andy Bacidore reported IVRD was approached by MABAS Division 25 to serve as the radio backup. He said Mendota had served as the backup, but since the dispatches combined, it would fall to IVRD. The cost would be \$8,000.00 for the work and channel card to get tied into the IVRD system. IVRD has 4 channel cards. If IVRD would consider giving up one of the channel cards, the cost would be \$5,360.00. Andy Bacidore made a motion for IVRD to provide one of the channel cards and for IVRD to pay \$5,360.00 to establish the fiber link to the MABAS base in Mendota for IVRD to become a MABAS dispatch center. Jeff King seconded the motion. Chairman Bernabei asked if PSAP Manager Fisher was ok with IVRD serving as backup. Andy Bacidore confirmed PSAP Manager Fisher is ok with IVRD serving as backup. Melissa Carruthers called the roll with Duncan, Harl, Hogan, King, Knoblauch, Porter, Smith, Uranich, Bacidore and Bernabei voting aye; Boelk (Hunt), Finley, Fisher, Grove, Popurella and Rutishauser absent; motion carried.

## **LAW ENFORCEMENT OPERATIONS COMMITTEE**

None

### **PERSONNEL UPDATE**

Jim Knoblauch reported conducting interviews at the beginning of January to replace some of the part-time personnel. Jim Knoblauch made a motion to approve hiring of part-time TC 81. Jeff King seconded the motion. All in favor; motion carried.

Jim Knoblauch made a motion to approve hiring of part-time TC 82. Joe Hogan seconded the motion. All in favor; motion carried.

### **IVRD PSAP MANAGER REPORT**

None

### **CHAIRMAN'S REPORT**

- Chairman Bernabei shared an email from Frontier, which was included on the agenda: Wed. 1/19/19 7:31am – The orders are in process at Frontier, we should be getting the AT&T portion of the order to them shortly. Once we have everything set up with them, we should have a firm date. I am currently looking at a due date of Jan 30<sup>th</sup> if everything moves smoothly with AT&T. – Barclay Hall, E911 Specialist, Frontier Communications.  
Chairman Bernabei reported of IVRD's 4 trunks, truck 2 has had ongoing issues. There should be another update soon on the repair.
- Chairman Bernabei provided an update on PowerPhone Continuing Education Units (CEU's) on behalf of PSAP Manager Fisher. PowerPhone has an annual subscription that would provide dispatchers with access to continuing education classes they can work on during shift downtime or on overtime, without the need to travel. Doug Bernabei made a motion to purchase through PowerPhone Continuing Education Units (CEU's) for the telecommunicators mandatory IDPH certification at a cost of \$89.00 per telecommunicator per year. Jim Knoblauch seconded the motion. Melissa Carruthers called the roll with Duncan, Harl, Hogan, King, Knoblauch, Porter, Smith, Uranich, Bacidore and Bernabei voting aye; Boelk (Hunt), Finley, Fisher, Grove, Popurella and Rutishauser absent; motion carried.
- Chairman Bernabei reported Justin Miller will provide IVRD budget update in March or April.
- Chairman Bernabei reported when IVRD got the PRI for the new phone system, a server was also purchased that allows the ability to track all incoming administrative phone calls. If any of the other five cities are interested, they could also track their administrative phone lines for a \$100.00-\$200.00 licensing fee by contacting Ficek Electric. Interested cities can contact PSAP manager Fisher or Peru Police Administrative Assistant Michelle Wagner to observe how the system works.

### **FINANCIAL REPORT**

Chairman Bernabei presented and reviewed the IVRD December and January Financial Reports. John Duncan made a motion to receive and place the December and January financial reports on file and to approve and pay bills in the usual manner. Tom Porter seconded the motion. Melissa Carruthers called the roll with Duncan, Harl, Hogan, King, Knoblauch, Porter, Smith, Uranich, Bacidore and Bernabei voting aye; Boelk (Hunt), Finley, Fisher, Grove, Popurella and Rutishauser absent; motion carried.

### **ACTIVITY REPORT**

Chairman Bernabei presented and reviewed the December and January 2018 Activity Reports. Tom Smith made a motion to receive and place the December and January Activity Reports on file; Jeff King seconded the motion. All in favor; motion carried.

### **OLD BUSINESS**

None

## **NEW BUSINESS**

Chairman Bernabei presented the resolution establishing pay and benefits for the IVRD PSAP Manager. Chairman Bernabei made a recommendation to approve the resolution including a change on the vacation to three weeks after two years. Doug Bernabei made a motion to approve a resolution establishing pay and benefits for the position of PSAP Manager of the Illinois Valley Regional Dispatch. John Duncan seconded the motion. Melissa Carruthers called the roll with Duncan, Harl, Hogan, King, Knoblauch, Porter, Smith, Uranich, Bacidore and Bernabei voting aye; Boelk (Hunt), Finley, Fisher, Grove, Popurella and Rutishauser absent; motion carried.

Chairman Bernabei said the resolution can be reviewed/tweaked again next year. He noted it mirrors the TC's benefits except for vacation.

Jeff King commended the ValCom dispatchers on their incredible work during the fire at the Witczak property on December 31<sup>st</sup>.

## **PUBLIC FORUM (CITIZEN COMMENTS)**

None

## **EXECUTIVE (CLOSED) SESSION**

None.

## **CLOSED SESSION MINUTES**

John Duncan made a motion to approve the closed session minutes of 3/17/18; 4/24/18; 9/25/18 and 11/27/18. Tom Smith seconded the motion. Melissa Carruthers called the roll with Duncan, Harl, Hogan, King, Knoblauch, Porter, Smith, Uranich, Bacidore and Bernabei voting aye; Boelk (Hunt), Finley, Fisher, Grove, Popurella and Rutishauser absent; motion carried.

## **SCHEDULE NEXT IVRD MEETING**

The next IVRD meeting will be at 10:00 a.m., Tuesday, February 26, 2019.

## **ADJOURNMENT**

Tom Smith made a motion to adjourn the meeting. Joe Hogan seconded the motion. All in favor; motion carried. The meeting adjourned at 10:30 a.m.