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Jessica Douglas  
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QUINCY/ADAMS COUNTY 9-1-1 JOINT EMERGENCY TELEPHONE SYSTEM  
BOARD (ETSB) MEETING  
Minutes  
July 21, 2021

6 members present: Joint ETSB Chairman Mike Farha, Adams County Board Member Barb Fletcher, Quincy Alderman Jeff Bergman, Quincy Alderman Ben Uzelac, Adams County Rural Fire Association Representative Tom Bentley, Adams County Public Member Duane Venvertloh.

3 members absent: Quincy Police Chief Rob Copley, Adams County EMS Chief John Simon, PSAP Representative Brian Vonderhaar.

Also present: First Assistant States Attorney Todd Eyler, Adams County Board Member Dave Bellis, Adams County IT Director David Hochgraber, 911 Director Jessica Douglas, 911 Systems Administrator John Frankenhoff.

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

Tom Bentley made a motion to amend the minutes of the January 20, 2021 meeting to correct the omission of Mike Farha's name in a roll call vote to amend the Fund 202 budget as presented to include an amount of \$54,000.00 in a separate line item to cover the wages and benefits of an additional dispatch position. Jeff Bergman seconded the motion. The board voted unanimously to approve the minutes as amended. An amended copy of the minutes will be distributed to the board.

Chairman Farha welcomed new board members Ben Uzelac and Barb Fletcher.

Chairman Farha noted that due to the resignation of Barney Bier from the board a Vice Chairman vacancy had been created. Chairman Farha asked if there were any nominations for Vice Chairman. Tom Bentley made a motion to appoint Barb Fletcher as Vice Chairman. Duane Venvertloh seconded the motion. The motion to appoint Barb Fletcher as Vice Chairman passed.

204 Fund Balance. Director Douglas reported an Emergency Telephone System Fund (Illinois 9-1-1 surcharge) balance of \$1,992,274.92 as of July 21, 2021.

Personnel Report. Director Douglas reported that there are currently three vacant Dispatcher positions. She noted that six new Dispatchers have been hired since March to fill vacancies. Five of those Dispatchers are in training and one will begin administrative training on August 16.

Director Douglas informed the board of one resignation and one retirement in the month of May, one resignation in the month of June and one resignation in the month of July.

Director Douglas stated that there are qualified applicants to fill the vacant positions as soon as the capacity to train allows.

Director Douglas noted that the efficiency of the hiring process has been improved. She stated that she continues to receive applications and will continue to test and interview applicants for future vacancies.

Next Generation 9-1-1 (NG911) Project Status. Director Douglas reported that the State has selected a vendor, AT&T, to construct the ESInet and that currently the State remains in the contract execution phase.

She reported that the GIS project is ahead of schedule and stated that Adams County is one of few counties with less than 2% errors in GIS data. She noted that Systems Administrator John Frankenhoff has been key to the success of the project in addition to Kevin Dicks with the Adams County Highway Department and in coordination with the City of Quincy Engineering Department.

She noted that NG911 grant funding has been secured in the State of Illinois FY22 for costs associated with aerial imagery and GIS services.

Old Business. Director Douglas noted that at the January meeting it was discussed that evaluations for 911 Management and IT would be completed to determine merit-based salary increases for those staff members. She stated that she has completed evaluations for the positions of Assistant Director, Systems Administrator and Dispatch Supervisor. Director Douglas recommended a 4% merit-based salary increase for each position and provided justification to the board, highlighting the accomplishments of those staff members during difficult and unprecedented time of staff shortages.

Chairman Farha informed the board that he had evaluated Director Douglas and provided her with her review. Chairman Farha recommended a 6% salary increase for Director Douglas and provided justification to the board.

Director Douglas noted that the budget presented and approved by the board in January included salary increases up to 4% for the Assistant Director, Systems Administrator and Dispatch Supervisor positions. The board approved an amendment to the Fund 204 budget in January to include an amount of \$5,500.00 in a separate line item to cover potential salary increases for the Director position.

Jeff Bergman motioned to approve the salary increases as recommended. Barb Fletcher seconded the motion.

A roll call vote was held. 6 Yes (Barb Fletcher, Jeff Bergman, Ben Uzelac, Tom Bentley, Duane Venvertloh, Mike Farha); 0 No; 3 Absent (Rob Copley, John Simon, Brian Vonderhaar).

The motion to approve the salary increases passed.

New Business. Chairman Farha informed the board that a proposal had been received from Adams County Board Chairman for the provision of fully managed IT services and support to the 911 Center, including maintenance to the Courthouse Backup 911 Center. A copy of the proposal was distributed to all board members. The total proposed

monthly cost for services is \$10,000.00 and total proposed annual cost is \$120,000.00. These costs are eligible ETSA surcharge expenses.

Director Douglas recommended approval of the proposal, stating that the 911 and County networks are already heavily integrated and that 911 would benefit from the planned infrastructure upgrades.

Duane Venvertloh asked if this agreement would be executed in the form of an intergovernmental agreement or contractual agreement.

Director Douglas stated that if the board moves to approve the proposal, the proposed agreement will go before the Adams County Board Executive Committee and then before the full Adams County Board. If approved, a contract will be drawn up and executed between the Joint ETSB and Adams County.

Tom Bentley asked how this changes where we are currently at now and what we currently spend per year for IT related services.

Chairman Farha stated that the assigned role of the impacted position will be re-defined and that moving forward with the proposal will offer long-term savings.

Ben Uzelac asked for clarification of onsite backup monitoring, service and maintenance.

Adams County IT Director David Hochgraber explained the services that would be provided and further stated that servers would be backed up at multiple sites for redundancy.

Duane Venvertloh motioned to approve the proposal for IT services and support to the 911 Center. Ben Uzelac seconded the motion.

A roll call vote was held. 6 Yes (Barb Fletcher, Jeff Bergman, Ben Uzelac, Tom Bentley, Duane Venvertloh, Mike Farha); 0 No; 3 Absent (Rob Copley, John Simon, Brian Vonderhaar).

The motion passed and the proposal for IT services and support to the 911 Center was approved.

Next Meeting. The next quarterly meeting of the Joint ETSB is scheduled for October 20, 2021 at 5:15 p.m. Chairman Farha noted that at the October meeting it would be necessary to discuss the appointment of members to a negotiation team in preparation for collective bargaining discussions in the Spring of 2022.

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



7/24/2021