



# 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**

October 19, 2005

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

8 members present: County Board Member John Johnson (Governing Board Chairman), Adams County Board member Nick Peters, Adams County Board member Dave Bellis, Quincy Alderman Dave Bauer, Quincy Alderman Skip Vahlkamp, Adams County Rural Fire Association Secretary Bill Johnson, Quincy Police Chief Rob Copley, and Adams County Sheriff Brent Fischer.

3 members absent: Quincy Alderman Mike Rein, Adams County Ambulance Director Greg Myers, and Quincy Fire Chief Scott Walker

Also present: 9-1-1 Director Steve Rowlands; 9-1-1 Staff members John Frankenhoff, Mark Krzystofczyk and Sharon Tedrow; Adams County Emergency Management Coordinator John Simon

Chairman John Johnson called the meeting to order and indicated a quorum was present. Sheriff Fischer made a motion to approve the minutes of the last meeting and Skip Vahlkamp seconded the motion. The motion passed unanimously and the minutes were approved as distributed with no changes.

### Wireless surcharge revenue status.

9-1-1 Director Steve Rowlands stated that the balance of the Wireless surcharge fund (WETSA) as of October 2005 is \$728,061.66. Steve Rowlands stated that approximately \$17,000 a month is received from the wireless surcharge.

### Enhanced 9-1-1 implementation status.

Steve Rowlands stated conference calls with the telephone companies and others involved in the project are held monthly. During the September conference call, John Frankenhoff discussed his work on the MSAG (master street address guide). The initial MSAG for Quincy/Adams County 9-1-1 was turned in to SBC just prior to the September 22, 2005 conference call with the telephone companies. At the October 18, 2005 conference call, the Quincy/Adams County 9-1-1 MSAG was accepted. John Frankenhoff is to be commended for his work on the MSAG. Only 2 errors were detected and were fixed by the telephone companies. The next step is for the telephone companies to load the data and run it against the telephone numbers. Steve Rowlands stated that he felt that we are ahead of schedule on this phase.

John Johnson asked who is in charge of maintaining the data now that it has been turned in.

Steve Rowlands stated that Quincy/Adams County 9-1-1 is responsible for maintaining the MSAG and that both Doris Sprinkle from the City of Quincy Engineering and Joye Baker from Adams County Highway Department provides updated GIS information to John Frankenhoff to aid in keeping up both the MSAG and the CAD system.

Steve Rowlands stated that the next conference call will be held in December 6, 2005 with SBC, Verizon, Adams Telephone Cooperative, and McLeodUSA. There is still some addressing work to do with Adams Telco.

#### Report and Recommendations of the E91-1/EOC Building Committee.

Steve Rowlands referred the Governing Board members to the expenditure and funds available handout provided to the members in their packet. He stated that he has updated the known costs and added information on estimated costs associated in making Cass County 9-1-1 the backup. Steve Rowlands stated he will probably have to visit Cass County to discuss equipment and what is required for them in order for them to be our backup. Steve Rowlands stated that the next column shows what is paid to Architechnics and Leander Construction as of today.

The remaining costs are a dynamic number, depending on funding sources and wireless funds. The total funds available will adjust as expenses are paid.

The small figures \$119,000 is based on Wireless surcharge monthly at \$17,000 per month for the next seven months.

John Johnson stated regarding the additional funding, they have set up a meeting with the Illinois Financial Authority to ask about setting up bonding. The representative is due in town in the next 10 days. They will compare this information with any proposals that would be submitted to the banks.

Steve Rowlands spoke with Ann Scott, City of Quincy Comptroller, about getting copies of the financing proposal packages that the Quincy Fire Department has used for a new fire truck and SCBAs.

John Johnson talked about the insurance for the new 9-1-1 building. Currently the county has added it to their liability for builders risk. He stated that it is a gray area as to who will own the building that is sitting on county property.

Dave Bellis asked if they will bid it out or determine City or County coverage will be better.

Steve Rowlands has spoken with Doug Olsen, City of Quincy HR Director, about getting with MICA representative. Steve Rowlands stated that a meeting with the representative, Doug Olsen, and 9-1-1 is in the work to see where this stands with the 9-1-1 MICA coverage. He stated the he hopes to get some answers within the next month.

Steve Rowlands stated regarding the financing issue, that 9-1-1 has just over \$1.2 million available and that we have the funds to pay for the building. He stated that the structured wiring and communications bid will be awarded by March and funding will have to be in place before we can proceed with the equipment acquisition and E9-1-1 implementation.

Dave Bellis wanted information from Leander Construction about when the construction costs estimated will hit the \$1.3 million mark.

Steve Rowlands stated we would have \$1.33 million on June 1, 2006 for the building, but not enough for the equipment. We will need funding in place by February.

Dave Bellis asked if we are close to the payments.

Steve Rowlands stated the balance remaining for Leander is roughly \$1.2 million and that is what we have in the way of funds today. We will need funding to proceed with any additional acquisitions.

John Johnson stated they are looking into future funding. A bridge loan or bridge loan line of credit may be taken out first, then look at long-term solutions.

Dave Bellis asked about the costs for outfitting Cass County. Did we know that there would be a cost? Are they our backup now?

Steve Rowlands stated that we do not know what the exact cost will be to outfit Cass County as our backup. He has estimated for now to be \$20,000, but does not know how accurate that figure will be until we meet with Cass County 9-1-1 officials and see what the requirements will be. Steve Rowlands stated that we are not required to have a backup 9-1-1 system for our Basic 9-1-1 operation. With E9-1-1 we are required by Illinois statute to have a backup 9-1-1 system. He stated that circuit costs are about \$700 per 9-1-1 trunk for install and \$100 per month recurring. Steve Rowlands stated that he believes we will have to provide 2-3 circuits for Cass County (\$2,100 install and \$3,600 per year recurring charge). He does not know what equipment modifications will be needed at this point in time. He stated that he needs to visit with them to determine what is needed.

Dave Bellis mentioned that we are having Cass County as our backup as they are a SBC telephone user. Are we a backup to anyone? Are there any annual fees?

Steve Rowlands stated we could be a backup later on if asked, but he does not foresee us backing anyone up in the near future.

Steve Rowlands stated \$20,000 is best-cost information available right now and that he believed there would be an annual fee of about \$3,600 paid to SBC for Cass County circuits.

Dave Bellis wanted clarification that we will have the new 9-1-1 Center, then the backup Center (old 9-1-1 Center) and Cass County as backup?

Steve Rowlands explained that Cass County would be our backup for overflow E9-1-1 calls and should we go offline completely. He stated that as of today we were expecting to install five E9-1-1 trunks and overflows not answered after a certain time would overflow to Cass County. He stated that we are planning to segregate landline and wireless calls. The wireless calls are not required by state statute to overflow to Cass County, that is only a requirement for landline calls. He stated that if something catastrophic happens to the new 9-1-1 Center, the intent would be for Cass County to take our E9-1-1 calls until we re-locate to the backup Center (current facility) and resume processing 9-1-1 calls.

### County FY2006 9-1-1 40% budget request status.

Steve Rowlands provided the 9-1-1 Governing Board a handout of the 9-1-1 Department's submission for the Adams County Fiscal Year 2006 budget for 40% support of 9-1-1 operations to be paid to the City of Quincy. Steve Rowlands stated that he has a budget hearing with the County Finance Committee on Monday, October 24, 2005.

### CAD/RMS hardware migration from Unix to Windows Computers.

The 9-1-1 Director is recommending approval to begin the CAD/RMS hardware migration from UNIX to Windows and implement Emergency Medical Dispatch (EMD) software upgrade to CAD on or about December 1, 2005, subject to City and County capital funding, not to exceed \$94,000. Steve Rowlands stated that the Governing Board approved this in April 2005 pending city funding but the city funding did not make the city 9-1-1 budget. Steve Rowlands stated that he met with Quincy Director of Administrative Services Ken Cantrell and the money cut from the budget in April will be in place when the County Budget goes into effect on December 1<sup>st</sup> with their 40% for the project. Steve Rowlands state that the plan is to acquire a new server by December and then do the bulk of the migration for the rest of the CAD/RMS system in January and February. Then once everything is working correctly with CAD follow up with the CAD upgrade for the EMD software.

Nick Peters made a motion proceed with the CAD/RMS hardware migration and EMD software upgrade not to exceed \$94,000 subject to budgetary funding by the City and County. Bill Johnson seconded the motion. No opposition was voiced. The motion carried and the recommendation to proceed approved.

Steve Rowlands recommended a 2006 9-1-1 Governing Board quarterly meeting schedule for January 18, 2006, April 19, 2006, July 19, 2006, and October 18, 2006; and a special meeting for budget approval for February 15, 2006. Additional special meetings would be as required. All meetings would be held at 5:15 p.m. in the sub-basement conference room in the Adams County Courthouse unless otherwise specified.

Sheriff Fischer made a motion to approve the 2006 Governing Board meeting schedule. Dave Bellis seconded the motion. The motion carried with no opposition.

### Old Business

John Johnson asked if there was any old business to discuss. There was none.

### New Business

John Johnson asked if there was any new business. There was none.

### 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. Bill Johnson seconded the motion. Meeting was adjourned.

The next scheduled quarterly meeting of the 9-1-1 Governing Board is for January 18, 2006 at 5:15 p.m. in the sub-basement conference room in the Adams County Courthouse.