



Jessica Douglas
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QUINCY/ADAMS COUNTY 9-1-1 JOINT EMERGENCY TELEPHONE SYSTEM
BOARD (ETSB) MEETING
Minutes
January 20, 2021

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 Police Chief Rob Copley, 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.

Also virtually present: First Assistant States Attorney Todd Eyler, Adams County Director of Administrative Services Sue Hester.

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.

Brian Vonderhaar made a motion to approve the minutes of the October 21, 2020 Joint ETSB meeting. Richie Reis 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 \$1,766,071.39 as of January 19, 2021.

She informed the board that during a monthly call with the Statewide 9-1-1 Administrator it was discussed that neither surcharge revenues nor the NG911 expenses grant program are indicated to be impacted by the State of Illinois budget cuts.

Personnel Report. Director Douglas stated that the Center was currently staffed with ten qualified Dispatchers and one Dispatcher in training.

She reported that there are currently four vacant Dispatcher positions. She noted that an employee that was in training resigned effective November 26, 2020, and two dispatchers resigned in January, on January 13 and January 15 respectively.

She stated that the hiring process would begin in the March/April time frame with the intent of a hiring two dispatchers to start in April/May. She noted that it is difficult to

train more than two dispatchers at a time therefore the intent is to fill the remaining two vacant positions in July.

She reported that overtime remains high. It was noted that Dispatchers Supervisors, 9-1-1 Assistant Director and Director have been adjusting their schedules to help fill overtime holes whenever possible.

Brian Vonderhaar asked how vacant positions are advertised.

Director Douglas stated that job postings are listed on the Adams County website, Indeed and with APCO and NENA organizations. She noted that in the future additional means of advertising would include social media.

FY 2021-2022 9-1-1 Budget. Director Douglas presented her Fund 202 budget for discussion and possible action.

There was discussion amongst the board to authorize an additional dispatch position to get ahead of future staff shortages once vacant positions have been filled.

John Simon then made a motion to approve an additional \$38,000 to cover the cost of an additional dispatch position. Barney Bier seconded the motion.

Director Douglas noted that that amount would only cover the base salary for the employee and that additional benefit costs would be incurred.

Following discussion amongst the board, John Simon withdrew his motion.

Duane Venvertloh motioned to amend the Fund 202 budget to include an amount of \$54,000 in a separate line item to cover the wages and benefits of an additional dispatch position. John Simon seconded the motion.

A roll call vote was held. 9 Yes (Barney Bier, Rob Copley, Jeff Bergman, Richie Reis, John Simon, Tom Bentley, Brian Vonderhaar, Duane Venvertloh, Mike Farha); 0 No.

The motion to amend the Fund 202 budget passed.

Duane made a motion to approve the Fund 202 budget as amended. Jeff Bergman seconded the motion.

A roll call vote was held. 9 Yes (Barney Bier, Rob Copley, Jeff Bergman, Richie Reis, John Simon, Tom Bentley, Brian Vonderhaar, Duane Venvertloh, Mike Farha); 0 No.

The motion to approve the Fund 202 budget as amended passed.

Tom Bentley left the meeting at 6:01 p.m.

Director Douglas presented her Fund 204 budget for discussion and possible action.

Barney Bier made a motion to move into executive session for the purpose of discussing personnel and wages. Jeff Bergman seconded the motion.

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

Executive session began at 6:18 p.m.

Open session resumed at 6:38 p.m.

Richie Reis left the meeting during executive session.

The board discussed that a committee would be formed to perform evaluations of non-union 9-1-1 employees and that salary increases for non-union 9-1-1 employees shall not increase without further action of the board.

Barney Bier made a motion to amend the Fund 204 budget to include an amount of \$5,500 in a separate line item to cover potential salary increase with no increases to non-union 9-1-1 employees without authorization of the board. Jeff Bergman seconded the motion.

A roll call vote was held. 7 Yes (Barney Bier, Rob Copley, Jeff Bergman, John Simon, Brian Vonderhaar, Duane Venvertloh, Mike Farha); 0 No; 2 Absent (Richie Reis, Tom Bentley).

The motion to amend the Fund 204 budget passed.

Duane Venvertloh motioned to approve the Fund 204 budget as amended. Barney Bier seconded the motion.

A roll call vote was held. 7 Yes (Barney Bier, Rob Copley, Jeff Bergman, John Simon, Brian Vonderhaar, Duane Venvertloh, Mike Farha); 0 No; 2 Absent (Richie Reis, Tom Bentley).

The motion to approve the Fund 204 budget as amended passed.

Director Douglas presented the Capital Equipment Replacement Plan for discussion and possible action.

Duane Venvertloh motioned to approve the Capital Equipment Replacement Plan as presented. Jeff Bergman seconded the motion.

A roll call vote was held. 7 Yes (Barney Bier, Rob Copley, Jeff Bergman, John Simon, Brian Vonderhaar, Duane Venvertloh, Mike Farha); 0 No; 2 Absent (Richie Reis, Tom Bentley).

The motion to approve the Capital Equipment Replacement Plan passed.

Next Generation 9-1-1 (NG911). Director Douglas reported that the GIS project is on track. She noted that Systems Administrator John Frankenhoff, Kevin Dicks with the Adams County Highway Department and the City of Quincy Engineering Department have been key to the success of the project.

She advised the board that the multimedia digital logging recorder equipment had been delivered, and the recording system is anticipated to be fully implemented by the end of March 2021.

She also spoke about an NG911 expense grant funding opportunity in the State of Illinois FY22, with an application deadline of February 3, 2021.

Old Business. Director Douglas advised that the Keri System installation is in progress, noting that the controllers had been installed and the programming phase is underway.

She stated the Xybix console base replacements are scheduled for installation on February 9, 2021.

New Business. John Simon asked what would be the minimum staff needed for the center to operate properly and if contingencies have been made. Director Douglas stated 10 would be the minimum staff needed and that there were contingencies in place if needed.

Next Meeting The next quarterly meeting of the Joint ETSB is scheduled for April 21, 2021 at 5:15 p.m.

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

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

1/22/2021