



Jessica Douglas
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QUINCY/ADAMS COUNTY 9-1-1 JOINT EMERGENCY TELEPHONE SYSTEM
BOARD (ETSB) MEETING
Minutes
January 17, 2024

8 members present: Joint ETSB Chairman Barb Fletcher, Quincy Ald. Jeff Bergman, Quincy Ald. Kelly Mays, Quincy Police Chief Adam Yates, Adams County EMS Chief John Simon, Adams County Rural Fire Association Representative Tom Bentley, PSAP Representative David McCleary, Adams County Public Member Patrick Frazier

1 member absent: Quincy Ald. Ben Uzelac

Also present: 911 Director Jessica Douglas

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

Tom Bentley made a motion to approve the minutes of the October 18, 2023 meeting. Kelly Mays seconded the motion.

The motion carried and the minutes were approved as presented.

204 Fund Balance. Director Douglas reported an Emergency Telephone System Fund (Illinois 911 surcharge) balance of \$2,615,401.52 as of January 17, 2024.

She reported that in addition to the average surcharge revenue received in the past quarter a special distribution in the amount of \$168,742.83 was remitted for funds withheld from surcharge disbursements during the May 2018-July 2020 remit period in anticipation of costs associated with the procurement and implementation of the statutorily mandated Next Generation 911 (NG911) network that will not be necessary to be utilized by the Illinois State Police for those purposes.

Director Douglas also reported that an additional \$161,019.13 was received as part of the NG911 expenses reimbursement grant.

FY 2024-2025 911 Budget. Director Douglas presented her Fund 202 budget, funded 60% by the City of Quincy and 40% by Adams County, for discussion and possible action. 17 salaries (15 Dispatchers, 2 Dispatch Supervisors) and costs associated with the Records Management System (RMS), both ineligible surcharge expenses, are contained within the Fund 202 budget.

Director Douglas reported an increase of 11.63% in the proposed budget from the current fiscal year budget and explained that this is due to the necessity to plan for the

implementation of a new Computer-Aided Dispatch (CAD) and RMS system as the current CAD/RMS vendor, Logistic Systems, is going out of business and will no longer support the CAD/RMS system currently being utilized effective December 31, 2024. The RMS portion of the implementation is anticipated to cost approximately \$100,000.00 and is an ineligible surcharge expense.

Director Douglas noted that she along with Quincy Police Department and Adams County Sheriff's Office officials have spent the past few months participating in a selection process to procure a new CAD/RMS system. She stated that proposals received have been carefully reviewed and down selected to what she is confident will be the most suitable CAD/RMS solution for 911 that compliments both the needs of 911 and other City of Quincy and Adams County public safety agencies moving forward. She noted that internal meetings have been held amongst local police, fire, and EMS agencies to discuss the solution.

She further noted that the solution also contains a mobile data module that will replace the antiquated mobile data solution currently utilized by 911, the Quincy Police Department, and Adams County Sheriff's Office.

She stated that discussions with a prospective vendor are ongoing, and she anticipates providing a final quote and recommendation to the board for contract execution at the April 2024 meeting in preparation of moving forward with the implementation in the next fiscal year.

Director Douglas then presented her Fund 204 budget for discussion and possible action. 4 salaries (Director, Assistant Director, Systems Administrator and 1 Dispatch Supervisor) and operational expenses eligible for surcharge funding are contained within the Fund 204 budget. She noted that the portion of the Fund 204 proposed budget applied to operations decreased 6.54% from the current fiscal year budget, citing a decrease in the Repair & Maintenance line item due to the elimination of the cost of the annual recurring Logistic Systems CAD license and maintenance fee in the upcoming fiscal year. She noted that funding for the CAD portion of the CAD/RMS implementation is earmarked in the capital outlay.

There was discussion amongst the board regarding the MICA line item in both the Fund 202 and Fund 204 budgets, a cost that is proportionately shared by all City of Quincy departments. John Simon asked if the 911 share of MICA costs, totaling \$22,827, could be funded entirely from Fund 204. Director Douglas stated that she was unaware of a compelling reason why this could not be done, however, advised that she would consult the City of Quincy Comptroller's Office to seek an answer.

Director Douglas presented her Capital Equipment Replacement Plan for discussion and possible action. She noted that \$200,000.00 has been earmarked in anticipation of expenses for the countywide radio system P25 infrastructure upgrade and site expansion to roll over into the next fiscal year. She also noted that \$500,000.00 has been earmarked for the CAD portion of the CAD/RMS implementation and \$4,000.00 has been earmarked for replacement of a copy machine.

John Simon made a motion to approve the Fund 202 budget, Fund 204 budget, and Capital Equipment Replacement Plan as presented except for moving the MICA cost share in Fund 202 (\$11,640) to Fund 204, increasing the MICA cost share line item in the Fund 204 budget to \$22,827, if possible. Adam Yates seconded the motion.

A roll call vote was held. 8 Yes (Jeff Bergman, Kelly Mays, Adam Yates, John Simon, Patrick Frazier, David McCleary, Tom Bentley, Barb Fletcher); 0 No; 1 Absent (Ben Uzelac)

Personnel Report. Director Douglas stated that the center is currently staffed with 12 dispatchers: 10 qualified, 2 in training. She noted that there are currently 4 dispatcher vacancies and 1 dispatch supervisor vacancy.

She reported no resignations in the past quarter.

Director Douglas stated that recent applicant testing and interviews were successful and offers will be made to applicants to fill 2 dispatcher vacancies. 2 new dispatchers are anticipated to begin employment on or about February 26, 2024.

She stated that if the current recruiting and retention trend continues, she is hopeful to fill all vacant positions, including the dispatch supervisor vacancy, before the end of the 2024-2025 fiscal year.

Tom Bentley inquired about the process for filling the dispatch supervisor vacancy. Director Douglas stated that the vacancy will be posted for a specified period and dispatch personnel would have an opportunity to submit letters of interest for the position. She explained that those who submit letters of interest will be interviewed by Director Douglas and 911 Assistant Director Josh Howell. Based on interviews, a decision will be made on promotion to the dispatch supervisor position.

VHF Simulcast System P25 Upgrade/Site Expansion Project Status. Director Douglas provided the board with an update on the status of the VHF simulcast system P25 upgrade and site expansion project status.

She noted that a contract was executed with Motorola Solutions, Inc. on December 14, 2023.

She reported that the project team has been identified and there is a project kickoff meeting scheduled for February 13, 2024.

She reported that it is unknown at this time when equipment will arrive on site for staging, however, noted that she anticipates having more information to share with the board following the upcoming kickoff meeting.

Old Business. There was no old business.

New Business. John Simon stated concerns in service provided by Wireless USA in accordance with the current service contract, specifically relating to a time server failure at the Camp Point tower site that has been impacting the clarity of radio traffic on the ambulance frequency since October 2022. Radio traffic on the Adams County Sheriff frequency has also been affected.

He noted that while it took some time to procure a replacement server due to both extensive equipment lead time and the need to send the server back to the supplier for additional configuration after the initial installation was unsuccessful, that Director Douglas has had the reconfigured replacement in hand since mid-October 2023 and it has still not been installed.

Director Douglas informed the board that Wireless USA had retrieved the time server from her this week and that it was extensively stability tested at the local shop to ensure that it was giving a valid timing signal prior to Wireless USA attempting to install it at the Camp Point tower site. She stated that she had confirmation from Wireless USA that it was producing a valid signal when connected to comparators at the shop and that she anticipated that Wireless USA would be able to schedule installation at the tower site very soon.

John Simon stated that he believes the board should carefully evaluate who the board enter into a service agreement with once infrastructure modifications (relating to the P25 upgrade and site expansion) are complete.

Director Douglas stated that the current service agreement with Wireless USA is approaching renewal in July 2024. She explained that the Wireless USA service agreement covers radio infrastructure equipment and maintenance of the Centracom Gold Elite consoles located at the courthouse 911 backup center. She further explained that there is a separate service agreement in place with Motorola that covers the system core, MCC7500 consoles located at the primary 911 center, and the multimedia logging recorder.

Director Douglas noted that Wireless USA is contacted directly to address service issues with equipment covered by their respective service agreement and Motorola is contacted when service issues arise with equipment covered by their respective agreement. She explained that when Motorola is contacted, Motorola ensures the dispatch of a technician from a service provider, most often Wireless USA, to resolve the issue, and oversees the status of the repair from start to finish.

It was discussed that the current service agreement in place with Wireless USA could either be canceled or modified at the discretion of the board when the new warranty takes effect upon completion of the P25 upgrade and site expansion project.

Meeting Adjournment. Tom Bentley made a motion to adjourn the meeting. David McCleary seconded the motion. The motion carried and the meeting was adjourned at 6:28 p.m.

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



01/19/24