



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

August 17, 2005

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

9 members present: County Board Member John Johnson (Governing Board Chairman), Adams County Board member Nick Peters, Quincy Alderman Dave Bauer, Quincy Alderman Skip Vahlkamp, Quincy Alderman Mike Rein, Adams County Ambulance Director Greg Myers, Adams County Sheriff Brent Fischer, Adams County Board member Dave Bellis participated by conference phone, Quincy Fire Chief Scott Walker arrived at 5:35 p.m.

2 members absent: Quincy Police Chief Rob Copley and Adams County Rural Fire Association Secretary Bill Johnson

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, Assistant States Attorney Curtis Lovelace and Quincy Herald Whig staff writer Doug Wilson

Chairman John Johnson called the meeting to order and indicated a quorum was present. New 9-1-1 Governing Board member, Alderman David Bauer, was introduced and welcomed.

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

Wireless Surcharge Revenue Status

Steve Rowlands discussed the wireless surcharge revenue status. As of July 31, 2005 the balance of the fund is \$690,835.92. Quincy/Adams County 9-1-1 receives approximately \$16,500 plus per month based on the last 8 months, which equals \$198,000 plus annually. The WETSA surcharge is scheduled to sunset in April 2008. 38% of 9-1-1 calls in 2004 to the Quincy/Adams County 9-1-1 Center are wireless.

Enhanced 9-1-1 Implementation

Steve Rowlands stated the next SBC hosted E9-1-1 implementation conference call will be August 23, 2005. Status of the address verifications and MSAG development are discussed with SBC, Adams Telephone Cooperative and Verizon. The E9-1-1 telephone network lines are not ordered or installed and will be an upcoming item for future conference calls. Steve Rowlands stated that 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 about 90% complete. When we start the E9-1-1 process, the application will be completed and sent in for review.

Steve Rowlands had previously mailed out in April for Governing Board Members review the draft agreements for Hancock and Pike Counties. These agreements cover the telephone exchanges that overlap the counties and determines who takes the call for service and processes the call. Assistant States Attorney Curtis Lovelace has reviewed the agreements. He stated these agreements have standard language for Illinois and that there is a harmless provision contained in

them. He stated he has no issues with the agreements as written. If an unusual situation would occur, the Quincy/Adams County 9-1-1 Center would be held as harmless and if Hancock or Pike County takes a call for us and an unusual situation develops, they too would be held harmless.

Nick Peters asked if the agreements needed to be voted on individually. Steve Rowlands stated he would like for them to be voted on separately.

Steve Rowlands stated that in addition to the Cooperative 9-1-1 Agreements for Hancock and Pike County there is an Alternate E9-1-1 Routing Agreement that needs approval as well. Cass County would handle any overflow 9-1-1 calls. If a catastrophic event happens, they would be an alternate 9-1-1 routing answering point and answer Quincy/Adams County 9-1-1 lines. Steve Rowlands stated that this was agreed to in principle 8-9 years ago by Cass County based on work done by 9-1-1 Director Cathy Brogdon and that we are now at a point in our implementation to formally enter into an agreement with them. Steve Rowlands stated that an Alternate Routing Agreement is an ICC requirement for the implementation of E9-1-1.

The recommendation was read as follows: The 9-1-1 Director recommending approval of an "Agreement for Cooperative 9-1-1 Service" between Quincy/Adams County 9-1-1 Governing Board and the Hancock County ETSB and granting the Chairman authority to act in executing the agreement. Nick Peters made the motion and Skip Vahlkamp seconded the motion. There was no further discussion and the motion was approved.

The recommendation was read as follows: The 9-1-1 Director recommending approval of an "Agreement for Cooperative 9-1-1 Service" between Quincy/Adams County 9-1-1 Governing Board and the Pike County ETSB and granting the Chairman authority to act in executing the agreement. Nick Peters made the motion and Sheriff Fischer seconded the motion. There was no further discussion and the motion was approved.

The recommendation was read as follows: The 9-1-1 Director recommending approval of an "Alternate E9-1-1 Routing Agreement" between Quincy/Adams County 9-1-1 Governing Board and the Cass County ETSB and granting the Chairman authority to act in executing the agreement. Greg Myers made the motion and Skip Vahlkamp seconded the motion.

Mike Rein asked if this was non-financial for Cass County. Steve Rowlands stated that Quincy/Adams County 9-1-1 would be obligated to pay for their ability to handle our calls through a selective router and also for additional communications methods necessary to forward 9-1-1 information for appropriate public safety dispatch. He stated that there may be some cost for a direct line to set up communications with them, but that we have alternate communications means in place now that could be used. He stated that he had no estimate of no costs available at this time. He stated that this is also function of the telephone companies routing of 9-1-1 calls that are part of the E9-1-1 network we will be acquiring. The selective router with SBC will be part of the costs for E9-1-1.

Mike Rein stated he has difficulty approving an agreement without the costs listed.

Steve Rowlands stated if we do not have the alternate routing agreement we cannot proceed with E9-1-1, that it is an Illinois statute and ICC regulatory requirement that each Enhanced 9-1-1 system in Illinois have an Alternate Routing Agreement for another E9-1-1 system to take calls if Quincy/Adams County 9-1-1 is unable.

John Johnson stated the equipment was part of the budgeted cost. The dollars will be included in the equipment with E9-1-1. He believes there is no additional direct cost, but we may have to pay for some upgrades for Cass County.

Mike Rein would like the equipment charges up front. Is there an ongoing charge? Do we have to reimburse them for long-term assistance if were to be off line for a week or more?

Steve Rowlands stated yes.

Dave Bellis asked how long does the main E9-1-1 and backup have to be down for this to kick in? Doesn't the courthouse 9-1-1 center play a role?

Steve Rowlands stated we could force the calls to go to Cass County, then re-locate to the backup center and pick up the calls again. If the outage affects both the new facility and backup 9-1-1 Center, then Cass County would keep getting the calls until we could get back in business.

Dave Bellis stated an hour maybe?

Steve Rowlands stated it could be until the calls are routed back. If it were as simple as driving to the backup and powering up the equipment it could be as little as 15-20 minutes. Steve stated that the Alternative Routing Agreement is also in place if the volume of calls inundates us and we are at maximum capacity, Cass County would pick up the overflow calls, which would be a more common situation than a complete failure where Cass County would pick up all of the calls. Steve Rowlands stated that with our Basic 9-1-1 system, there is no overflow 9-1-1 system and the calls just keep ringing until our personnel answer them. With E9-1-1 the calls go to the backup center after a certain number of rings.

John Johnson asked when Cass County receives the calls; do they get the same information that we would see?

Steve Rowlands stated yes, they receive the same E9-1-1 info that we would from an E9-1-1 call but they would still have to get in contact with us for dispatch either through the LEADS system, traditional telephone, cell phone, or perhaps direct line of some sort.

Nick Peters asked why Cass County instead of a neighboring county?

Steve Rowlands stated the backup must be an SBC Company. Cass County is the closest SBC Company to us. He stated that ideally Hannibal would be the best, but we cannot use them due to State boundary and different state regulatory issues.

Skip Vahlkamp asked if we would be Cass County's backup.

Steve Rowlands stated no, Cass County uses Sangamon County as their backup. The backup is determined by the 9-1-1 system. Steve Rowlands stated that Quincy/Adams County could have a closer backup with a neighboring county but at a great expense.

Nick Peters asked if we should table this or go ahead and take action on it.

John Johnson said it depends on what costs may be and can we determine the costs.

Steve Rowlands stated we need to get it done before we are live with E9-1-1. The agreement is part of the application package.

Mike Rein asked how long is the application process and if it is part of the initial application.

Steve Rowlands stated we have to submit it as part of the draft application and that it could be a full year for submittal of a draft, a final copy and finally a hearing before the Illinois Commerce Commission.

Mike Rein stated he does not like perfunctory things. We may not have a choice or a variable in this.

At 5:35 p.m. Quincy Fire Chief Scott Walker arrived at the meeting.

John Johnson asked the reason why we did not use Sangamon County.

Steve Rowlands stated that the previous director Cathy Brogdon pursued Cass County and we went with that. He stated that he believed Cass County did not currently provide back up for another 9-1-1.

John Johnson called for action on the motion.

There was no further discussion and the motion for the Cass County Alternative Routing Agreement was approved.

Report And Recommendations of the E9-1-1/EOC Building Committee

(9-1-1 Governing Board members John Johnson, Dave Bellis and Skip Vahlkamp; EMA Coordinator John Simon and 9-1-1 Director Steve Rowlands).

Steve Rowlands stated that Quincy/Adams County 9-1-1 advertised for bids on June 22, 26, 29, 2005 in the Quincy Herald Whig. The public bid opening was held on July 21, 2005 at 3:00 p.m. in the Architechnics offices. Three bids were received. The following are the grand totals:

Leander Construction (Canton, IL)	\$1,361,200
Waterkotte Construction (Quincy, IL)	\$1,379,115
Schlipman Construction (Quincy, IL)	\$1,531,029

Steve Rowlands stated that the bids were valid for 60 days from the bid opening which is September 19, 2005.

Steve Rowlands stated the communications equipment was removed from the bid specifications package and deferred it until October/November. He stated that the estimate on the communications equipment is \$555,000.

Mike Celeski of Geo-Comm stated the return of the RFP for the communications equipment depends on the building schedule. He stated that one does not want equipment sitting in storage while warranties are running. He stated that the timeline depends on when the building will be ready for install.

Darin Prost, Architechnics, stated eight general contractors took out bids packages and that three bids were received. He stated that he felt that the bids were good bids.

Steve Rowlands stated that the Project Costs are listed in detail in the handout.

Construction of E9-1-1 building, implementation of E9-1-1, retrofit of existing 9-1-1 Center as back up facility:

	\$2,635,000
Less A/E fees for services paid to date:	- \$119,715
Remaining estimate of costs:	\$2,515,285
Less current funds as of 7/31/2005:	- \$1,246,121
Additional funds required:	\$1,269,164

Steve Rowlands stated that the project costs have been broken down into sections – Building and equipment costs, what to buy or bring with us, the interface and equipment contingency and the E9-1-1 telephone network costs which are due 30 days after going live with E9-1-1. Adams Telco might take an ICC waiver, which might reduce their telephone costs. We also have costs in retrofitting the current center in the courthouse.

The next page in the handouts lists what has been paid so far and what is left in the city/county accounts and lists the WETSA fund balance. WETSA is the only revenue other than the city and county funds that support Quincy/Adams County 9-1-1's operational and capital needs. See handout. Quincy/Adams County 9-1-1 is seeking possible U.S. Congressional funding of \$400,000. Steve Rowlands stated that the U.S. Congress passed the "Enhance 9-1-1 Act" but Congress has not funded with appropriation. Language in the bill would provide for 50% matching grants for equipment. He stated that we are also looking into further grants and funding.

Refer to the funding scenario handout. It lists sections on if we receive Congressional funds and wireless surcharge continues past the sunset date. We would pay the contractor as we go. There is a financing column, revenue for surcharge if the surcharge continues, financing continues and leaves money for capital requirements and wireless money.

The first sheet is best-case situation, financing \$750,000 over 5 years assuming Congressional assistance and continuation of the WETSA surcharge beyond April 2008. The next sheet shows \$1 million in financing if no Congressional funds are available. The third sheet lists the worst-case scenario, the wireless funds ends, no Congressional funds; we would need to borrow \$1.3 million. Steve Rowlands stated that in the latter part of 2009 Quincy/Adams County 9-1-1 would no longer have revenue coming in and the city and county would be obligated to pick up the cost of the remaining debt.

Mike Rein stated we are 6 years short and \$1 million short in the worst-case scenario.

John Johnson stated the 6.25% proposal is a budgetary figure from a bank and is a ballpark figure, worst-case interest rate and not a best bid. The interest rate would likely be lower based on competitive bid.

Steve Rowlands stated if WETSA surcharge continues, Quincy/Adams County 9-1-1 would be able to continue to make financing payments, if it sunsets the city and county would be obligated to fund the 9-1-1 budget to make payments.

John Johnson stated that he believes the wireless surcharge will likely be renewed beyond the sunset.

Steve Rowlands stated he wants to make sure the 9-1-1 Governing Board knows that currently the WETSA surcharge is scheduled to sunset in April 2008.

Mike Rein asked if the State Legislator does not take action to renew or extend the surcharge, it's gone? He stated they have to take positive action for it to continue. They could just let it sunset by taking no action.

Steve Rowlands stated that if the 9-1-1 Governing Board decision to proceed with the project and award the bid to a contractor, some financing needs to be in place by the end of the year. Steve Rowlands stated the 9-1-1 Governing Board would have to finalize plans with the city and county about having to pick up costs in the future if necessary.

Mike Rein stated the money to build the building is there but there are no funds for equipment or other costs associated with implementing Enhanced 9-1-1.

Steve Rowlands stated that the E9-1-1/EOC Building Committee identified possible cost reductions to existing planned building. He stated that change orders can be made to the contract.

Chief Walker stated the city currently does not provide funds for the IEMA office that it is a county responsibility.

John Johnson stated the county pays taxes and they are funding through that.

Chief Walker said the city is funding 60% of costs; and state he is not necessarily opposed to this part of the project.

Nick Peters stated the city residents are county residents.

John Johnson said the building only, no ongoing costs, shared conference room, joint conference room/EOC as needed. It does not fund daily operations of the EMA office, heat/air conditioning share of the building.

Steve Rowlands stated that currently without a viable EOC, 9-1-1 becomes the de facto EOC. He stated that we are not staffed, trained or equipped for an EOC. Bringing in the EOC as part of the building addresses this situation.

John Johnson referred the Board to the Options listed for redesign of building as listed in the handouts.

Nick Peters said there would be an expense in re-designing the building to eliminate the EOC. Is the cost included?

Steve Rowlands stated the cost is not included.

Nick Peters asked what others costs would be involved in redesigning the building?

Skip Vahlkamp stated is it designed already and stated that Option 2 is the best course of action. If there are more changes, there will be more costs. We paid to design a parking lot.

Nick Peters said if we redesign the building there would be more costs.

John Johnson stated there would be more costs if the building requires more changes.
Darin Prost stated there is no redesign costs with option 2. If we take out the EOC an additional cost will be incurred.

Steve Rowlands states it may have to be re-bid if the EOC is taken out.

Skip Vahlkamp said we could negotiate with the contractor for items in option 2.

Four options are listed in the handout:

1. Proceed with project as planned, award bid, and pursue financing (5,328 sq. ft. building).
2. Proceed with project as planned with EMA office & EOC, pursue the above costs reductions, award bid, and pursue financing (5,328 sq. ft. building)
3. Proceed with smaller building, eliminate EMA and EOC, pursue cost reductions, award bid, and pursue financing (4,294 sq. ft. building)
4. Put new building project on hold 3-5 years until additional funds are available or secured; continue with Enhanced 9-1-1 implementation focused on the current Basic 9-1-1 Center utilizing existing funds; look at other solutions to address backup deficiencies.

John Johnson asked if there were any other questions or comments.

A recommendation was read to the Governing Board as follows:

The E9-1-1/EOC Building Committee recommending approval by the City of Quincy and Adams County 9-1-1 Governing Board to pursue cuts of Option #2, to award bid, and pursue financing to ensure required funds for the project. A motion was made by Nick Peters and seconded by Skip Vahlkamp. A roll call vote was held: Voting yes: Dave Bauer, Dave Bellis, Nick Peters, Mike Rein, Skip Vahlkamp, Scott Walker, Brent Fischer, Greg Myers, John Johnson. 2 absent: Rob Copley and Bill Johnson.

9 yes, 2 absent. Motion approved.

A recommendation was read to the Governing Board as follows:

The E9-1-1/EOC Building Committee recommending approval by the City of Quincy and Adams County 9-1-1 Governing Board to pursue financing options for the amount as necessary, not to exceed \$1,300,000, and authorizing E9-1-1/EOC Building Committee authority to act in securing such financing. A motion was made by Nick Peters and seconded by Dave Bellis. A roll call vote was held: Voting yes: Dave Bauer, Dave Bellis, Nick Peters, Mike Rein, Skip Vahlkamp, Scott Walker, Brent Fischer, Greg Myers, John Johnson. 2 absent: Rob Copley and Bill Johnson.

9 yes, 2 absent. Motion approved.

Mike Rein stated we need to pursue all types of financing. John Johnson stated the financing might be in increments depending on the cash flow.

John Johnson addressed the action items before the 9-1-1 Governing Board:

A recommendation was read to the Governing Board as follows:

E9-1-1/EOC Building Committee recommending to the City of Quincy and Adams County 9-1-1 Governing Board that the:

1. Low Base Bid (General Construction) of Leander Construction, Inc. in the amount of \$1,264,000 be accepted, and that the
2. Alternate Bids A-2 (Console furniture) and A-3 (Office furniture) of Leander Construction, Inc. in the amount of \$61,400 and \$22,900 respectively, be accepted, and that the
3. Alternate Bid A-4 (landscaping) be rejected, and that the
4. 9-1-1 governing Board Chairman John Johnson be granted the authority to act in executing a contractual agreement with the contractor.

A motion was made by Dave Bellis and seconded by Dave Bauer. A roll call vote was held: Voting yes: Dave Bauer, Dave Bellis, Nick Peters, Mike Rein, Skip Vahlkamp, Scott Walker, Brent Fischer, Greg Myers, John Johnson. 2 absent: Rob Copley and Bill Johnson. 9 yes, 2 absent. Motion approved.

John Johnson stated in the bid summary there were two Quincy firms and one from out of town. The out of town firm was the low qualified bidder. John Johnson stated that all but one person employed by Leander are residents in Adams County that will be working on the project. We are still keeping local people working.

Nick Peters said the same could be said for the sub-contractors.

Darin Prost stated that the sub-contractors are Quincy-based.

Dave Bellis left the meeting at 6:10 p.m.

The E9-1-1/EOC construction ground breaking ceremony will be worked up and information given out to everyone.

Mike Celeski, Geo-Comm asked about the time schedule.

Darin Prost stated the construction crews are in Quincy currently. Once the contract is signed the company has 10 days to start work.

Mike Celeski asked it if would be closed in before winter.

Steve Rowlands stated that contractor's estimated substantial completion date was in February/March 2006.

Old Business

John Johnson asked if there was any Old Business to address. No old business was noted.

New Business

Skip Vahlkamp stated at the last City Council meeting local preference for city projects was discussed and is something that the city is looking at. He stated they are looking at a 3% to 5% figure on awarding contracts locally and that the county may want to look at that also.

Mike Rein stated that there will be related cost increases to the operating budget that we will have to bear when the project is complete.

Steve Rowlands stated there would be an increase in the operating budget. He stated that his preliminary figures - subject to change - are around a 10% increase in the budget that equates to \$100,000-\$105,000 based on the operating budget for FY2005-2006. He stated that the figure incorporates costs of E9-1-1 telephone costs and includes an estimated figure for electricity and

utility costs of \$24,000. He stated that Adams County Highway may pick up the costs for water. He stated that monthly and yearly maintenance/service agreements will be more for CAD and two telephone systems, two radio control systems, and two recording systems. A warranty period will be in place but after it has expired there will be corresponding increases in the maintenance contracts. He stated that the Committee will also evaluate and pursue lease/purchase or lease only options for equipment.

Steve Rowlands stated that an E9-1-1 operating budget would see no increase in personnel

Greg Myers asked about insurance on the building.

Steve Rowlands stated the liability and equipment would be under the existing MICA policy on the city side.

John Johnson stated the property would continue to be a county cost. Not in the budget currently.

Mike Rein states assuming the county continues to pay.

Steve Rowlands states there may be EOC dollars from the state for rent for the EMA office. Some items have yet to be worked out such as maintenance and snow removal.

Skip Vahlkamp wants to thank Dick Klusmeyer from the Adams County Highway Department for the work he has done and continues to do. That it has saved a considerable amount of money for the project.

Steve Rowlands states we have two employees on medical leave and have just hired a new employee who starts August 29, 2005. He stated that due to the staff shortage we are in a mandatory overtime situation and that overtime costs are unusually high. He stated that he is managing the impact on the overtime budget.

Sheriff Fischer asked if the 9-1-1 Governing Board should consider a meeting date/time change, as it sometimes is hard to get everyone present. Chief Walker mentioned Monday evenings at 6 p.m. would be best for him, but others have city council committee meetings at that time.

Mike Rein said that the October Governing Board meeting would be past the start of the new fiscal year and Congressional budget. He suggested that members should start now by calling the Congressmen, sending E-mail, voice mail and phone calls to try and obtain funding. Is there any Homeland Security money?

Chief Walker and Sheriff Fischer listing the Illinois Terrorism Task Force, MABAS and ILEAS explained homeland Security funding process and how the Illinois Homeland Security funds are distributed.

John Johnson stated that EMA Coordinator John Simon is looking for grants also.

Executive Session

John Johnson asked if there was a need to go into Executive Session. No need was noted.

Adjournment

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

The next scheduled quarterly meeting of the 9-1-1 Governing Board is for October 19, 2005 at 5:15 p.m. in the sub-basement conference room in the Adams County Courthouse.