



QUINCY/ADAMS COUNTY 9-1-1

Steve Rowlands
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Quincy/Adams County 9-1-1 Governing Board Meeting

January 18, 2006

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

11 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, Quincy Alderman Mike Rein, Adams County Rural Fire Association Secretary Bill Johnson, Quincy Police Chief Rob Copley, Adams County Sheriff Brent Fischer, Adams County Ambulance Director Greg Myers and Quincy Fire Chief Scott Walker

No members absent.

Also present: 9-1-1 Director Steve Rowlands; 9-1-1 Staff members John Frankenhoff, Mark Krzystofczyk, Jo Liesen and Sharon Tedrow; Adams County Emergency Management Agency Coordinator John Simon; City of Quincy Human Resources Director Doug Olson; Golden Fire Chief Les Post; Darin Prost of Architechnics

Quorum Call and Approval of Past Minutes

Chairman John Johnson called the meeting to order and indicated a quorum was present. Nick Peters 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. Skip Vahlkamp stated that he did not receive a copy of the minutes. Steve Rowlands stated that a copy will be sent to him.

2005 Statistics

Copies of the October, November, December 2005 monthly activity reports were distributed to members of the Governing Board along with several graphs of the 2005 calls for service. There were a total of 44,363 9-1-1 calls (40% wireless 9-1-1 calls, 17,848). There were 96,369 non-emergency and administrative calls and 2,485 calls to dedicated alarm lines.

Adams County Fiscal Year Closeout

Steve Rowlands stated that the second handout in the packet shows the Adams County 40% fiscal year 9-1-1 operating budget closeout.

WETSA Fund Status

The balance of the WETSA Fund as of January 18, 2006 is \$774,019. Steve Rowlands stated the funds are starting to be used for the E9-1-1 project. He stated that we continue to receive approximately \$17,500 monthly. Due to expenditures related to the E9-1-1 project, the estimated balance on May 1, 2006 will be approximately \$12,250.

Status of E9-1-1/EOC Building

John Johnson stated that we did not get the federal budget award requested from Congressman LaHood's office. John Johnson stated that we intend to continue to keep Congressman LaHood's staff informed of our situation and attempt for future funding.

Steve Rowlands stated the building is on track to be substantially completed in June 2006. The building is enclosed and the contractor has begun to do interior work.

Architechnics Architect Darin Prost stated the building is on track and work is progressing ahead of schedule. He is very pleased with the contractor and the work being done.

Steve Rowlands stated that a Request for Proposal for Communications Systems was published by GeoComm/Architechnics on December 8, 2005. Proposals are to be received on Friday, January 27, 2006 at 4:00 p.m. in the Architechnics offices. The proposal is for E9-1-1 and administrative telephone equipment, radio control equipment, digital recording equipment and structured cabling.

GeoComm/Architechnics estimates are approximately \$660,000. The equipment is to be installed and accepted no later than August 31, 2006.

John Johnson stated they intentionally overlapped this bid with the original building bid to resolve any issues with the conduit.

John Johnson stated the Request for Proposals for financing was sent to Adams County banks on December 28, 2005 and advertised in the Quincy Herald Whig per legal requirements. Proposals are to be received on Wednesday, January 25, 2006 at 1:00 p.m. in the 9-1-1 Director's office.

John Johnson referred to the financing RFP handout. He stated the RFP requested three proposals for \$700,000, \$1,000,000 and \$1,300,000. This was to allow flexibility base on the federal grant, lease/purchase options from the communications RFP, which may mean we may be able to reduce the maintenance costs with a lease/purchase option. The proposal is for 10 year financing or is open to bank proposals for alternative financing. If all of the equipment gets purchased and financed by August 31, we can get in to start testing.

Steve Rowlands stated the loan date would be on or about March 1. The money would be used to pay for communication equipment and to pay for the Enhanced 9-1-1 network and services from the telephone companies and retrofit of the Courthouse 9-1-1 Center to E9-1-1 as a backup. Steve Rowlands stated that it is possible that the EOC may be operational in September and would be the first thing ready to go.

Nick Peters asked if the amount to get depends on the proposals for the equipment.

John Johnson stated it is driven by the actual bid prices.

Steve Rowlands stated they sent proposals to every bank in Adams County and put an ad in the newspaper. The bids are due January 25, 1:00 p.m. The building committee will have information on the financing and equipment altogether.

Dave Bellis mentioned that the \$774,019 for the WETSA funds is for the building and we are borrowing for the equipment.

Steve Rowlands stated the equipment consists of the cost to the phone company for network/circuit charges, equipment to retrofit the old 9-1-1 Center. The 9-1-1 network and services install costs about \$250,000 and to retrofit the old center is about \$250,000. We will need about \$1.3 million total. Steve Rowlands stated that he is still in the process of determining E9-1-1 costs from the telephone companies involved with the project. The WETSA funds, the city's \$405,000 and the county's \$270,000 will fully utilized when the building is completed. Financing is needed to complete the entire project.

Skip Vahlkamp said in the proposal we can throw out the \$700,000 amount as that was the amount listed if we received the Federal grant money.

Steve Rowlands stated we could still do only \$700,000 through the bank if we finance the communications equipment through a vendor.

Enhanced 9-1-1 Planning And Implementation

Steve Rowlands said another E9-1-1 implementation conference call was held with all of the telephone companies on January 17, 2006. He stated that things continue to be moving forward but that we hit a roadblock with the telephone number load that looks to be resolved at this point. He stated that the MSAG was submitted October 2005 with only two errors but that since then there has not been substantial progress. We are back on track with the telephone number load. After that circuits can be ordered, depending on the telephone load progress. Steve Rowlands stated that he thinks in May he may have enough information to know a target date to go live with Enhanced 9-1-1.

Steve Rowlands stated that he intends to submit the Tentative Application to the 9-1-1 Program Office of the Illinois Commerce Commission on or about February 1, 2006. They will look at it, make changes and submit it back to us. The Final Plan has to be approved by the ICC six months prior to the E9-1-1 online date.

Steve Rowlands stated that E9-1-1 network testing could commence in the fall of 2006 dependent on work done by telephone companies, primarily SBC who is the lead telephone company. Equipment and testing of Cass County's PSAP as alternate routing facility must also be done. Steve Rowlands stated that ICC regulations require call-through testing of 40% of the access lines, which is approximately 13,000-14,000 access lines. He stated that he expected this would take 3-4 months.

Steve Rowlands stated a date has to be set for the soft-cut which will allow us to operate both systems. When this happens 9-1-1 personnel will need to be able to answer the test line in the case of an actual emergency.

Steve Rowlands stated that the E9-1-1 implementation process includes a hearing held before the ICC to obtain an authority to operate an E9-1-1 system.

Steve Rowlands stated that he hopes the E9-1-1 Center is in operation either late 2006 or early 2007; we hope to know more by late summer. Once live with E9-1-1, the final step is to retrofit the back up 9-1-1 Center.

9-1-1 Director Steve Rowlands recommended approval of a Letter of Agreement between Quincy/Adams County 9-1-1 Governing Board, Menard County Emergency Telephone System Board (ETSB) and Cass County ETSB on sharing the costs for alternate routing of E9-1-1 circuits to the Cass County 9-1-1 Center.

Scott Walker asked if Cass County was Enhanced.

Steve Rowlands answered yes. Menard County is implementing E9-1-1 and is also utilizing Cass County as their backup. Steve Rowlands stated that this is a deal with Menard County to share the cost of the back up lines. We need 3 lines and Menard needs 1 line. If we share the lines, they will pay for 1 line and we will pay for 2 lines. All parties have all agreed in principle to the agreement. Steve Rowlands stated that the Letter of Agreement is part of the handout packet. He also stated that Assistant States Attorney Curt Lovelace has reviewed the document and see no problems with it.

Skip Vahlkamp made a motion that 9-1-1 Governing Board Chairman be granted the authority to enter into this agreement. Nick Peters seconded the motion. The measure passed with 11 votes yes and 0 votes opposed.

FY2006-2007 Operating/Capital Budget

Steve Rowlands stated that the a handout is included to the Governing Board members regarding the FY2006-2007 budget. He stated that a special meeting will be held on February 15, 2006 to specifically discuss and approve the budget. Steve Rowlands stated that the draft budget has been entered into the city financial system and can be modified after Governing Board approval.

The budget includes guidance from the city: Health Insurance will use the current rate for now. Audit 30% increase, MICA 15% increase and IMRF 11% of wages.

The budget also incorporates 3% staff pay increase and dispatcher seniority increases that is subject to contract negotiations.

Scott Walker asked if we received guidance on the percentage of pay increases. Steve Rowlands stated he received plans to look at 0% and has listed it both ways at Kenny Cantrell's request. Salary line item was shown.

Steve Rowlands stated that the operating budget shows a substantial increase of 14.67% primarily due to new Enhanced 9-1-1 costs. The budget plans for 6 months of Enhanced 9-1-1 operations. The following fiscal year the costs will be larger as we will hopefully operating Enhanced and will turn off Basic 9-1-1.

Maintenance for equipment and software fees will also be impacted by E9-1-1 implementation.

Steve Rowlands stated that he is not requesting any Capital funding from the City this fiscal year.

Steve Rowlands stated the he and John Johnson plan to review the budget with COQ DOA Kenny Cantrell and Comptroller Ann Scott on January 25, 2006 as part of the city's budget process.

Status of Current Hardware and Software Upgrades

Steve Rowlands stated that the Records Management system (RMS) software upgrade and enhancements started at the end of December 2005 will be completed in January. He stated that the Computer Aided Dispatch (CAD) UNIX to Windows hardware and software migration is planned for mid-March 2006. He stated that this will enhance both CAD and the mapping capabilities. Implementation and upgrade of CAD will incorporate the Emergency Medical Dispatch (EMD) software in mid-March 2006. Steve Rowlands stated that he believed that this upgrade of CAD will be end up being cheaper and allow us to be more self-sufficient because of the Windows hardware and application.

John Johnson stated we often talk about CAD and the other software that is used; it might be nice for everyone to look at where we are and what we do.

Union Contract Negotiations

John Johnson stated that as 9-1-1 Governing Board Chairman, he needs to appoint a negotiating team for upcoming collective bargaining agreement with IAM District 9 and Lodge 822 representing the 9-1-1 telecommunicators. He stated that the current union contract expires April 30, 2006.

Steve Rowlands is recommending the appointment of John Johnson, Steve Rowlands and Quincy Human Resources Director Doug Olson as the 9-1-1 negotiating committee.

Skip Vahlkamp made a motion to accept the appointment of the negotiating committee of John Johnson, Steve Rowlands and Doug Olson. Greg Myers seconded the motion.

John Johnson stated in the past it has been a 3-4-person committee. The 2003 9-1-1 negotiating committee included Rick Meehan as the City Representative when there was not a Human Resource Department with the City.

Dave Bellis asked if he could sit in on the meetings.

John Johnson stated yes, that anyone on the 9-1-1 Governing Board is welcome to sit in with the committee.

Dave Bellis said he wants to watch the procedures.

Skip Vahlkamp asked when the negotiations start?

John Johnson stated that the union has not yet notified us of their intent to negotiate in accordance with the current collective bargaining agreement.

Nick Peters asked if negotiations could be completed in two months before the April 30 expiration date.

John Johnson stated the last time went smoothly and was completed in April.

Mike Rein asked if we have legal counsel to advise us.

John Johnson said that States Attorney office would advise us if needed.

Mike Rein mentioned the Governing Board should approve the contract.

Steve Rowlands stated that the Governing Board has in the past typically approved the contract during the April quarterly meeting.

Skip Vahlkamp said if the committee hammered out a contract, in theory it is done. He just made a motion for the committee to negotiate for the Governing Board.

John Johnson asked for the Board to approve the appointment of the committee. The measure passed with 11 votes yes and 0 votes opposed.

John Johnson stated that once we heard from the union that he would call the negotiating committee together to discuss how to proceed with negotiations.

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.

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

Executive Session

Not held.

Steve Rowlands stated if anyone wants to go out to see the new building, let him know.

Future Meetings

A special budget review/approval meeting of the 9-1-1 Governing Board is scheduled for February 15, 2006 at 5:15 p.m. in the sub-basement conference room in the Adams County Courthouse.

The next quarterly meeting of the 9-1-1 Governing Board is scheduled for April 19, 2006 at 5:15 p.m. in the sub-basement conference room in the Adams County Courthouse.

Adjournment

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

Steve Rowlands