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Steve Rowlands  
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QUINCY/ADAMS COUNTY 9-1-1 GOVERNING BOARD MEETING  
Minutes  
January 17, 2018

10 members present: Quincy Alderman Mike Farha (Governing Board Chairman), Quincy Alderman Jeff Bergman, Adams County Board Member Dave Bellis, Adams County Board Member Ryan Niekamp, Adams County Board Member Bret Austin, Quincy Police Chief Rob Copley, Quincy Fire Chief Joe Henning, Adams County Sheriff Brian Vonderhaar, Adams County EMS Chief John Simon and Rural Fire Association Secretary Bill Johnson

1 member absent: Quincy Alderman Jennifer Lepper

Also present: Assistant States Attorney Todd Eyler, Attorney Jim Rapp, 9-1-1 Director Steve Rowlands, 9-1-1 Staff members Jessica Douglas, Jo Liesen and Becky Lyon.

Quorum Call and Approval of Previous Meeting Minutes. 9-1-1 Governing Board Chairman Mike Farha called the meeting to order and indicated a quorum was present. Chairman Farha noted the attendance of Assistant States Attorney Todd Eyler and Attorney Jim Rapp.

County Board member Ryan Niekamp made a motion to approve the minutes of the October 18, 2017 meeting and Chief Rob Copley seconded the motion. The motion carried and the minutes were approved as distributed with no changes.

204 Fund balance. Director Steve Rowlands reported an Emergency Telephone System Fund (Illinois 9-1-1 surcharge) balance of \$946,254 as of January 11, 2018.

Personnel status. Director Rowlands noted the resignation of a dispatcher effective January 8, 2018. He noted dispatch staff is down three people with 12 of 15 qualified dispatcher positions filled. He noted overtime costs continue to be high. He further noted that his salaried supervisory personnel were working consoles to meet staffing challenges and have been training new staff. Director Rowlands said he intends to hire two or three people in February 2018 and expects to hire another person in May/June 2018.

Director Rowlands noted the anticipated retirement of a Dispatch Supervisor in June 2018 and the eligibility for retirement of the Director and a senior dispatcher. He also noted that the anticipated retirement of the supervisor in June 2018 would create a fourth open dispatch position should a dispatcher be promoted to fill that position. Director Rowlands said that he may gap the supervisor position until the dispatch staff level stabilizes.

Director Rowlands noted he felt starting salaries were no longer competitive enough to attract and retain good candidates. He said that, although continuous recruitment is taking place, there is a significantly lower number of applicants and qualified applicants.

County Board member Ryan Niekamp inquired what resources were being used for recruitment. Director Rowlands stated that he had posted the job listing in the Quincy newspaper, on the City of Quincy, Adams County, John Wood Community College and State of Illinois websites, and on social media sites. Director Rowlands noted that he received the most response from social media.

Sheriff Brian Vonderhaar inquired what the top end pay is for dispatchers. Director Rowlands stated that starting pay is \$14.77 per hour and the top pay is currently \$18.73. Director Rowlands noted that dispatchers who have been employed for fifteen years or more are paid at this rate. He stated that all dispatchers will receive a \$0.34 per hour pay increase on May 1, 2018 in accordance with the union contract which expires on April 30, 2019. He stated contract negotiations with the union would occur around this time next year.

Status of VHF Simulcast Voting Receiver Radio System. Director Rowlands reported that the final cost for the project is \$1,193,887.28. He said that ADM and Red Cross sites are not yet finalized. He noted that there are some expenses, including pouring of concrete pads at the 9-1-1 tower, which are not included in the final.

Director Rowlands said that he estimates the project will take 4-6 months to complete once it begins. He noted that the city will pay for the first \$200,000 of the project. Director Rowlands also noted that 9-1-1 will fund \$800,000 of the project and the county will be billed for the county's \$200,000 portion as the project concludes.

County Board member Dave Bellis inquired if there were any fees for any of the sites. Director Rowlands said that there would be a possible fee for the Liberty site for service provided by Adams Telephone, however, that was still to be worked out. Director Rowlands noted there is expected to be no fee for the remainder of the sites.

County Board member Bret Austin asked if mechanisms were in place for the approval of change orders. Director Rowlands stated that the appropriate mechanisms were in place.

Establishment of Joint Emergency Telephone System Board (Joint ETSB). Director Rowlands noted that a Joint ETSB must be established by July 1, 2018 in order to be in compliance with the Emergency Telephone Systems Act (ETSA). He said that if not established, the Quincy/Adams County 9-1-1 Governing Board, as a "qualified governmental entity," will no longer be authorized to operate a 9-1-1 system as of July 1, 2018, and that the Quincy/Adams County 9-1-1 Governing Board would also no longer be eligible to receive ETSA 9-1-1 Surcharge Funds as distributed by the State.

Attorney Jim Rapp was present and discussed draft documents that he authored following a meeting with Quincy Mayor Kyle Moore, County Board Chairman Les Post, 9-1-1 Governing Board Chairman Mike Farha and 9-1-1 Director Steve Rowlands on December 7, 2017 to discuss ETSA requirements and Joint ETSB requirements.

Director Rowlands provided the board with a packet containing draft documents authored by Attorney Rapp: Draft Letter of Agreement (LOA) between City and County; corresponding draft City and County Resolutions approving LOA; and corresponding City and County Ordinances creating Joint ETSB, amending City Code and County Code, dissolving 9-1-1 Governing Board, and transferring duties/authority.

Director Rowlands stated that these documents were formally provided to Quincy Mayor Moore and Adams County Board Chairman Les on January 4, 2018 with a request for City and County to take necessary action to enter into a Letter of Agreement and establish a City of Quincy Joint Emergency Telephone System Board (Joint ETSB).

Attorney Rapp noted that the establishment of the proposed ordinances modifying the City and County code does not change the 60/40 funding. He also noted that the most significant change is the make-up of the board with a desire to maintain balance.

Director Rowlands stated that in the draft LOA, the Joint ETSB would consist of 9 members and would become the new 9-1-1 authority for Quincy/Adams County 9-1-1.

Director Rowlands noted that the Mayor would appoint 3 Quincy City Council members and 1 City of Quincy public safety official. He stated that the County Board Chairman would appoint 1 Adams County Board member, 1 Adams County citizen, 1 9-1-1 PSAP representative and 1 Adams County public safety official. He stated that the Adams County Rural Fire Association President would appoint 1 member, a Fire Chief, from the Adams County Rural Fire Association.

County Board member Niekamp asked if the Mayor must appoint 3 alderman. Director Rowlands stated that the Mayor does not necessarily have to appoint 3 alderman and indicated that it was just the recommendation provided in the draft LOA.

County Board member Austin noted that only one county board member would be allowed on the proposed Joint ETSB but further noted that the county would still be represented by a total of 4 members chosen by the County Board Chairman. He inquired what the Adams County Rural Fire Association was and how one becomes president of the association.

Director Rowlands stated that the Adams County Rural Fire Association is a body that represents Tri-township Fire Department and the 10 volunteer fire departments in Adams County. He stated that 9-1-1 Governing Board member Bill Johnson is currently the representative of the association on the 9-1-1 Governing Board.

Adams County Rural Fire Association Secretary Bill Johnson stated that the President of the Adams County Rural Fire Association is an elected position from the membership of the association and that they are having elections soon.

Director Rowlands said the intent of the member appointed by the Adams County Rural Fire Association President would serve essentially as a tiebreaker on the board as that person would be unaffiliated with city and county government appointments.

Director Rowlands stated that the current 9-1-1 Governing Board would dissolve and would be replaced by the Joint ETSB. Director Rowlands stated that currently the 9-1-1 Governing Board as a "qualified governmental entity" is essentially functioning as an ETSB as it manages the ETSA 9-1-1 surcharge fund and oversees the 9-1-1 system, however, the 9-1-1 Governing Board will not be in compliance of law as of July 1, 2018. He noted that the LOA keeps almost all aspects of the current organization and operation but incorporates all the requirements of ETSA as amended July 2017.

Director Rowlands stated that the goal is to have the City and County agree to establish a Joint ETSB and have the membership appointments completed by May 1, 2018.

County Board member Bellis asked how we compare to other counties regarding establishment of a Joint ETSB. Director Rowlands stated that nearly all of the other 9-1-1 systems in the state already function with ESTBs in accordance with ETSA and that our "qualified governmental entity" is unique, that we are one of a very few "qualified governmental entities," we are the largest, and establishing a Joint ETSB brings us in line with how nearly all 9-1-1 systems in Illinois operate.

County Board member Bellis also asked how the establishment of a Joint ETSB would affect 9-1-1 staff members. Director Rowlands stated that it would be only the oversight and governing authority of Quincy/Adams County 9-1-1 that is impacted and that the day-to-day business and 9-1-1/dispatch operations of the 9-1-1 Center and staff are unaffected.

County Board member Niekamp noted that he believed the drafts that Attorney Rapp authored were well written and stated that the item is on the Adams County Legislative and Judicial Committee agenda in February 2018.

Chairman Farha requested that the county board members and city council members as well as the public safety members of the 9-1-1 Governing Board help to move the LOA process with the city and county governments. He stated that this is a very important issue with a definitive deadline.

FY2018-2019 9-1-1 Budget Approval. Director Rowlands presented for Governing Board approval the FY2018-2019 budget with a 202 Fund- 60% / 40% - FY2018-2019 9-1-1 Operating Budget request of \$1,300,373 and the 9-1-1 Capital Budget. He noted this was about 4% reduction from the previous year's budget submission. He stated that the 202 Fund includes only personnel costs less the Director's; Director salary and benefit costs and all other 9-1-1 operating costs and capital cost were shifted to Fund 204 (ETSA surcharge fund). Director Rowlands noted that there may be a reduction in AT&T costs once the new radio infrastructure is in place.

County Board member Niekamp asked why costs were moved from the 202 Fund to Fund 204. Director Rowlands noted that he moved as many costs as eligible and possible into the surcharge fund because members of the 9-1-1 Governing Board had indicated this preference in the past and that he felt that reducing the city's and county's funding was something that he should pursue as well.

County Board member Austin asked if personnel costs are eligible to be paid by Fund 204. Director Rowlands stated that some personnel costs are eligible and that he may consider moving eligible personnel costs to the surcharge fund in the future but due to the radio project expense this was not possible at this time.

County Board member Austin asked if the costs moved to Fund 204 are justifiable. Director Rowlands stated that he will add \$12,000 to the 202 Fund for repair and maintenance fees not eligible under ETSA. Director Rowlands noted that annual software and maintenance of RMS cannot be paid by the surcharge fund.

Director Rowlands noted that the primary capital expense for current FY2017-2018 is the radio project with the 9-1-1 portion of funds equaling \$800,000 being paid out of Fund 204 and that it would significantly reduce the beginning fund balance for FY2018-2019. Director Rowlands stated that the digital logging recorder at the Courthouse Backup 9-1-1 Center is scheduled to be replaced in 2018, however, replacement may be pushed to the next fiscal year as the recorder is still operational with no issues.

Director Rowlands stated that future costs pertaining to NG9-1-1 are unknown. He noted that per Illinois Administrative Code Part 1325 we must be ready to connect to the State's NG9-1-1 network by July 1, 2020 or we may be responsible for paying the legacy 9-1-1 network charges currently being paid for by the state.

Director Rowlands stated that both the major equipment change-out necessary for NG9-1-1 and the cost to replace radio equipment at Courthouse Backup 9-1-1 Center may result in negative fund balances over the long term. He pointed out the significant negative balance in years 9 & 10 on the current Capital Equipment Replacement Plan.

Director Rowlands noted that the City of Quincy budget process was under way, with budget hearings before the Quincy City Council and budget approval in April 2018, and recommended approval of the FY2018-2019 9-1-1 Operating Budget and 9-1-1 Capital Budget.

Chairman Farha asked if there were any more questions regarding the budget.

Chief Copley made a motion to approve the FY2018-2019 budget. County Board member Niekamp seconded the motion. The motion carried with 10 yes, 0 no, and 1 absent.

Old Business. There was no Old Business.

New Business. Chairman Mike Farha suggested that the establishment of a personnel code of conduct be discussed at the next meeting.

Chief Joe Henning left the meeting at 6:30 p.m.

Chief Rob Copley made a motion to go into Executive Session to discuss concerns regarding personnel conduct. Sheriff Vonderhaar seconded the motion. The motion carried.

Director Rowlands recused himself from the Executive Session.

Executive Session. Executive session was held to discuss concerns regarding personnel conduct.

Quincy Alderman Jeff Bergman departed prior to moving back into open session.

A motion was made to move back to open session by Chief Copley. County Board member Niekamp seconded the motion, the motion carried and the meeting resumed in open session.

Open Session. Assistant 9-1-1 Director Jessica Douglas noted that the next quarterly meeting of the 9-1-1 Governing Board is scheduled for Wednesday, April 18, 2018.

Meeting Adjournment. Adams County EMS Chief John Simon made a motion to adjourn the meeting. County Board member Niekamp seconded the motion. The motion carried and the meeting was adjourned.

*Steve Rowlands*

1/19/2017