



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 15, 2005

Adams County Courthouse Sub-basement, 5:15 p.m.

10 members present: County Board Member John Johnson (Governing Board Chairman), Adams County Board Member Dave Bellis, Quincy Alderman Virgil Goehl, Quincy Alderman Skip Vahlkamp, Quincy Alderman Mike Rein, Adams County Ambulance Director Greg Meyers, Adams County Sheriff Brent Fischer, Quincy Police Chief Rob Copley, Quincy Fire Chief Scott Walker, and Adams County Rural Fire Association Secretary Bill Johnson

1 members absent: Adams County Board Member Nick Peters

Also present: 9-1-1 Director Steve Rowlands, 9-1-1 Staff Members John Frankenhoff, Mark Krzystofczyk, and Sharon Tedrow, and Darin Prost, Architechnics, Inc

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

Enhanced 9-1-1 planning and implementation/building update.

Darin Prost of Architechnics, Inc. stated the 9-1-1 building committee meets every other week. He stated the he and Steve Rowlands meet, telephone or email almost daily. They are going into the design development and construction zone part information on paper to go to bid. The building is being developed from the inside out. He has met with local vendors, a Watson Furniture representative for consoles, and Gene Foster, EMA Coordinator.

Steve Rowlands stated the April 20 Governing Board meeting will focus on the building project.

John Johnson asked about the progress of the project and what percentage is done.

Darin Prost stated the drawings are 50% done. He must get the space planned out before meeting with engineers. He is meeting with Geocomm consultants and with office supply vendors to look at the space needs for equipment. He has a goal of April 1.

John Johnson stated they must look at the room and equipment needs in order to do the electrical wiring and telephone wiring.

Darin Prost stated he has met with 9-1-1 staff for their input on a number of occasions. He stated that this is a unique building as it is being designed from the inside out.

Virgil Goehl said the Alderman needed to be updated periodically on paper. We need information to keep updated instead of on a quarterly basis.

John Johnson stated the building committee keeps up with the process and they will keep everyone informed.

Virgil Goehl stated people are asking questions and he feels that he is not kept informed on the building project. He wants the information kept up front and wants to know what is going on. He would like a written report on a monthly basis with drawings. He would like to know the status of the project and is concerned about the public sentiment.

John Johnson asked how many people have called him with concerns.

Virgil Goehl stated he has received about 100 calls.

John Johnson stated that Virgil has received about 99 more calls than he has received on the matter.

Steve Rowlands suggested that the 9-1-1 Governing Board could meet in March prior to the April 20th quarterly meeting. He also stated that he would invite Virgil Goehl to the 9-1-1 building committee meeting scheduled for February 23rd at 1:00 p.m. at Architechnics.

Steve Rowlands stated with Enhanced 9-1-1, they are working on agreements with Pike, Hancock and Cass Counties about jurisdictional boundaries. He is also working on the ICC application for authority to operate a 9-1-1 system. The next monthly conference call with the telephone companies will be on Feb. 22, 2005 at 9:00 a.m. At the next Governing Board meeting, everyone will be brought up to date with E9-1-1 progress.

(Darin Prost left the meeting)

FY2005-2006 Operating/Capital Budget

Steve Rowlands referred to the budget handout in the member's packet and reviewed the summary sheet. The second page is the information broken out by element and by fund. The third page is the detailed listing of the line items in the budget. The capital request page lists Capital expenditure items. Also added is the monthly activity report for January.

The Summary shows the draft budget submitted in the accounting system to the City DOA Rick Meehan and Comptroller Ann Scott, which can be modified after the Governing Board approves the budget.

Steve Rowlands stated that he received memos on budget guidance from both DOA Rick Meehan and Comptroller Ann Scott showing a 15% increase for Health insurance, MICA 20% increase, IMRF 10% of wages. He stated that the proposed budget also incorporates 3% staff pay increase, showing the salaries for promotion of a dispatcher to supervisor effective January 1, 2005 and 4 dispatchers hired in the past year that are due a step increases in the coming fiscal year. He stated that 89% of the operating budget consists of personnel costs.

Steve Rowlands stated Social Security/Medicare increases \$2,367 (4.6%); Workers comp increase by \$848 (25%) increase; Group Insurance increases by \$9,768 and IMRF increases by \$9,787. IMRF and group insurance show the highest increase other than salary. Equipment and maintenance increased \$2000. Increases maintenance supplies by \$800. Communications costs increased by \$1000 as the costs of the telephone bills are increasing. Travel and training line item was increased \$1,500 to show the actual use costs. The operational budget is \$1,092,000 (60% \$655,200; 40% \$436,800) with an overall increase of 6.1%.

Dave Bellis asked about the contract increases.

Steve Rowlands stated that the union contract was negotiated 0-2-2% for a 3-year period. Steve Rowlands asked the board to match the 3% last year as when they were negotiating the contract, it was stated if things got better they would increase the percentage. It was the right thing to do. The salary charts 0-2-2% for a three-year contract. The contract shows a dollar amount. For the May 1, 2005 dollar amount, if we use that amount it would show less than a 2% increase. This budget incorporates a 3% raise. We were the first contract for the city, and

then the city and county contracts came out higher. With that, the spirit and intent is to have 3% in there.

Chief Walker asked about the promotion of the employee and if this was a new position.

Steve Rowlands stated that in April 2004, the Governing Board approved a 16th dispatcher with the intent that a dispatcher would be promoted to a second Dispatch Supervisor along with 15 dispatchers on or about May 1, 2005. He stated that the Governing Board approved the promotion of a dispatcher to supervisor effective January 1, 2005 at the October 2004 Governing Board meeting.

Dave Bellis asked if we then had 20 employees.

Steve Rowlands stated there are currently 20 employees. In September 2004, we hired a 16th dispatcher, then promoted a dispatcher to a supervisor on January 1, 2005.

Chief Walker asked if this is carryover from last years budget?

Steve Rowlands stated this budget reflects the total new supervisor package and that the Governing Board approved the 16th dispatcher position with the FY2004-2005 budget. The difference in the budget is the difference between a dispatcher's salary and a supervisor's salary only.

Dave Bellis asked if workman's comp is based on salary.

Steve Rowlands stated it is a set level determined by the city.

John Johnson stated there are audits based on the job description and job function.

Steve Rowlands stated we get the workman's comp based on the number of employees at a fixed cost per person. The FY2005-2006 dollar amount was increased by 25% from the previous budget year.

Mike Rein stated it does not exceed what is budgeted.

Steve Rowlands stated if it does, he would request a line item transfer and then explained the city's line item transfer procedure.

Dave Bellis asked about last years budget amount was the budgeted amount or the actual expenditure.

Steve Rowlands stated it is not an actual expenditure. The salary line item non-union/union line items that were separate in previous years were now consolidated, as it is easier for the county budget. He has combined them into grouped line items.

John Johnson stated that there is a break out of wages in the expanded budget sheet.

Steve Rowlands stated that the item "All Salaries and Wages" is a composite and sum of several line items. The bold column on the left-hand column indicates the employee's actual salary based on 2080 hours per year. The right hand column shows the salary with no holiday, personal, sick or vacation time pay.

Dave Bellis asked the total of the actual salaries.

John Johnson gave the total.

Dave Bellis asked for clarification on the salary line item.

Chief Walker asked how Steve came up with the vacation buy back dollar amount.

Steve Rowlands stated he takes the worst-case scenario for one employee and figured the payout. One employee may retire in December and we would have to pay her vacation and sick pay buy out. He said that it normally covers multiple cases of employee turnover.

Mike Rein asked if the vacation time is a negotiated item?

Steve Rowlands stated that it was, that it is based on seniority and explained the vacation buy back and the vacation earned.

Chief Walker stated so the 2005 vacation is earned in 2004? Are you only budgeting for one person?

Steve Rowlands stated it is the same for sick pay buy back. He takes the worst-case scenario for one person. Sick time accrues 8 hours monthly at the end of the month. The most paid is 480 hours at half pay with two employees grandfathered with more than 480. At the end of the year we buy back 96 hours at half pay back down to the 480 hours.

Greg Meyers stated that vacation buy back was added in the FY2005-2006 budget where it was \$0 previous. Is this in case a dispatcher retires?

Steve Rowlands stated that there is a possibility that one will retire this year.

Virgil Goehl asked what is the personal pay.

Steve Rowlands stated the employees receive 16 hours of personal time and if it is unused it is bought back at the end of the year.

Capital Budgets

The 202 fund is the operational budget and is listed by element. It also lists the summary of the operating budgets. The 204 fund is the wireless custodial fund. Listing capital outlay other than buildings. Steve explained that the \$802,000 budget figure was derived from current amount in the wireless fund, \$584,000, then added in approximately \$15,000 per month through April 20, 2006 along with the estimated interest received, about \$1,000 per month.

Mike Rein asked how the wireless surcharge money would be spent.

Steve Rowlands stated they would utilize these funds for landline E9-1-1 and wireless 9-1-1 implementation and acquisition of 9-1-1 equipment and networking costs.

Steve Rowlands went on to explain the 301 fund lists the City's \$405,000, the county E9-1-1 fund is \$270,000, which is a 60/40 split and is earmarked for building costs.

He stated that the CAD system was purchased in 1996 and is reaching the end of its hardware life cycle and the end of hardware support for it. The current Unix-based hardware is generally three times more expensive than a Windows-based system. Steve Rowlands informed the Board that it is time to migrate our computers from the Unix-based system to the Windows platform. Windows is much cheaper than Unix and more application friendly and can be used for additional applications. In addition to the hardware acquisition, Steve Rowlands stated that a new Window platform would allow the installation of a software version of the EMD card sets system. This EMD system automatically brings up questions for the dispatchers to asks and interfaces directly with the CAD system. Steve Rowlands stated that he is requesting the 60% from the city capital budget. He stated that he would request the 40% for the Unix migration and EMD software for the county portion in their next budget for FY2006. He stated that we are 9-10 months away from doing this project.

Steve Rowland stated that 9-1-1 needs to do this regardless of our E9-1-1 project. He stated that 9-1-1 has not requested capital money in several years and that it is becoming critical to replace the equipment.

Chief Walker asked if the wireless account would support it.

Steve Rowlands that it could, but it means less funds for E9-1-1 and it would impact the entire project plan by approximately \$100,000.

Dave Bellis asked the life expectancy for the computers.

John Frankenhoff stated a computer lifespan is now about 5 years.

Dave Bellis stated that then we needed to plan on this every 5-6 years.

John Frankenhoff stated the workstations we are replacing were \$9,000-\$10,000 apiece when purchased. The replacements costs will now be \$1,500-\$2,000 per workstation using the Windows-based machines.

Steve Rowlands stated at the time of the purchase, Logistic Systems only used Unix-based hardware and now is using a Windows-based CAD systems almost exclusively.

John Johnson stated the County Finance Committee has this equipment migration in their 5-year plan. He stated he expects the County to support this capital request in their next budget year.

Steve Rowlands stated we are just changing the platform we are running on and not the entire CAD/RMS system. He stated that we had migrated the RMS server from a Unix-base platform to a Windows server several years back at a considerable cost savings.

Steve Rowlands stated the annual pay increase parallels the budget, not the contract of 3%. It not parallel, recommend the non-union employees get a 3% increase.

Skip Vahlkamp made a motion for a 3% increase for the non-union employees and that it be the same as the union people have.

Virgil Goehl asked who the non-union employees were.

Steve Rowlands stated the non-union employees are the management staff: Director, Assistant Director, Systems Administrator, and 2 Dispatch Supervisors. All are salaried.

Chief Copley seconded the motion.

Mike Rein asked did we approve 3% for the union?

Skip Vahlkamp amended his motion to state all employees get a 3% pay increase.

Chief Copley thought the original motion was 3% for non-union employees.

Dave Bellis stated you want to give 1% more for the union employees. Does this add 1% over the union and 3% for non-union?

Steve Rowlands stated 3% added to the current pay rate.

Chief Copley seconded the motion.

Mike Rein asked if there is a reason you said it that way.

Steve Rowlands explained the reason of the increase. He is recommending 3% of the current rate. If you follow the contract it would be 0-3-1% increase for the 3 year contract. The contract has the amount pay listed each May 1st and not a percentage amount.

Dave Bellis stated that he understood that this would be 3% above last year's Governing Board approved pay.

Mike Rein asked if this was the last year of the contract.

Steve Rowlands stated yes.

Chairman John Johnson called for a roll call vote. A roll call vote was held:
Yes: Bill Johnson, Greg Meyers, Chief Copley, Chief Walker, Skip Vahlkamp, Virgil Goehl, Sheriff Fischer, and John Johnson; No: Dave Bellis and Mike Rein; absent: Nick Peters. The motion passed with 8 yes, 2 no and 1 absent.

Skip Vahlkamp made a motion to approve the FY2005-2006 Operating Budget. Bill Johnson seconded the motion.

Mike Rein stated that he would like to go on record again with his objection to the uniform line item in the budget.

The motion to approve the budget was passed with one member opposed (Dave Bellis).

Mike Rein mentioned an option to reduce the size of the building to reduce the costs for the capital budget.

Dave Bellis asked if the bill from Architechnics, Inc. was paid from the \$405,000 and \$270,000 city/county funds.

Steve Rowlands stated it is a 60/40 split and that he had just received the first bill from Architechnics.

Dave Bellis made a motion to approve the capital budget expenditure. Mike Rein seconded the motion. A voice vote was held with no opposition and the motion passed.

Steve Rowlands stated the board should vote on the 204 fund capital budget (Wireless Surcharge Expenditures). Sheriff Fischer made a motion to approve the Wireless Surcharge fund line item. Greg Meyers seconded the motion. A voice vote was held with no opposition and the motion passed.

Steve Rowlands stated that he expected to have his budget hearing before the City Council toward the end of April.

John Johnson asked if there was any new business for the 9-1-1 Governing Board. There was no new business.

Sheriff Fischer made a motion to adjourn the meeting. Greg Meyers seconded the motion. The meeting was adjourned.

The next scheduled quarterly meeting of the 9-1-1 Governing Board is for April 20, 2005 at 5:15 p.m. in the sub-basement conference room in the Adams County Courthouse.

Steve Rowlands