



# QUINCY/ADAMS COUNTY 9-1-1

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Steve Rowlands  
Director

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Quincy/Adams County 9-1-1 Governing Board Meeting  
April 21, 2004  
Adams County Courthouse Sub-basement, 5:15 p.m.

4 members present: County Board Member John Johnson (Governing Board Chairman), County Board Member Dave Bellis, Rural Fire Association Secretary Bill Johnson, and Police Chief Mike DeVoss

7 members absent: Alderman Raymond Vahlkamp, Alderman Virgil Goehl, Alderman Mike Rein, County Board Member Nick Peters, Sheriff Brent Fischer, Ambulance Director Greg Myers, and Fire Chief Scott Walker.

Also present: 9-1-1 Director Steve Rowlands, 9-1-1 Staff members Mark Krzystofczyk and Sharon Tedrow, Quincy Fire Deputy Chief Rick Zaerr, Quincy Herald Whig reporter Ed Husar

Chairman John Johnson called the meeting to order and stated that a quorum was not present. Since there were no action items on the agenda, the Governing Board meeting was canceled and an informational meeting was held with the participants present.

Chairman Johnson acknowledged that this meeting was Police Chief Mike DeVoss' last Governing Board meeting and stated that the Governing Board appreciates all the time and effort Chief DeVoss has put in through the years for 9-1-1 in addition to his other duties.

Status of City of Quincy's request for 9-1-1 Center personnel providing alarm receipt monitoring of city property. John Johnson stated the Governing Board is still awaiting the Governing Board's request that the city provide a formal written request concerning what the 9-1-1 Center's role and responsibilities.

Status of new Emergency Medical Dispatch policy where 9-1-1 personnel are responsible to determine 10-33 or 10-40 response by EMS vehicles. Steve Rowlands stated that the Illinois Department of Public Health has approved Dr. Cox's (EMS Medical Director), proposed protocols concerning the use of dispatch determinants with regard to EMD practices by the 9-1-1 Center. Steve Rowlands said that the local policies and procedures are being reviewed. A meeting will be held with the EMS Medical Director, 9-1-1 Director and Ambulance Director to annotate the EMD card sets to determine what constitutes lights and siren response and what does not. Dr. Cox intends to conduct a public education campaign informing the public on why an ambulance may not always utilize light and sirens in responding to a call for service.

John Johnson asked if a target start date has been set.

Steve Rowlands said he would be meeting with Dr. Cox and Greg Myers to review the EMD card sets. He stated that 9-1-1 could start this program fairly quickly but Dr. Cox wants to do a Public Education campaign first. Steve Rowlands said that no firm date has been set but a June start date is anticipated.

9-1-1 Staffing. Providing the operating budget is passed by the City Council without amendment, Steve Rowlands stated that he intended to fill the 20<sup>th</sup> position for 9-1-1 by the end of May. The new employee will be trained as a 9-1-1 Telecommunicator, which has a 9-month training/probationary period. It takes another 3 to 4 months for the employee to feel comfortable in the position. Whether the position is an Administrative Assistant, 16<sup>th</sup> dispatcher, Lead Telecommunicator or a Dispatch Supervisor role is yet to be determined at a future date based on E9-1-1 implementation and operational needs.

Backup facility issues. John Johnson stated that they are working on this issue. They met with Ameren/CIPS in recent months and now have a new contact person to meet with for Ameren. John Johnson and Steve Rowlands plan to meet with the Ameren representative in the next 10 days to review the information about the facility that they have. Relocation and remodeling costs may be provided at that site. This is just one option to be considered as a back up facility.

Steve Rowlands stated that this issue does need to be addressed and rectified. E9-1-1 funding and implementation will support and compliment correcting the current back up facility deficiency. He said that the Governing Board will need to determine a location for the backup facility in the near future.

E9-1-1 planning and implementation.

The City's FY2004-2005 budget status – budget should be approved on April 26, 2004 at the City Council meeting. Steve Rowlands stated it is hard to proceed with the project if funding is not secure. John Johnson stated some questions have been raised if we were not going to spending all of the money (City's \$405,000 contribution) in this fiscal year, then maybe the money could be used elsewhere in the city budget. A letter will be sent to the Mayor and City Alderman requesting full funding for E9-1-1. John Johnson stated that the letter pushes very hard to have the money included in the budget.

Steve Rowlands stated if things go right with funding, work on the MSAG (Master Street Address Guide) will begin and he will be coordinating with SBC and the other telephone companies to start the Enhanced 9-1-1 process.

Steve passed out information on the funding status.

Wireless Surcharge Fund: \$424,000 with \$12,500 anticipated monthly revenue.

County E9-1-1 fund: \$270,000

City 301 Capital Fund for E9-1-1: \$405,000 pending city council approval

Total funds on May 1, 2004 \$1,099,000

Expected funds May 1, 2005: \$1,249,000

As of May 1, provided the City has funding, there will be around \$1 million in the E9-1-1 fund. Critical decisions must be made soon to determine where the location of the second facility and is the facility going to be a primary center or backup. This needs to be answered as soon as possible.

Options include:

New 9-1-1 Center/EOC with new jail; existing center becomes backup

New 9-1-1 Center/EOC with Fire/Police Training Facility; existing center becomes backup

Existing Center remains primary; relocate backup from SBC building to another site (Ameren CIPS building a possibility)

Construct or purchase a new 9-1-1 center/EOC; existing center becomes backup.

Governing board members are requested to review and consider the options and hopefully by the July meeting the Governing Board may be in a position to make some decisions. John Johnson stated that once funding is in place, we have to start the E9-1-1 steps.

Steve Rowlands stated that he wanted to emphasize that this project is event driven and not time driven, and that we will have to make up for over two years of lost momentum.

Steve Rowlands stated that Assistant State's Attorney Gary Farha has advised that on May 3, the Friendly Lawsuit would go before a Judge. The Friendly Lawsuit is necessary so customer telephone records can be shared with 9-1-1 system management to create an E9-1-1 database.

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

The informational meeting was concluded.



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