



QUINCY/ADAMS COUNTY 9-1-1

Steve Rowlands
Director

521 Vermont Street
Quincy, Illinois 62301

(217) 228-4572
Fax: 222-9361

Quincy/Adams County 9-1-1 Governing Board Meeting
February 25, 2004
Adams County Courthouse Sub-basement, 5:15 p.m.

7 Members present: County Board Member John Johnson (Governing Board Chairman), County Board Member Nick Peters, County Board Member Dave Bellis, Alderman Raymond Vahlkamp, Alderman Mike Rein, Sheriff Brent Fischer, and Ambulance Director Greg Myers

4 Members Absent: Alderman Virgil Goehl, Police Chief Mike DeVoss, Fire Chief Scott Walker, and Rural Fire Association Secretary Bill Johnson

Also present: 9-1-1 Director Steve Rowlands, 9-1-1 Staff members Mark Krzystofczyk and Sharon Tedrow, Quincy Police Deputy Chief Harry Cramer, and Quincy Police Lieutenant Dennis Bingheim

Chairman John Johnson declared a quorum present and called the meeting to order. Nick Peters made a motion to approve the minutes of the last meeting that were mailed to all Governing Board members. Skip Vahlkamp seconded the motion. The minutes were approved without amendment.

E9-1-1 Implementation Status And Planning. Director Steve Rowlands stated that not much has occurred since the January Governing Board meeting. He stated that should the 9-1-1 Governing Board approve the 9-1-1 FY2004-2005 budget, we will ask the City of Quincy to include \$405,000 in capital funding for Enhanced 9-1-1. He also stated that the biggest issue to decide is to determine a site for a backup center or to determine a site for a new primary 9-1-1 Center to address is backup inadequacy. He stated that in his opinion at the very least the backup situation needs to be addressed.

Steve Rowlands briefed the Governing Board on the status of the “friendly lawsuit” between Quincy/Adams County 9-1-1 and the telephone companies. He stated that he has no new information since the January meeting. Assistant State’s Attorney Gary Farha advised Steve Rowlands last month that it should be complete the second week of March. More information will follow as it becomes available. John Johnson stated that Adams Telephone Cooperative had some concerns with the wording in the lawsuit and that he thought that those concerns were resolved in mid-January. The friendly lawsuit allows the telephone companies to share client information to create an E9-1-1 database.

FY2004-2005 Budget Planning. Steve Rowlands distributed his proposed FY2004-2005 operational and capital budget to the 9-1-1 Governing Board members and stated that he had entered the information in the city’s computer system on February 2, 2004.

He stated that the final budget in the city’s computer would be modified as a result of this meeting. The budget includes funds for a 20th employee reinstating the position that was

eliminated three years ago due to a budget cut by city council action. He stated that he recommended, and has included, plans for a 3% pay increase vice 2% pay increase called for under the current collective bargaining agreement. Steve Rowlands stated that the proposed budget included the following adjustments from last year's budget:

- Health insurance 15 % increase
- IMRF based on 9% salaries (6% last year's budget)
- Unemployment comp \$15 per employee (\$10 per employee last year's budget)
- Workers compensation 25% increase
- MICA 25% increase
- Repair and maintenance line items increased by \$2,700 or 7% to ensure funding for unexpected repairs.
- Communications line item increased by \$1,500 or 3.9%.

Planning guidance on health insurance, IMRF, MICA, worker's comp, and unemployment comp were given to us by the city's comptroller's office. Communications line item was increased as a result of telephone charges going up. The rest of the administrative line items are the same as last year's budget and show a 0% increase.

Other than reinstating the vacant position and the increases noted previously, the total bottom line of these line items in the budget is basically flat. Last year we planned on 2.5% salary increase but received a 0% increase in wages and we have lost 2 employees who were at a higher rate of pay. Even with the addition of a new employee the salary and wages line items total just a 0.5% increase from the previous fiscal year.

Overtime pay is based on an average of 180 hours per month, which historically meets our needs. Sick pay is based on the historical average use. Group insurance is based on current employees group plans plus an employee change contingency.

The Machinists pension line item is adjusted to reflect 16 vice 15 employees.

Steve Rowlands stated that if the Governing Board approves the FY2004-2005 budget, that he would proceed to hire a 20th employee in May or June.

The FY2004-2005 Wireless surcharge fund expenditures. The estimated balance of the Wireless surcharge fund as of May 1, 2004 will be \$420,000 with the estimated revenue for FY2004-2005 expected to be approximately \$152,500. Steve Rowlands stated that he has set up an expenditure budget for \$572,500. He stated that he has set up 4 or 5 expenditure line items in the budget for the Wireless Surcharge Fund (204 Fund). He said that if it becomes necessary to tap into that fund for E9-1-1 implementation, there are expenditure line items available.

FY2004-2005 Enhanced 9-1-1 Capital budget (301Fund). The Enhanced 9-1-1 Capital budget (301 Fund) shows a request of \$405,000 for Enhanced 9-1-1. Steve Rowlands stated that he is not asking for funding for any additional capital equipment this year. He did advise the Governing Board that he would seek capital funds in next year's budget to pursue a computer platform migration for our Computer Aided Dispatch (CAD) system that was purchased in 1997. Steve Rowlands stated the County's FY2004 budget contains \$270,000 for Enhanced 9-1-1 implementation.

Sheriff Fischer asked about the line item for the circuit for LEADS and asked if it was set by the state. Steve Rowlands responded that the LEADS T1 line that is shared with ACSO is a leased circuit cost is set by the state and the cost is fixed.

John Johnson said \$32,000 of the proposed operations budget factor in the rising costs of insurance, MICA, group insurance that is driving most of the budget increase.

Nick Peters asked if the new employee would help the EMD program changes.

Steve Rowlands stated it would definitely help in that area. He stated that 9-1-1 staffing requirement has always been on the verge between 15 to 16 dispatchers. He said our average annual is at least one employee per year. He also noted that we are currently down two employees. He stated that with E9-1-1 implementation approaching, the 9-1-1 management staff will need to be concentrating on those issues and will need assistance to maintain the continuing operations of the 9-1-1 Center. Based on EMD, MABAS alarm notification changes, Steve Rowlands stated that he believes hiring another employee is necessary. We will start the employee, train them as a dispatcher, then if we do need another management/supervisor or telecommunicator or administrative assistant, we have someone available to choose from. They will also have the ability to work in the radio room. If we do not use them for management purposes, then we can use them in the radio room as a dispatcher.

John Johnson stated this gives us the best of all worlds.

Mike Rein asked if we have the freedom to move a person from dispatch to management with out restrictions from the union.

Steve Rowlands replied yes we could. Down the road we can look to the Governing Board to see if we want to promote an employee to management, or continue to use the 16th person as either an administrative assistant or as a telecommunicator. He stated that E9-1-1 will be a big project and will use all of our management resources. This will give us an option in the future. Down the road, he would like to promote and still have our operations adequately supervised.

Mike Rein mentioned that he is still opposed to the line item funding uniforms for the dispatchers in the budget. He feels that this is not needed. Steve Rowlands stated that the union contract requires that the employer provide uniforms to the employees.

Steve Rowlands requested that the Governing Board move into executive session to discuss the pay and compensation of non-union 9-1-1 employees.

Greg Myers made a motion to move into executive session. Nick Peters seconded the motion. All approved to go into executive session.

Executive session was held and a tape recording of the proceedings was made in accordance with the Illinois Open Meetings Act.

Nick Peters made a motion to move into regular session. Skip Vahlkamp seconded the motion. All approved and the meeting continued in open session.

John Johnson stated that we have several action items to decide and that he would entertain motions.

Skip Vahlkamp made a motion to approve a 3% increase in salary for all 9-1-1 employees for fiscal year 2004-2005. Mike Rein seconded the motion. The motion was approved with one member opposed (Dave Bellis).

Nick Peters made a motion to give a \$1,500 annual salary merit increase to Dispatch Supervisor Mark Krzystofczyk. Greg Myers seconded the motion. The motion was approved with two members opposed (Skip Vahlkamp and Mike Rein).

Dave Bellis made a motion to approve the compensation package adjustment for Steve Rowlands allowing him to opt out of the city's group health insurance plan and receive that compensation in the form of salary contingent upon the city's insurance company policy. Skip Vahlkamp seconded the motion. The motion was approved with no opposition.

Nick Peters made a motion to approve the FY2004-2005 9-1-1 budget. Greg Myers seconded the motion. The motion to approve the budget was passed with one member opposed (Dave Bellis).

Old or Unfinished Business. Regarding the status of the new Emergency Medical Dispatch policy where 9-1-1 personnel are responsible for determine 10-33 or 10-40 response by EMS vehicles, Blessing Hospital has sent in a draft policy proposal that must be approved by the Illinois Department of Public Health. Once approved, a meeting with Dr. Cox, Ambulance Director Greg Myers and 9-1-1 Director Steve Rowlands will be set to implement this change in the EMD response system. Steve Rowlands stated that a realistic target date for implementation would be May or June. Blessing Hospital intends to do a public education program to let the public know why the ambulance may not be arriving with lights and siren for some calls for service.

Steve Rowlands stated that 9-1-1 has not received any further information regarding the regarding the city's request for 9-1-1 Center to monitor alarms on city property.

Steve Rowlands stated that the Quincy/Adams County 9-1-1 Center will celebrate 15 years of operation on March 15, 2004. A news release is planned at that time.

John Johnson stated the Governing Board plans to proceed with E9-1-1. He shared with the Governing Board that he has heard that some are asking why we are proceeding with E9-1-1 even though it was voted down twice. He stated that the funding of E9-1-1 either through a telephone surcharge or via a public safety sales tax is what was voted down. He felt that this needs to be made clear, that those referendums were not referendums on whether the city and county should proceed with implementation but referendums on the funding source. He stated that Quincy/Adams County 9-1-1 Governing Board (along with the city and county) intends to proceed with implementation using local sources and the wireless surcharge fund.

Skip Vahlkamp stated that E9-1-1 would be funded best through a telephone surcharge.

John Johnson stated that the next scheduled quarterly meeting of the 9-1-1 Governing Board is for April 21,2004 at 5:15 p.m. in the sub-basement conference room in the Adams County Courthouse.

Mike Rein made a motion to adjourn the meeting. Skip Vahlkamp seconded the motion. All approved and the meeting was adjourned.



Steve Rowlands
Director, Quincy/Adams County 9-1-1