



Jessica Douglas
Director

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

Due to COVID-19 and in accordance with Public Act 101-0640, members were both physically and virtually present as follows:

9 members virtually present: Joint ETSB Chairman Mike Farha, Adams County Board Member Barney Bier, Quincy Alderman Jeff Bergman, Quincy Alderman Richie Reis, Quincy Police Chief Rob Copley, Adams County EMS Chief John Simon, Adams County Rural Fire Association Representative Tom Bentley, PSAP Representative Brian Vonderhaar, Adams County Public Member Duane Venvertloh.

0 members absent.

Also virtually present: First Assistant States Attorney Todd Eyler

Physically present: 9-1-1 Director Jessica Douglas, 9-1-1 Assistant Director Josh Howell.

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

Rob Copley made a motion to approve the minutes of the January 15, 2020 Joint ETSB meeting. John Simon seconded the motion. The motion carried and the minutes were approved as distributed with no changes.

204 Fund Balance. Director Douglas reported an Emergency Telephone System Fund (Illinois 9-1-1 surcharge) balance of \$1,552,519.82 as of July 14, 2020.

Director Douglas reported that the Emergency Telephone System Act (ETSA) normally sunsets every 3 years, however, due to circumstances surrounding COVID-19, the sunset has been extended one year to December 31, 2021.

Director Douglas reported the following expenditures from the 204 Fund Repair and Maintenance:

Emergency repair of a primary dispatch console in the amount of \$9,672.17

Repair of the air conditioning unit at the Courthouse backup center in the amount of \$700.00

Director Douglas also requested authorization to expend an amount not to exceed \$2,500.00 from Capital Outlay for the unanticipated repair of the camera video display system.

John Simon motioned to approve the expenditures. Tom Bentley seconded the motion. The motion carried.

Election of Joint ETSB Vice Chairman. John Simon motioned to elect Barney Bier as the Joint ETSB Vice Chairman. Brian Vonderhaar seconded the motion.

A roll call vote was held with 8 Yes (Barney Bier, Rob Copley, Jeff Bergman, John Simon, Tom Bentley, Brian Vonderhaar, Duane Venvertloh), 0 No. Richie Reis was present and heard discussion, however, was himself inaudible due to technical difficulty unresolved until later in the meeting.

The motion carried.

Personnel Report. Director Douglas stated that the Center was currently staffed with 13 qualified Dispatchers.

Director Douglas stated that there are 2 vacant Dispatcher positions. She stated that the hiring process is underway to fill these vacancies and 2 new employees will begin employment in August.

Director Douglas noted that a Dispatcher would be on maternity leave on or about August 14 – October 12, 2020.

Director Douglas stated that there has been an increase in overtime over the past three months due to vacancies and vacations. She noted that Dispatch Supervisors have been instrumental in filling overtime holes.

Line item from Fund 202 to Fund 204. Director Douglas recommended approval to move the System Administrator salary and benefits line items from Fund 202 to Fund 204. She stated that these expenses are permissible in accordance with ETSA and would reduce the cost burden on both the City and County.

Rob Copley motioned to approve moving the Systems Administrator salary and benefits line items from Fund 202 to Fund 204. Brian Vonderhaar seconded the motion.

A roll call vote was held with 8 Yes (Barney Bier, Rob Copley, Jeff Bergman, John Simon, Tom Bentley, Brian Vonderhaar, Duane Venvertloh), 0 No. Richie Reis was present and heard discussion, however, was himself inaudible due to technical difficulty unresolved until later in the meeting.

The motion carried.

COVID-19. Director Douglas stated that access to the Center has been restricted since March 15, 2020 in the interest of health and safety of the 9-1-1 staff. She noted that a continuity of operations plan has been developed and is in place.

Director Douglas praised the 9-1-1 staff for their resiliency and positivity amid the challenges presented as a result of the pandemic.

John Simon asked if there were any resources needed to support the capability of the Director and Assistant Director to work from a remote site.

Director Douglas stated that it would be beneficial to have a laptop or similar portable device to aid in working from a remote site.

Brian Vonderhaar inquired if the purchase of these devices would be eligible for reimbursement by FEMA. John Simon stated that, while the purchase would not be eligible for reimbursement by FEMA, the purchase would likely be eligible for reimbursement by CURE funding.

John Simon motioned to give Director Douglas authorization to spend up to \$4,000.00 from the 204 Fund on 2 portable devices. Tom Bentley seconded the motion.

A roll call vote was held with 8 Yes (Barney Bier, Rob Copley, Jeff Bergman, John Simon, Tom Bentley, Brian Vonderhaar, Duane Venvertloh), 0 No. Richie Reis was present and heard discussion, however, was himself inaudible due to technical difficulty unresolved until later in the meeting.

The motion carried.

Next Generation 9-1-1 (NG911). Director Douglas reported that she received a Notice of State Award for an amount not to exceed \$117,334.00 for the NG911 Expenses Grant Program. She stated that a grant agreement had been executed.

Director Douglas reported that the progress was being made on the GIS project. She reported that she was in the process of procuring multimedia digital logging recorder equipment.

Old Business. Director Douglas recommended approval to purchase universal power supply units from Wireless USA in the amount of \$5,247.37. These units will power network equipment in the event of power outage at EMA, Camp Point and Courthouse transmit sites.

Director Douglas stated that on two recent occasions power outages have resulted in the loss of the ability to transmit on both Quincy Police and Adams County Sheriff frequencies for up to 7 minutes.

John Simon motioned to approve the purchase of the universal power supply units. Brian Vonderhaar seconded the motion.

A roll call vote was held with 8 Yes (Barney Bier, Rob Copley, Jeff Bergman, John Simon, Tom Bentley, Brian Vonderhaar, Duane Venvertloh), 0 No. Richie Reis was present and heard discussion, however, was himself inaudible due to technical difficulty unresolved until later in the meeting.

The motion carried.

Director Douglas stated that testing at the ADM radio site to improve radio communications in the southwest quadrant of the county would take place at a date yet to be determined. She noted that both she and John Simon would continue to communicate with Wireless USA regarding this matter.

New Business. Chairman Farha offered a moment of remembrance for Quincy Alderman Tom Ernst who recently passed.

Next Meeting. The next quarterly meeting of the Joint ETSB is scheduled for Wednesday, October 21, 2020 at 5:15 p.m.

Meeting Adjournment. Brian Vonderhaar made a motion to adjourn the meeting. Richie Reis seconded the motion. The motion carried and the meeting was adjourned.

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

7/27/2020