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Jessica Douglas  
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QUINCY/ADAMS COUNTY 9-1-1 JOINT EMERGENCY TELEPHONE SYSTEM  
BOARD (ETSB) MEETING  
Minutes  
October 21, 2020

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

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

1 member absent: Quincy Police Chief Rob Copley

Also virtually present: First Assistant States Attorney Todd Eyler, Adams County Board Member Barbara Fletcher.

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.

Richie Reis made a motion to approve the minutes of the July 15, 2020 Joint ETSB meeting. Jeff Bergman 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 \$1,661,541.46 as of October 21, 2020.

She informed the board of some significant expenditures from Repair & Maintenance to the primary center HVAC system.

Personnel Report. Director Douglas stated that the Center was currently staffed with twelve qualified Dispatchers and two Dispatchers in training.

She reported that there is one vacant Dispatcher position following the resignation of an employee on October 11, 2020. She stated that that employee will remain on the part-time/on-call list.

She stated that the hiring process would begin in late November/early December with the intent of a hiring a new employee to start in January.

She reported that overtime is high, however, comparable to the previous year. She noted that Dispatch Supervisors have been flexible in adjusting their schedules to help fill overtime holes.

Director Evaluation and Compensation. At the Special Meeting of the Joint ETSB held on December 4, 2019 the board held discussion on the 9-1-1 Director position salary and benefits. At that meeting the board motioned to set the Director salary at \$69,000.00 effective October 17, 2019 with possibility of an increase to \$69,500.00 effective April 23, 2020 and to \$70,000.00 effective October 17, 2020, based on performance.

Due to circumstances surrounding COVID-19 the April 15, 2020 meeting of the Joint ETSB was canceled, therefore no action was taken concerning the April 23, 2020 salary increase. There was no action on this matter during the July 15, 2020 meeting.

Richie Reis motioned to set the Director salary at \$69,500.00 retroactive to April 23, 2020 and at \$70,000.00 effective October 17, 2020. Tom Bentley seconded the motion.

There was some discussion amongst the board.

Duane Venvertloh motioned to defer the decision to the January meeting due to the pandemic, citing that, despite good performance, it may be poor optics to increase a salary during a time when many public members are faced with declining financial situations.

Chairman Farha asked if there was a second to Duane Venvertloh's motion. There was no second. The motion failed.

Chairman Farha asked for a roll call vote on the original motion by Richie Reis, seconded by Tom Bentley.

A roll call vote was held with 7 Yes (Barney Bier, Jeff Bergman, Richie Reis, John Simon, Tom Bentley, Brian Vonderhaar, Mike Farha), 1 No (Duane Venvertloh), 1 Absent (Rob Copley).

The motion carried.

COVID-19. Director Douglas stated that access to the 9-1-1 Center remains restricted in the interest of health and safety of the 9-1-1 staff.

She reported that 148 hours of Families First Coronavirus Relief Act time has been utilized by employees due to COVID-19 quarantine, and there are currently no employees in quarantine.

Next Generation 9-1-1 (NG911). Director Douglas reported that a single bid in the amount of \$100,760.89 was received from Motorola for a multimedia digital logging recorder system. This quote includes both new equipment and installation at the primary center and removal of existing equipment to install at the Courthouse 9-1-1 Backup center. She noted that NG911 grant funds will reimburse \$78,334 of the cost.

She reported that the progress was being made on the GIS project and it is on track.

She provided the board with an update on the status of the statewide NG911 project, stating that the procurement team is still in the process of reviewing bids received for the construction of the statewide ESInet.

She informed the board that there will be \$7.9 million in grant funding for NG911 expenses available in the next state fiscal year. The Notice of Funding Opportunity will be posted on November 2, 2020.

FY 2021-2022 9-1-1 Budget Planning. Director Douglas stated that her County budget has been submitted and that the County is expected to approve the budget at their November meeting.

She stated that her full budget would be presented for approval at the January Joint ETSB meeting.

Old Business. Director Douglas advised that the universal power supply units that were approved for purchase at the July 15, 2020 Joint ETSB meeting have been purchased and installed.

New Business. Director Douglas informed the board of a need to replace a failed dispatch console base. She stated that, originally, it had been planned to budget for replacement of two bases in the Capital Equipment Replacement Plan in the next fiscal year. She further stated that she was able to utilize spare parts to fix the console, however, the fix is only short-term.

She recommended approval to proceed with the base replacement in the amount of \$9,672.17.

Tom Bentley inquired how many consoles would need to be replaced in the future.

Director Douglas stated that there were four consoles that would need replaced in total.

Tom Bentley motioned to approve the replacement of all four bases now at a cost not to exceed \$38,688.68. Jeff Bergman seconded the motion.

A roll call vote was held with 8 Yes (Barney Bier, Jeff Bergman, Richie Reis, John Simon, Tom Bentley, Brian Vonderhaar, Duane Venvertloh, Mike Farha), 0 No, 1 absent.

The motion carried.

Director Douglas next recommended approval to upgrade the current keypad system in the center to Keri system with a combination of no-touch card readers and keypads. She stated that this system would provide full control and accountability, unlike the current system. She further stated that currently the center is reliant on a vendor to physically come remove or change codes to the system at a fee each time.

She stated that the Keri System would also bring the facility in line with both the courthouse and new law enforcement facility. A quote had been obtained from United Systems in the amount of \$16,829.95. She advised that United Systems was the only locally authorized dealer of the system so a second quote was not obtained.

Duane Venvertloh motioned to approve the purchase of the system. John Simon seconded the motion.

A roll call vote was held with 8 Yes (Barney Bier, Jeff Bergman, Richie Reis, John Simon, Tom Bentley, Brian Vonderhaar, Duane Venvertloh, Mike Farha), 0 No, 1 absent.

The motion carried.

2021 Joint ETSB Meeting Schedule. Director Douglas recommended that the board continue meeting quarterly in January, April, July and October on the third Wednesday of the month at 5:15 p.m. A copy of the proposed meeting schedule was provided to the board.

Barney Bier motioned to approve the 2021 meeting schedule as proposed. Tom Bentley seconded the motion

A roll call vote was held with 8 Yes (Barney Bier, Jeff Bergman, Richie Reis, John Simon, Tom Bentley, Brian Vonderhaar, Duane Venvertloh, Mike Farha), 0 No, 1 absent.

The motion carried.

The next quarterly meeting of the Joint ETSB is scheduled for January 20, 2021 at 5:15 p.m.

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



10/23/2020