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Jessica Douglas  
Director

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QUINCY/ADAMS COUNTY 9-1-1 JOINT ETSB MEETING  
Minutes  
January 15, 2020

7 members present: Joint ETSB Chairman and Quincy Alderman Mike Farha, Quincy Alderman Jeff Bergman, Quincy Police Chief Rob Copley, Adams County Board Member Ryan Niekamp, Adams County EMS Chief John Simon, Adams County Public Member Duane Venvertloh and Adams County Rural Fire Association Representative Tom Bentley.

2 members absent: Quincy Alderman Richie Reis, PSAP Representative John Myers.

Also present: Statewide 9-1-1 Administrator Cindy Barbera-Brelle, First Assistant States Attorney Todd Eyler, Adams County Director of Administrative Services Sue Hester, Adams County Board Members Bret Austin, Les Post and Rebecca Weed, 9-1-1 Director Jessica Douglas and 9-1-1 Assistant Director Josh Howell.

Quorum Call. Joint ETSB Chairman Mike Farha called the meeting to order and indicated a quorum was present.

Ryan Niekamp made a motion to approve the minutes of the October 16, 2019 and December 4, 2019 meetings; Rob Copley seconded the motion. The motion carried and the minutes were approved as distributed with no change.

A moment of silence was held in memory of long-time Adams County Board member John Heidbreder who died earlier in the day.

Presentation by Statewide 9-1-1 Administrator Cindy Barbera-Brelle. Statewide 9-1-1 Administrator Cindy Barbera-Brelle spoke on the creation and transformation of the Emergency Telephone System Act, as well as the composition and objectives of the Emergency Telephone System Board. She gave an update on the status of the statewide Next Generation 9-1-1 (NG 9-1-1) and spoke about the NG 9-1-1 Expenses Grant program.

204 Fund Balance. Director Douglas reported an Emergency Telephone System Fund (Illinois 9-1-1 surcharge) balance of \$1,284,238.62 as of January 14, 2020.

Project Status of VHF Simulcast Voting Receiver Radio System. Director Douglas stated that the system was accepted in December 2019. The final payment due upon acceptance was made on January 8, 2020 in the amount of \$238,777.46.

Director Douglas stated that discussions between Wireless USA, Director Douglas and John Simon were ongoing on the topics of a universal power supply for radio network equipment and improvements to radio communications in the southwest quadrant of the

county that were outside of the scope of the initial project. She stated that there would be future discussions on these topics.

Personnel Report. Director Douglas stated that the center was currently staffed with 13 qualified Dispatchers and 2 probationary Dispatchers. She stated that there was currently a vacant Dispatch Supervisor position, and her intent is to promote a Dispatcher to that vacancy in March/April. She stated 1 new Dispatcher will be hired and begin training in February, prior to that promotion. Director Douglas stated that the testing and interview process for the dispatcher was ongoing.

John Simon asked if there were any potential retirements in the next 6-12 months. Director Douglas stated that there was the potential retirement of a dispatcher in January of 2021, as well as potential for the Systems Administrator in the summer of 2020.

Director Douglas stated that overtime remains increased due to the number of employees currently in training.

FY2020-2021 9-1-1 Budget. Director Douglas presented her proposed FY2020-2021 Fund 202 (60/40 budget) and Fund 204 operating budgets, as well as her current Capital Equipment Replacement Plan.

Director Douglas stated that she would need to make an amendment and move the uniform line item from the Fund 204 back to Fund 202 as uniforms are not an eligible ETSA expense.

ETSB Action Item: Approval of FY2020-2021 9-1-1 Budget. Director Douglas recommended the approval of her FY2020-2021 budgets and Capital Equipment Replacement Plan as amended.

Ryan Niekamp motioned to approve the budgets as amended; Jeff Bergman seconded the motion. The motion carried with 7 yes, 0 no, and 2 absent.

Next Generation 9-1-1. Director Douglas presented a GIS Data Development Services Contract with Western Illinois University (WIU). She stated that this expense was eligible for NG 9-1-1 grant funding.

ETSB Action Item: Approval of WIU GIS Services Contract; Director Douglas recommended approval of the GIS Data Development Services Contract, as well as approval to seek grant funding.

John Simon motioned to approve; Tom Bentley seconded the motion. The motion carried with 7 yes, 0 no, and 2 absent.

Old Business. There was a discussion on the status of Memorandums of Understanding for Director and Assistant Director. Director Douglas stated that they were still in the process of being drawn up.

New Business. Director Douglas noted that terms for 3 Joint ETSB members will expire on April 30, 2020.

Director Douglas stated that correspondence would be sent notifying the respective authorities of the need to make appointments at their upcoming meetings.

Next Meeting. The next quarterly meeting of the Joint ETSB is scheduled for Wednesday, April 15, 2020 at 5:15 p.m.

Meeting Adjournment. Tom Bentley made a motion to adjourn the meeting. Rob Copley seconded the motion. The motion carried and the meeting was adjourned.

A handwritten signature in cursive script, appearing to read "Miriam Douglas".

1/21/2020