

AGENDA

WINNEBAGO COUNTY PSAP BOARD

- I. Call to Order by Chairman Chiarelli
- II. Election of Chair and Vice Chair
- III. Receipt and Review of Most Recent Audit and Budget for PSAP
- IV. Discussion of effect of recent agreement between Rockford, County and ETSB, including commitment of ETSB funds
- V. Receipt and review of Operational Activity and statistics
 - a. Total by month of emergency and non-emergency calls handled
 - b. Report on PSAP performance
- VI. Discussion Objectives and possible future action items for Board
 - a. Board Governance and Authority
 - b. Committees – particularly technical committee of Chiefs
 - c. General discussion of inclusion of fire and EMS
- VII. Discussion of meeting schedule – meetings are to be held at least quarterly
- VIII. Adjourn

AGENDA
WINNEBAGO COUNTY PSAP BOARD

- I. Call to Order - County Chairman should open this meeting.
An invitation should be sent out for this meeting to each entity. They are each responsible for appointing a representative to the Board. Additionally, the Sheriff or his designee is a member and the County Administrator is a non-voting member.
- II. Election of Chair and Vice Chair
I suggest that Chairman Chiarelli be proposed as the first Chair and the members then elect a Vice-Chair as well.
- III. Receipt and Review of Most Recent Audit and Budget for PSAP by Pat Thompson or Sheriff's Person.
One of the purposes of the Board is to review the Budget for the PSAP and to make comment and suggestions.
- IV. Discussion of effect of recent agreement between Rockford, County and ETSB by Pat Thompson.
This is an informational item, to bring the Board up to speed on any effects of this agreement.
- V. Receipt and review of Operational Activity and statistics – Report by Sheriff.
 - a. Total by month of emergency and non-emergency calls handled
 - b. Report on PSAP performanceThis is again, one of the key purposes of the Board – to keep track of how the PSAP is performing and discuss any improvements that may need to be made.
- VI. Discussion Objectives and possible future action items for Board – Open to Discussion by Board.
 - a. Board Governance and Authority
The adoption of Bylaws would be appropriate to guide the activity of the Board. Discussion will need to be had regarding the nature and extent of the Board's authority and issues such as whether voting should be weighted and if so, under what circumstances.
 - b. Committees – particularly technical committee of Chiefs
Whether there is a need for standing committees should also be discussed. This will be somewhat dependent upon who the entities select as the Board representatives. If they are not already on the Board, a technical committee of the member police chiefs should be considered so that areas in need of improvement can be identified and brought to the Board.
 - c. General discussion of inclusion of fire and EMS at a later date
This need not occur at the initial meeting, but at some point, there should be a discussion of if and when to bring other agencies – fire, EMS and perhaps additional law enforcement agencies – in to the PSAP and what the conditions of membership would be.
- VII. Discussion of meeting schedule.
The Board should set out an annual meeting schedule.
- VIII. Adjourn