



QUINCY/ADAMS COUNTY 9-1-1

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QUINCY/ADAMS COUNTY 9-1-1 GOVERNING BOARD MEETING

April 19, 2006

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

8 members present: Adams 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 Ambulance Director Greg Myers, Adams County Sheriff Brent Fischer, and Quincy Alderman Mike Rein (arrived at 5:35 p.m.).

3 members absent: Quincy Fire Chief Scott Walker, 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, Sharon Tedrow, Jo Liesen, and Mark Krzystofczyk.

Quorum Call and Approval of Past Minutes

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

Chairman John Johnson acknowledged that this meeting would be Adams County Ambulance Director Greg Myers last meeting as a member of the 9-1-1 Governing Board. He retires on August 1, 2006. Chairman Johnson mentioned that Greg has been on the Governing Board for several years and we appreciate his years of service and input. Greg was thanked for all his contributions to the Governing Board.

Approval of Intergovernmental Agreement

John Johnson stated that approval by the 9-1-1 Governing Board is needed for a City of Quincy/Adams county/Quincy/Adams County 9-1-1 Governing Board Intergovernmental Agreement with regard to a \$1.3 million loan to provide for E9-1-1 network, telephone and radio communications equipment, and to implement an Enhanced 9-1-1 emergency communications system.

John Johnson said that it was originally thought that the Governing Board would borrow money for the equipment and to retrofit the old 9-1-1 Center. The bank required a tax-exempt guarantee. To obtain that status would take a long time. John Johnson stated that the City of Quincy stepped up to be the borrowing agent as their tax-exempt status is not in question. John Johnson stated that the Adams County government cannot do short-term loan amounts; they have to do bonds. The city has borrowing authority with Home Rule.

The Governing Board controlled WETSA funds that come directly to 9-1-1 would be utilized to pay the loan. The bank requires a guarantee in place with the city and county for payment to be made if the WETSA fund sunsets. The Intergovernmental Agreement spells out these details. The county would guarantee 40% of the outstanding loan balance and the city would guarantee 60% if the WETSA revenue ceased.

John Johnson stated that both the Quincy City Council and Adams County Board have already approved the agreement and that the Mayor, City Clerk, County Board Chairman and County Clerk have signed the document.

Nick Peters made a motion to approve the Intergovernmental Agreement. Skip Vahlkamp seconded the motion. The motion also authorizes the Governing Board Chairman and 9-1-1 Director (as the 9-1-1 Board's secretary) to sign the agreement. Motion passed 7 yes, 0 no, with 4 absent.

John Johnson stated that City Council should act on the Note Ordinance at their meeting on April 24, 2006. Once approved, First Banker's Trust Company and the appropriate officials will close on the loan. The 9-1-1 Governing Board would then be in a position to finalize the contract with Motorola/WirelessUSA/SEA Group and proceed with the project.

WETSA Fund Status

Steve Rowlands stated that the balance of the WETSA fund is \$377,998.83. He also stated that in June the fund is expected to have a balance of less than \$5,000 based on anticipated expenditures with regard to the E9-1-1 project.

John Johnson stated future WETSA money received would be used to make the monthly loan payments.

Mike Rein joined the meeting at 5:35 p.m.

Status of E9-1-1/EOC Building

Steve Rowlands said the new building is on track. He stated that Leander Construction desires to begin the punch list sometime in mid-May. He further stated that the project is on track that the building should be substantially complete in June.

Motorola/WirelessUSA/SEA Group and the building committee will meet to finalize the contract for the structured cabling, communication equipment and supporting services after the Note Ordinance is approved by the City Council. Steve Rowlands stated that he hopes equipment will be installed and ready by August 31, 2006.

E9-1-1 planning and implementation

Steve Rowlands stated that coordination with the telephone companies continue. The last conference call was April 6, 2006 to discuss the database and MSAG. Steve Rowlands stated that progress has slowed recently due to some issues with the telephone number load. He stated that the next conference call is scheduled for April 25, 2006 at 9:00 a.m.

Steve Rowlands stated that the Tentative Plan and Application for the Provision of 9-1-1 Service was submitted on March 8, 2006 to the 9-1-1 Program Office of the Illinois Commerce Commission for review. They will tell us of any changes that need to be done. Steve Rowlands stated that the final plan needs to be submitted six months in advance of going live with Enhanced 9-1-1. He anticipates submitting the plan on or about July 2006.

John Johnson asked about a hearing with the Illinois Commerce Commission. Steve Rowlands said there is a provision for a waiver of a hearing but most agencies do the hearing. He is planning that we would attend a hearing before the ICC.

Steve Rowlands said the dmarc for the telephone system should be in place by May 1st in the new building. The E9-1-1 network testing is to commence in the fall of 2006 dependent on work done by the telephone companies, primarily AT&T (formerly SBC) who is the lead telephone company. He stated that we will also have to equip and test Cass County's PSAP as an alternate routing facility. Steve Rowlands stated that 9-1-1 personnel will have to test 40% of the access lines in the county before going live with E9-1-1. There will be a soft-cut to Enhanced 9-1-1 following testing. The Basic 9-1-1 be active until E9-1-1 is fully operational with a target on early 2007.

John Johnson asked how the testing happens. Steve Rowlands stated we would contact people to call 9-1-1 to test the lines to see if the information received is correct. Public announcements and news stories would be coordinated with the media about the testing. After E9-1-1 is live, we will decommission Basic 9-1-1 system and retrofit the courthouse PSAP for Enhanced 9-1-1. Steve Rowlands stated that even though the building is nearing completion there is still a lot of work to do.

FY2006-2007 Budget

Steve Rowlands stated that in the handouts is the final Quincy/Adams County 9-1-1 FY2006-2007 budget summary that should pass the City Council on April 24, 2006.

Skip Vahlkamp asked about the \$150,000 costs above the previous budget and asked if that was due to E9-1-1. Steve Rowlands stated it was.

Steve Rowlands stated the 9-1-1-budget hearing with the city council was held on April 12, 2006. Most questions centered on E9-1-1 costs. In the next budget cycle, the costs will go up again about 12-18% for full enhanced, then the costs will stable out for future budgets. Steve Rowlands also stated questions were asked about the 9-1-1 supervisory staffing.

Status of Current Hardware and Software Upgrades

Steve Rowlands stated that the Computer Aided Dispatch (CAD) UNIX to Windows hardware and software migration was completed March 21, 2006. The transition went well thanks to John Frankenhoff and the 9-1-1 staff. Also implemented on March 21, 2006 was the ProQA Emergency Medical Dispatch (EMD) software. Steve Rowlands commented that the new software has proved very easy to use and the information obtained and EMS instructions to callers with medical emergencies have dramatically improved. He stated that this was worthwhile purchase for the 9-1-1 Center.

New Business

Sheriff Fischer asked about the Starcom21 radios. He explained to the Board that the Starcom21 Motorola 800 MHZ radio is provided by the state to integrate statewide communications frequencies. State money provides all law enforcement agencies and dispatch centers a console/mobile/portable for statewide announcements and to communicate with other agencies.

Steve Rowlands stated he had received the Starcom21 radio and had just received a telephone call on April 19 from Jim Page from ILEAS to exchange the base radio with a more updated console radio. The radio will be installed in the new 9-1-1 Center this summer.

John Johnson asked if this was a reaction to September 11 and to Katrina communications problems. Sheriff Fischer stated that it was. He said that the state has finally decided that it is important that everyone can talk to each other. He also stated that the Starcom21 is not cheap and that this is a very expensive venture that the state is doing.

Sheriff Fischer also asked if we knew of anyone who has received either ILEAS or MABAS testing.

Sharon Tedrow stated that the 9-1-1 Center received a MABAS test last fall and that she believed the Quincy Police Department received an ILEAS test around the same timeframe.

Skip Vahlkamp brought up the retainage question regarding the building contractor's request to reduce their retainage on the new building from 10% to 5%.

John Johnson said that with the building contract with Leander Construction, typically 10% is put into a fund to hold back payment for any potential problems. Depending on the contract, this could be a lot of money. Three weeks ago, Leander Construction asked if the retainer could be cut to 5% and if they could be paid the other 5% or approximately \$53,000 prior to completion of the punch list. John Johnson state that many organizations do reduce the

retainage to 5% after the project is more than 50% complete, if they are on time for the project. He also stated that the building committee has learned that Quincy Public Schools does not reduce retainage. The building committee has been contemplating this request and owes an answer to the Leander Construction soon.

Mike Rein stated that he does not think that reducing the retainage and paying them the extra 5% is a good idea based on his experience with new buildings with Transitions. He said you do not typically find out problems until months afterwards. The company could say they would fix it and then go and accept losing the retainage.

Skip Vahlkamp asked if we keep the money for a year?

Mike Rein said for everything on the punch list, if there is not sufficient money in retainage, then the company might just walk away and not do the required corrective work.

John Johnson thinks Leander have done a good job and the building committee was inclined to approve their request.

Mike Rein said his company has been burned in the past. He stated that he would keep the full 10% retainage for future building projects that he is involved with. His may have been an isolated case but that is the way he sees it.

Steve Rowlands said if we pay 5% they want on May 1, in theory we may be closing out the retainage in June.

Mike Rein asked how timely do they finish the punch list? Some contractors, if you cut the retainer in half, you may have given them no incentive to fix the problems and they will be moving on to something else.

John Johnson said his points are well taken and that the building committee will address the issue and provide an answer to the contractor in the near future.

Executive Session

Skip Vahlkamp made a motion to move into executive session for purpose of discussing the status of the union contract negotiations and for a salary review for the 9-1-1 management staff. Sheriff Fischer seconded the motion. Motion passed 8 yes, 0 no, with 3 absent.

9-1-1 Governing Board reconvened in open session.

Skip Vahlkamp made a motion to approve the negotiated collective bargaining agreement subject to approval by the telecommunicators of the IAM union and authorize the 9-1-1 Governing Board Chairman and 9-1-1 Director to sign the contract. Nick Peters seconded. Motion passed 8 yes, 0 no, with 3 absent.

Skip Vahlkamp made a motion to approve 9-1-1 management pay increases to reflect the same percentage pay increase for the following fiscal year 2006-2007 as negotiated with the union. Greg Myers seconded. Motion passed 8 yes, 0 no, with 3 absent.

Meeting adjournment

Nick Peters made a motion to adjourn. Brent Fischer seconded. Motion passed 8 yes, 0 no, with 3 absent and the meeting was adjourned.

The next scheduled quarterly meeting of the 9-1-1 Governing Board is July 19, 2006 at 5:15 p.m. This meeting will be held in the conference room located in the new 9-1-1/EOC building at 222 North 52nd Street next to the Adams County Juvenile Detention Facility.

Steve Rowlands