



QUINCY/ADAMS COUNTY 9-1-1

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

Special Budget Meeting
February 21, 2007
9-1-1 Center, 222 N. 52nd, 5:15 p.m.

9 members present: Adams County Board Member John Johnson (Governing Board Chairman), Quincy Alderman Virgil Goehl, Quincy Alderman Tony Sassen, Adams County Board Member Dave Bellis, Quincy Police Chief Rob Copley, Adams County Sheriff Brent Fischer, Adams County Ambulance Director Paul Davis, Quincy Alderman Skip Vahlkamp and Rural Fire Association Secretary Bill Johnson arrived at 5:30 p.m.

2 members absent: Quincy Fire Chief Scott Walker, Adams County Board Member Nick Peters

Also present: 9-1-1 Director Steve Rowlands, 9-1-1 staff members John Frankenhoff, Jo Liesen and Sharon Tedrow, City of Quincy Director of Administration Ken Cantrell.

Quorum Call and approval of Past Minutes

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

John Johnson noted that the Quincy Mayor John Spring reappointed Alderman Skip Vahlkamp and appointed Alderman Tony Sassen to the 9-1-1 Governing Board.

FY2007-2008 Budget Review

Steve Rowlands state that at the January 9-1-1 Governing Board meeting, he distributed a draft budget for all members to review. He stated that the current handout of the draft budget contains some revisions that were made after he met with John Johnson, Ken Cantrell and Ann Scott. Steve Rowlands stated that this is the first full year with Enhanced 9-1-1 costs that impacts the budget.

Referring to the budget handouts, Steve Rowlands stated that the estimated May 1, 2007 balance of the 9-1-1 Surcharge Fund (WETSA) would be \$30,500. He stated that 9-1-1 is currently receiving about \$18,000 per month. The \$1.3 million loan payment is \$16,225 per month. He noted that the WETSA fund would grow by \$1,775 per month.

Dave Bellis asked if we plan on building a small reserve or use that money for more payment on the loan?

Steve Rowlands said the balance or \$30,500 is the reserve in case the state is late in paying the money and the loan payment is due.

Dave Bellis asked if we would keep that money.

Steve Rowlands said it would grow just under \$1,800 per month. He stated that there are no plans to utilize the WETSA funds this fiscal year other than the loan payment, but that funds are available for use if necessary for capital items.

Dave Bellis asked could we pay down the loan quicker?

Steve Rowlands said that the loan payment is \$16,225 per month and excess funds could be utilized for principal reduction payments. If the revenue goes up 9-1-1 could also use it for either loan principal reduction or the money could also apply to future operating costs.

John Johnson said it would grow about \$20,000 per year as long as we have the loan.

Steve Rowlands went on to discuss the budget review, referring to the budget handout.

Steve Rowlands stated that salary and wages line items are broken down by in to subsets of salary and wage line items.

John Johnson asked if group insurance was included with salary items. Steve Rowlands replied that it does not. The budget incorporates a 3% contract raise and he assumes a 3% increase for management staff. There are also step increases for several dispatchers for longevity as per the union contract. The overtime figures are based on the average use based on a 7-year period. Sick pay is also averaged by use based on 5 years. Some employees use a lot, some do not but the line item is based on annual averages.

Holiday pay is based on 12 days per year. Vacation pay is based on seniority from 10-20 days per year. Sick pay buy back is based on any sick time balance over 480 is bought back to 480 hours. Resignation contingency was taken out after discussions with Ken Cantrell. Also taken out was the vacation pay buy out. Personal pay buy back is used, about ¼ of the dispatchers gets the time bought back. Management staff rarely uses personal days. A contingency is there for employee changes to group insurance. Life Insurance, workman comp figures are set. The line item for the city audit went down some. IMRF went from 11% of salaries to 10% of salaries. Technical Medical line item is used for new employee physicals.

Repair and Maintenance Building line item went up. It covers maintenance on the new building as well as for maintenance repair to the generator and other equipment at the courthouse facility.

Dave Bellis asked if it covers maintenance at the old courthouse. Steve Rowlands replied it did.

Repair & Maintenance Office Equipment covers maintenance agreements and software licenses for computer equipment, radios, repeaters and logging recorders. Miscellaneous equipment repair is used if something breaks and we need general repair on equipment. This line item went up primarily due to E9-1-1 costs.

MICA and MICA deductible costs remained unchanged from the previous fiscal year.

Steve Rowlands stated that the communications line item covers telephone costs for Enhanced 9-1-1. When Enhanced 9-1-1 is operational, the Basic 9-1-1 system at the courthouse will be decommissioned. The Basic 9-1-1 system costs is in the 2006-2007 budget year.

The telephone company costs are listed for E9-1-1. There is a satellite phone is primarily for a last resort link to Cass County 9-1-1 that can be used for them to reach us in an emergency. City and county officials may also utilize it during a disaster.

Steve Rowlands thinks that next year we may be able to reduce some costs and refine the numbers to the communications line item based on a year's operation of Enhanced 9-1-1.

The rest of the budget is basically unchanged from the previous fiscal year levels with the exception of electricity costs that have been increased due to the rate increase and anticipation of the new building being in full operation. Maintenance supplies and custodial costs are higher as we need to buy items for the new building.

Steve Rowlands stated that last year's fiscal year operating budget had a 12% increase due to E9-1-1 and that the fiscal 2007-2008 budget would see a similar increase of 12-15%. The actual increase is 12.4%. Steve Rowlands stated that he felt next year he would probably be able to do a zero-based increase.

The Capital budget shows an expenditure line item for \$53,000 for the WETSA fund. No other requests have been implemented for capital items. The loan fund still has some expenditures. Steve Rowlands stated that there is over \$500,000 left in the loan fund and that he anticipated the project ending up with about \$150,000 in surplus. Once the courthouse has been retrofitted and the telephone companies are paid, there is very little left to acquire for the project. \$78,000 is still owed to Motorola for the final payment the new building's communications equipment package. For the new contract with Motorola/WirelessUSA to retrofit the courthouse, Steve stated that 9-1-1 will owe 85% of the contract up front. Invoice for that will occur in April or May of this year and we will carry over the balance as needed into next year's budget to make any remaining payments.

Dave Bellis asked are we a backup to any other county?

Steve Rowlands stated no, we are an island of AT&T service surrounded by other telephone companies. It is cost prohibited for our neighbors to have us as their backup and vice versa.

Steve Rowlands stated for Tony Sassen's benefit, that 9-1-1 essentially goes through a budget process twice a year. With the city in the spring and with the county in the fall.

Ken Cantrell stated that two years ago Steve Rowlands announced that there would be a 12-13% increase in the budget for the next 2 years. He looks at the budget requests for equipment, supplies, etc. that are needed versus wanted. He stated that many times there are requests that are "wanted" but not needed. He stated that Steve has convinced him that his requests are indeed needed. Ken Cantrell stated that he has asked other department heads to put in a zero % increase. He is looking forward to next year of having a zero % increase from 9-1-1.

John Johnson asked if there are any other questions about the budget and requested a motion for approval. Chief Copley made a motion to approve the FY2007-2008 budget as presented. Dave Bellis seconded the motion. The motion passed with 9 yes, 0 no, 2 absent.

Steve Rowlands stated that he will participate in the city budget process with a hearings in April.

E9-1-1 Implementation Status

Steve Rowlands stated it is planned for a March 13, 2007 soft cut to E9-1-1. The 9-1-1 operation will be moved by that date and all employees brought over. The plan is to ensure everything is operating correctly and be prepared to go back to the old center if necessary due to any technical problems. Steve Rowlands stated that he did not think that will happen as it looks like everything is working as it should.

Steve Rowlands stated that the call through testing started on January 24, 2007. It was originally thought it would take 6-8 weeks to complete, but it went extremely well and that the testing is essentially complete. Steve Rowlands stated that the only exceptions are testing of a few residents in Hancock, Brown and Schuyler County that are part of our 9-1-1 system, which have to be loaded and tested. He stated that this should be completed the first part of March.

Steve Rowlands stated that the telephone companies are installing the call boxes that need to be completed and tested before we go live.

Training on the new telephone system was completed in January and that is the only thing that is different for our employees is the new telephone system as all other systems are the same, just in a new location.

Steve Rowlands stated that about a week after the soft cut to Enhanced 9-1-1, that he will announce to the public that E9-1-1 is live and that operations are from the new center. 9-1-1 management will plan on a dedication ceremony and open house shortly after announcing that E9-1-1 is live.

Steve Rowlands stated that he wanted to thank the 9-1-1 management staff: Sharon Tedrow, Jo Liesen, Mark Krzystofczyk and John Frankenhoff for the work they did in doing the call through testing. He stated that Ambulance Director Paul Davis also helped with the call through testing. Steve Rowlands stated that we had several volunteers from the Citizen's Police Academy assist in soliciting test calls that were extremely helpful.

Steve Rowlands stated that Wireless Enhanced 9-1-1 is also being worked on to implement either this year or early next year.

Future meeting date

The next quarterly meeting of the 9-1-1 Governing Board is scheduled for April 18, 2007 at 5:15 p.m. The meeting will be held in the conference room located at the 9-1-1 Center located at 222 N. 52nd Street.

Meeting Adjournment

Sheriff Fischer made a motion to adjourn the meeting and Bill Johnson seconded. The motion passed 9 yes, 0 no, with 2 absent. The meeting was adjourned.

Steve Rowlands