



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

April 20, 2005

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

6 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, and Adams County Rural Fire Association Secretary Bill Johnson

5 members absent: Adams County Board Member Nick Peters, Adams County Ambulance Director Greg Meyers, Adams County Sheriff Brent Fischer, Quincy Police Chief Rob Copley, and Quincy Fire Chief Scott Walker

Also present: 9-1-1 Director Steve Rowlands; 9-1-1 Staff Members John Frankenhoff, Mark Krzystofczyk, Jo Liesen, and Sharon Tedrow; Darin Probst of Architechnics, Mike Celeski of Geo-Comm, and Alderman-elect Dave Bauer

Chairman John Johnson called the meeting to order and stated that a quorum was not present. He stated that Mike Rein was expected to attend and that he would hold an informational meeting until a quorum was present.

Virgil Goehl stated this would be an illegal meeting.

John Johnson stated that he disagreed as this meeting was properly posted and public notification of the meeting was done in accordance with the Open Meetings Act. He stated that he would continue with an informational meeting and stated that the Governing Board would not take any action until if and when a quorum was present.

John Johnson introduced Darin Probst of Architechnics, Mike Celeski of Geo-Comm, and Quincy Alderman-elect Dave Bauer and welcomed them to the meeting.

Enhanced 9-1-1 Implementation Status

Steve Rowlands indicated that 9-1-1 management staff continues to participate in SBC-hosted E9-1-1 implementation conference calls with all the telephone companies' representatives on at least a monthly basis. Address verification and MSAG development with SBC, Adams Telephone Cooperative and Verizon is one of the current projects and is being worked on.

Steve Rowlands distributed a handout that showed the telephone exchanges in Adams County.

Copies of the legal agreement were distributed in the packets for review.

Adams County Assistant States Attorney Curt Lovelace reviewed the three draft agreements and the 9-1-1 coordinators for the counties involved have also reviewed them. Steve Rowlands stated that he plans to ask the Governing Board in July to take action on the agreements and authorize the Governing Board Chairman to sign them and forward them to the other entities for their action.

Steve Rowlands referred to the draft "Alternate Routing Agreement" with Cass County ETSB. He said that it is a standard agreement to cover the 9-1-1 overflow telephone calls to be taken by Cass County or all 9-1-1 calls if we are for any reason unable to take the 9-1-1 calls due to a 9-1-1 network problem or other equipment malfunction.

Steve Rowlands stated that there are also several 9-1-1 system boundary issues with Pike County E9-1-1, Hancock County E9-1-1 and Brown County that need to be resolved as we implement Enhanced 9-1-1. There are some issues to be finalized with Verizon's Mt. Sterling and Clayton exchanges that involve Brown County. In addition there is an issue with Adams Telco's Fishhook exchange that serves Adams, Brown and Pike counties. Pike County is working on implementing E9-1-1 and currently has a 9-1-1 call forwarding system in place. Adams County residents who dial 9-1-1 that have telephone service with Adams Fishhook exchange and the Verizon exchanges of Barry, Hull and Baylis are answered by the Pike County Sheriff's Office. The agreement states that Pike County will continue to handle 9-1-1 calls for the Fishhook, Barry, Hull and Baylis exchanges when they go live with their Enhanced 9-1-1 system.

Steve Rowlands stated that there is an agreement already in place between Quincy/Adams County 9-1-1 and Hancock County 9-1-1 that needs to be renewed for our E9-1-1 implementation. Hancock County 9-1-1 will continue handle 9-1-1 calls from Adams County residents for the Warsaw, Sutter, Basco, Bowen, and Augusta exchanges. Quincy/Adams County 9-1-1 in turn serve some Hancock County residents in served by Adams Telephone Cooperative exchanges of Meyer, Lima, Loraine, and Golden.

The draft copies provided are for the Governing Board to review prior to action at the next Governing Board meeting. Steve Rowlands stated that once the Governing Board approves and the Chairman signs them, he will then forward the signed documents to the respective counties for their approval and signature.

The draft application to the Illinois Commerce Commission for both the approval of and the authority to operate a 9-1-1 Emergency Telephone Number System is 95% complete.

E9-1-1/EOC Building Update

Steve Rowlands stated that the 9-1-1 Building Committee has been meeting with Architechnics and GeoComm about every 2 weeks. Darin Prost handed out drawings on the site plan, floor plan and elevations for the proposed building. The last few weeks they have been updating, refining the plans and updating the communications end of the project. Darin Prost stated that the second page shows the floor plan, which has not changed much. The Dispatch room is in the center of the building. Darin Prost discussed the make up of the rooms and pointed out that the mechanical room is next to the generator. Darin Prost stated that the 9-1-1 Center would share the parking lot, entry drive and some lighting with the Adams County Youth Detention Facility.

John Johnson asked when Darin Prost anticipated going out for bid. Darin Prost state that he anticipates going to bid in the next 4-6 weeks with bids returned in sometime in early July.

Mike Celeski with Geo-Comm stated there is no need to put in E9-1-1 equipment in the original building bid. Geo-Comm will write a radio controller/E9-1-1 communications equipment bid later as it will not be utilized right away. Most warranties on equipment start right away and building contractors might not know who to direct that portion of the bids to. A separate bid can go directly to the appropriate vendors. He does not want the equipment in storage for months.

Steve Rowlands said ideally we would want the building to be complete and the equipment installed at about the same time the E9-1-1 database or MSAG is being completed. Steve Rowlands stated that we are in more control of the building time line but do not yet have a firm grasp on the MSAG database completion. Steve Rowlands stated that there will be 6-9

months of testing after the building is complete, the equipment is installed, and the MSAG and E9-1-1 network is finished before we will be live and operating from the new facility. He believes we are on track to have it all come together, but there is still much to do.

Mike Celeski will put in power requirements in the contractor bid for low voltage wiring and to power the PCs. Wiring, electrical, low voltage requirements must be in place for equipment to be in the contractor bid in order to be ready for the equipment bid. He has met with Steve Rowlands to talk about the computer needs.

John Johnson stated the timeline to meet with GeoComm and then with Architechnics, they are hoping to go to bid in 4-6 weeks around June 1. It is hoped to have the bids back in and analyze them and have costs ready for the July 20 Governing Board meeting.

At 5:35 p.m. Mike Rein arrived. John Johnson declared a quorum was present and officially convened the meeting of the 9-1-1 Governing Board.

Skip Vahlkamp made a motion to approve the minutes of the last meeting and Bill Johnson seconded the motion. The motion passed unanimously and the minutes were approved as distributed with no changes.

Emergency Medical Dispatch (EMD), Implementation of Dispatch Determinants

Steve Rowlands stated the Governing Board might recall in October 2003 Dr. Kelly Cox discussed full utilization of the EMD cardsets and the implementation of dispatch determinants. Steve Rowlands stated that Dr. Cox proposed a target date of May 15, 2005 in a letter dated March 30, 2005. On or about that date Dispatch will direct whether the an EMS response will be in an emergency (lights and siren) or non-emergency (no lights and siren) mode. Steve Rowlands state that a Non-emergency within Quincy would by definition not require a Quincy Fire Department response. He gave an example of a call with the program currently in place. He explained that currently the ambulance crews determine the response mode. With the EMD card determinants, Dispatch will direct responding units and will direct the units of the response mode. Steve Rowlands explained that there is some concern by the dispatchers of the added responsibility for them to direct how the ambulance responds. Steve Rowlands stated that he and John Johnson have a meeting planned with Dr. Cox at the end of the month to discuss issues and concerns about EMD.

Mike Rein asked about whether or not we have any say in utilizing the dispatch protocol or not and do we have input?

Steve Rowlands stated that he thought we should not have a say in not utilizing the dispatch protocol. He said that how the EMD cardsets are used is primarily a medical call but to some extent we have some input as the EMS Act indicates that the Governing Board and the EMS Medical Director implement EMD and dispatch determinants jointly. Dr. Cox reviewed the EMD cards and indicated the 10-33 (emergency) or 10-40 (non-emergency) runs. Steve Rowlands stated that call-processing time will increase, as the dispatchers will have to go through the EMD interrogation to a point where the dispatch determinant is assigned. Today we dispatch the call as soon as we know an ambulance is needed. Under the new system, dispatchers will process the call; determine the response code, then dispatch. This will increase the time to dispatch the EMS units. Training with the staff must be done and a comfort level has to be achieved.

Dave Bellis asked about the EMS act.

Steve Rowlands stated the EMS act for ambulance/EMS; EMD is a level in Illinois and consists of 2 parts. Medical instructions and appropriate response to the scene by a nationally approved standard approved by the National Highway Transportation Act. The EMS Act

requires that EMD procedures be followed for all EMS calls and that dispatch determinants are to be utilized.

Steve Rowlands stated that we want to upgrade from the manual EMD cardsets to a computer software-based EMD system as part of the Unix to PC hardware migration for the CAD system. He stated that software version will likely save dispatch time and that the automated process will be easier to use and reduce the workload in handling EMS calls.

Skip Vahlkamp asked if dispatch would send 10-33 until they get used to the cards.

Steve Rowlands stated no, we will use the EMD cards and follow protocol. If the protocol requires a 10-33 response that is when we would send the ambulance 10-33. Steve Rowlands stated that it would not be good if an ambulance is involved in a traffic incident running 10-33 on what should have been a 10-40 response. He said that ambulance dispatch is now getting to be the hardest thing we do, years back it used to be the police console that was the most difficult. Steve Rowlands stated that Emergency Medical Dispatchers have to be licensed by the state as EMS personnel.

FY2005-2006 9-1-1 Budget – Revisions and Status

The new budget is listed in the handouts and replaces the submission the Governing Board approved in February. The budget submission that was passed by the Governing Board originally called for a 6.1% increase. Steve Rowlands stated that the Medical Group Insurance went down 6% instead of up 15%, MICA did not increase as expected and that he made additional cuts as requested by Rick Meehan on 9-1-1 management personnel buy back contingencies for resignation. Steve Rowlands pointed out that the budget submission is now a 1.94% increase from last fiscal year with the increase just under \$20,000. This is the 9-1-1 budget submission that went before the City Council at the budget hearing on April 11, 2005. There was no change in the WETSA budget (204 fund). We have budgeted \$802,000 and receive approximately \$15,500 monthly or \$186,000 annually. The fund balance as of April 1, 2005 is \$617,416.

The capital budget does not include the \$56,400 for the CAD migration from UNIX to Windows. The system is 8 years old and needs to be replaced. The dollars requested would also support acquiring the software-based EMD cardsets. Steve Rowlands would like to see the \$56,400 make it back into the budget. The rollover for the capital budget is \$374,237 and with the \$56,400 would make the total \$430,637.

The 9-1-1 Director intends to request the County for \$37,600 for the FY2006 capital budget for CAD migration from UNIX to Windows and EMD software upgrade.

Skip Vahlkamp asked if we are sure the County will budget it?

John Johnson, who along with Dave Bellis are members of the County Finance Committee, stated that there is a 5-year plan in place and this was moved to the second year.

Dave Bellis stated it is hoped that it will be budgeted for but cannot be certain.

Skip Vahlkamp stated that he would want to make a motion at the next city council meeting to put the money back in the budget, but wanted to know if one of the Alderman present would second his motion at the next city council meeting on April 25th. He stated that he would not want to do it if the County does not want to propose the matching funds in their budget.

Steve Rowlands stated if the County did not put in the money, due to the 60/40 agreement he could not spend the City's portion without the County's matching 40% and the funds would not be used.

Skip Vahlkamp stated he would have to increase revenue someplace. Mike Rein stated he would prefer to cut something from somewhere in the city's budget. Virgil Goehl mentioned taking it out of the miscellaneous line item.

Steve Rowlands said that 9-1-1 will have capital needs beyond the E9-1-1 project and the building in order to maintain our current operation. The UPS system is maxed out and should probably be replaced in the next year or so. He said that some items can wait for replacement but some items we cannot, such as the CAD hardware.

Steve Rowlands stated that the city is expected to approve the FY2005-2006 budget on April 25, 2005 city council meeting.

Old Business – Installation of EMA Coordinator's Radios and Connection to 9-1-1 Systems

The EMA Coordinator's radios are being installed this week. They have eight frequencies and are backups to all our primary radios. They are owned by EMA but 9-1-1 will control them. These radios were purchased with County money only.

New Business

John Johnson asked if there was any new business to come before the Governing Board. There was none.

John Johnson stated the building committee normally has power to review and approve bids. He stated that he did not want to overstep the building committee's authority. We need to determine the boundaries if the bids are under budget to proceed and if over budget will go to the board to cut costs.

Skip Vahlkamp would like for the committee to review and have a recommendation for the entire Governing Board to accept the bid.

Mike Rein would like to have this done at the quarterly meeting or have a special meeting if necessary.

Steve Rowlands requested that the Governing Board move into executive session to discuss a personnel issue.

Mike Rein made a motion to move into executive session. Skip Vahlkamp 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.

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

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

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

Steve Rowlands