



Jessica Douglas
Director

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QUINCY/ADAMS COUNTY 9-1-1 JOINT EMERGENCY TELEPHONE SYSTEM BOARD
(ETSB) MEETING
Minutes
October 18, 2023

5 members present: Quincy Ald. Kelly Mays, Quincy Ald. Ben Uzelac, Adams County Board Member Barb Fletcher, Adams County Rural Fire Association Representative Tom Bentley, Adams County Public Member Patrick Frazier

4 members absent: Quincy Ald. Jeff Bergman, Quincy Police Chief (ret.) Rob Copley, Adams County EMS Chief John Simon, PSAP Representative David McCleary

Quorum Call. Chairman Barb Fletcher called the meeting to order and indicated a quorum was present.

There were no speakers present to give public comment.

Tom Bentley made a motion to approve the minutes of the July 19, 2023 meeting. Ben Uzelac seconded the motion.

The motion carried and the meeting minutes were approved as presented.

204 Fund Balance. Director Douglas reported an Emergency Telephone System Fund (Illinois 9-1-1 surcharge) balance of \$2,310,960.11 as of October 18, 2023.

She reported that an average of approximately \$79,000.00 per month in surcharge revenue was received this past quarter.

Director Douglas stated that she submitted a Next Generation 911 (NG911) grant reimbursement request totaling the amount of \$161,019.13 for NG911 related expenses to the Illinois State Police. The reimbursement has not yet been received.

Personnel Report. Director Douglas stated that the center is currently staffed with 12 dispatchers: 9 qualified, 3 in training. She noted that there are currently 4 dispatcher vacancies and 1 dispatch supervisor vacancy.

She reported the resignation of one dispatcher from their full-time position this past quarter. She reported that a full-time dispatcher was hired and began employment on October 16, 2023.

Director Douglas stated the center is hosting applicant testing on October 20, 2023. She noted that the number of qualified applicants remains low. It was discussed that the recruiting of quality applicants is an ongoing effort.

P25 Upgrade/Site Expansion Project Status Update. Director Douglas stated that she received the revised and final proposal from Motorola Solutions for the upgrade of the

countywide VHF analog simulcast voting receiver radio system and site expansion on October 16, 2023. A copy of the proposal was made available to all board members for review.

Director Douglas noted that the cost of the proposal increased to \$1,073,242.64. This amount exceeds the amount approved by the Joint ETSB for the project in the 204 Fund Capital Equipment Replacement Plan during the current fiscal year by \$323,242.64. The increase in cost is attributed to required changes to the original proposal that was received in May 2022.

Director Douglas discussed that significant changes to the original proposal include the P25 upgrade to all channels, including the Rural fire channel, upgrading the Rural Fire channel from its current simplex operating mode to simulcast to be the same as the other system channels, adding consolettes to the backup dispatch center to ensure that the backup console network can communicate on the new infrastructure, and the inclusion of an upgraded logging solution to enhance logging capabilities. She noted that these items were all discussion points during meetings with Motorola Solutions to ensure that the proposed solution is an investment that will meet current communication needs and serve public safety communication needs well into the future.

Director Douglas stated that it will be necessary to ratify the contract before execution, however, to keep the project moving forward, asked the board to approve her to expend an amount no greater than that of the proposed solution (\$1,073,242.64) from the 204 Fund capital outlay for the project.

After some discussion, Tom Bentley made a motion to approve Director Douglas to expend an amount not to exceed \$1,200,000.00 from the 204 Fund capital outlay for the project, allowing for potential unforeseen increases in expenditures during the contract ratification process. Kelly Mays seconded the motion.

A roll call vote was held. 5 Yes (Kelly Mays, Ben Uzelac, Tom Bentley, Patrick Frazier, Barb Fletcher); 0 No; 4 Absent (Jeff Bergman, Rob Copley, John Simon, David McCleary)

Director Douglas stated that the anticipated timeline for project completion is 9 months from the date that the contract is executed. She noted that the project will be completed in two phases. The existing 9 sites will be upgraded with the appropriate equipment to support the transition to digital P25 operations in the one phase and a 10th site will be added to the existing network to enhance coverage in the southwestern service area in another phase.

Adopt 2024 Meeting Schedule. Director Douglas provided members of the board with a proposed 2024 meeting schedule.

Ben Uzelac made a motion to approve the meeting schedule as presented. Kelly Mays seconded the motion.

The motion carried and the 2024 meeting schedule was approved.

Old Business. There was no old business discussed.

New Business. There was no new business discussed.

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

Next Meeting. The next quarterly meeting of the Joint ETSB is scheduled for January 17, 2024 at 5:15 p.m.

Jerrica Douglas

10/19/23