



QUINCY/ADAMS COUNTY 9-1-1

Steve Rowlands
Director

222 N. 52nd Street
Quincy, Illinois 62305

(217) 228-4572
Fax: 222-9361

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

July 18, 2007

9-1-1 Center, 222 N. 52nd, 5:15 p.m.

6 members present: Adams County Board Member John Johnson (Governing Board Chairman), Adams County Board Member Dave Bellis, Adams County Board Member Billy Bennett, Adams County Sheriff Brent Fischer, Adams County Ambulance Director Paul Davis, Rural Fire Association Secretary Bill Johnson joined the meeting at 5:30 p.m.

5 members absent: Quincy Alderman Skip Vahlkamp, Quincy Alderman Virgil Goehl, Quincy Alderman Tony Sassen, Quincy Fire Chief Scott Walker, Quincy Police Chief Rob Copley

Also present: 9-1-1 Director Steve Rowlands, 9-1-1 staff members Jo Liesen, Mark Krzystofczyk, John Frankenhoff and Sharon Tedrow

Quorum Call

Chairman John Johnson noted quorum was not present at the time the meeting convened. John Johnson stated that the members present would go ahead and proceed with an informational meeting from Director Steve Rowlands until if and when a quorum was present. John Johnson noted that he expected 9-1-1 Governing Board member Bill Johnson to make the meeting.

Federal Grant

Steve Rowlands stated that U.S. Congressman Ray LaHood contacted him and that the Adams County Emergency Management Agency would likely receive a \$400,000 Federal Grant to EMA/9-1-1 for communications equipment and infrastructure. Steve stated that in the member's handout, there is a copy of Congressman LaHood's July 13, 2007 press release and the letter that John Simon and Steve Rowlands sent to Congressman LaHood's office requesting funding in February 2007. Steve Rowlands stated that grant funds received could not be used to pay off the existing E9-1-1 loan. The preliminary plan is to utilize the funds to erect an antenna tower, buy base radios, a public emergency notification system, and possibly upgrade rural fire communications. EMA Director John Simon has items he is working on also. Steve Rowlands stated that EMA would be the lead agency on the grant.

Sheriff Fischer asked what do you mean by radios?

Steve Rowlands said that new base radios would be acquired that would be physically present in the 9-1-1 building and not be dependent on telephone lines to the courthouse for control of backup radios. He state that 9-1-1 currently has telephone lines to the water tower base radio and we plan on putting in a base radio here that will not be via telephone lines to downtown and then decommission the backup radio.

Dave Bellis asked if this would be a change for the cars.

Steve Rowlands said the backup radios would be here instead of downtown connected and controlled by telephone lines and that communications with the cars would not change. The City currently pays for telephone lines that control several radios for QPD and QFD and the County pays for several telephone lines that control the backup EMA radios located at the courthouse. In addition, 9-1-1 has about three radios located at the courthouse that are controlled via telephone line from the new 9-1-1 building.

Steve Rowlands said the backup EMA radios are downtown at the courthouse and it costs roughly \$800 per month that we might be able to relocate and eliminate that recurring cost. We will also look at some kind of wireless connection to the repeater to the Camp Point Base.

Vonage E9-1-1 remittance fee

Steve Rowlands stated that at the January 2007 meeting, the 9-1-1 Governing Board approved the Chairman to sign an acknowledgment letter to and agreement between Vonage and the Illinois National Emergency Number Association to agree to receive a E9-1-1 remittance fee from Vonage regarding VOIP 9-1-1 calls. Steve Rowlands stated that 9-1-1 received the first check in May for \$1,056.25 based on 845 access lines. Steve Rowlands stated that it appears we will receive between \$1,000 and \$1,100 in revenue each month from Vonage, VOIP telephone provider.

At 5:30 p.m. Bill Johnson arrived at the meeting. John Johnson stated that a quorum was present and that the Governing Board could take action on items if necessary.

Steve Rowlands said that a new fund that could be set up by the City Comptroller's office similar to the WETSA fund and used for capital expenses, operational communications costs, or other costs including principal reduction payments on the loan. The money received will only go up as people move from traditional telephone service to VOIP. He stated another option was to have the revenue deposited into the 202 Fund which is the operational budget for 9-1-1. Steve Rowlands stated that it was not a good idea in his opinion to have the revenue deposited to the WETSA fund as this would be mixing a state surcharge with a voluntary remittance from Vonage.

John Johnson asked what is the purpose of the funds received? Do we hold for expenses or apply it to debt? He stated that he thought the Governing Board should hold off for a year, let the fund build up, then if no capital is needed, look at fund in perhaps July every year, and then make a decision on whether to pay down the debt with some of it. The money is there without having to go back to the city or county for funding if something came up.

Steve Rowlands said we could build up the money in the account like we did with the WETSA fund.

John Johnson asked for a motion to put revenue received from the Vonage E9-1-1 remittance fee into a separate fund managed by the city on behalf of the 9-1-1 Governing Board. Dave Bellis made the motion and Sheriff Fischer seconded. All six members present voted in yes with 5 members absent and no opposition.

Wireless 9-1-1 implementation

Steve Rowlands stated that over 53% of 9-1-1 calls received are wireless and that number keeps going up. He stated this is up from previous years. In 2005, only 40% of 9-1-1 calls were wireless.

John Johnson asked if people were abandoning their landline telephones.

Steve Rowlands stated that it was probably the case, but that he did not have the ability to easily track it. He stated that our system is likely following what is happening in the rest of Illinois and the United States. Other 9-1-1 systems are seeing their landline surcharge revenue continue to go down as people move from traditional landline to wireless, VOIP, or other technologies. Since Quincy/Adams County 9-1-1 does not have a landline surcharge we are fortunate not to see our revenue drop. Steve Rowlands stated that the access line count in 2006 was down quite a bit from what it was when he became Director in 1998.

Steve Rowlands stated that Quincy/Adams County 9-1-1 is Phase II with U.S. Cellular, AT & T (formerly Cingular) and Nextel. He stated that we will complete testing with Sprint for Phase II tomorrow (July 19). He stated that 9-1-1 is still working with Simmetry and anticipate them to go Phase I by September with Phase II to follow quickly thereafter.

Steve Rowlands stated that we still have an issue with Phase II deployment with T-Mobile. T-Mobile is currently providing Phase I but is not capable of Phase II because they only have one cell site in Adams County. It takes at least three sites to provide Phase II locating information. Steve Rowlands stated that they have requested an extension to March 2008 for Phase II compliance as mandated by the FCC. Steve stated that their cell tower is a "license preservation site" located downtown, which was put in to reserve their right to market in the area. T-Mobile customers roam on the Simmetry's network and a person calling 9-1-1 from a T-Mobile cell phone will get Phase II E9-1-1 service when

roaming once Simmetry goes online this fall. A T-Mobile customer who calls 9-1-1 and hits T-Mobile's single-tower network will not ever get Phase II service since there is only one T-Mobile tower in Adams County. T-Mobile still has not decided to move into this market area and Steve Rowlands stated that he believes they are, frankly, probably in a stall mode. He believed we should allow them to extend until March 2008, but after that a complaint may be made to the FCC for not complying with the Wireless E9-1-1 requirement for providing Phase II capability. One of the options that T-Mobile is contemplating is to decommission that cell tower. Steve Rowlands stated that we would not want to make an exception for them when other cell companies with service in our jurisdiction provide their customers Phase II.

John Johnson asked how many people it affects.

Steve Rowlands stated that he is unsure, but he thought it was around 20-30 people based on a telephone call with T-Mobile FCC compliance representative Lynn Mell.

John Johnson said technology wise, why can they not use Simmetry to triangulate?

Steve Rowlands said when roaming a T-Mobile customer would use the Simmetry network and when they do that they are Phase II, it is only if they hit the downtown T-Mobile tower that they are Phase I. Unfortunately, the T-Mobile network cannot use cell sites from other cell providers to provide triangulation and Phase II.

Steve Rowlands stated that the 204 Fund (WETSA) balance is \$44,647.42 as of July 18, 2007. He stated the monthly average revenue from WETSA is approximately \$19,000 per month and about \$100 interest per month. The loan payment to First Bankers Trust is \$16,224.84 per month and the fund balance grows each month by about \$2,800.

Steve Rowlands stated that the WETSA surcharge is currently set to sunset in April 2008. However there is legislation in the work Illinois House Bill 463 has the WETSA surcharge sunset expanded to April 2013. This bill has passed both houses and it has been sent to the Governor for his signature. Other legislation in the work is Illinois House Bill 828 that not only changes the WETSA surcharge sunset April 2008 to April 2013, but also changes the surcharge from \$0.75 to \$0.73 with \$0.5825 to PSAP, ETSA landline surcharge for Chicago from \$1.25 to \$2.50 and some other changes for auditing purposes. It has passed the House and has been sent to Senate with action extended to July 31, 2007.

John Johnson asked can they do both if both become laws.

Steve Rowlands said both bills do not conflict but compliments each other. The main point is that the WETSA surcharge sunset will be moved to April 2013 unless the governor vetoes, which is not expected.

Courthouse Retrofit and status of 310 Fund

The courthouse retrofit of the 9-1-1 backup center started on Monday, July 9, 2007. All of the equipment has been received. Steve Rowlands stated that if all goes well and on time, the old 9-1-1 center should be retrofitted and operating by the end of September.

Steve Rowlands stated that there is \$236,639 available in the 310 fund as of July 18, 2007. Steve Rowlands stated that the 9-1-1 Governing Board approved retrofit of the courthouse PSAP not to exceed \$320,500 at the October 2006 meeting

Steve Rowlands stated that the Motorola contract for the retrofit is \$275,521 for E9-1-1 telephones, recorder, UPS, and installation. 85% has been paid for with the balance due of \$37,841.

There are some AT & T costs expected to be approximately \$6,000 after the E9-1-1 lines are installed in August. There will be electrical rewiring costs for the backup. We have paid for the tile on the floor and that some other minor costs are likely. Steve Rowlands stated that when complete he will probably be \$14,000 under budget of \$320,500.

Steve Rowlands stated that the overall loan fund surplus is approximately \$121,000+ from the original \$1.3 million borrowed and we can use the unused funds to pay down the loan. He stated that by the October meeting, the 9-1-1 Governing Board could look at closing out the loan by the end of the calendar year and making a principle reduction payment.

Dave Bellis asked if we would have more money leftover.

Steve Rowlands said there is a big contingency and that he has been very conservative on estimates and that we are likely to have even more money than that left when everything is finished.

Steve Rowlands stated that we will move 9-1-1/dispatch operations to the back up center in October to exercise the equipment and get the bugs worked out, then look operating at the back up center few weeks to get used to operating from there. After that we would exercise the backup on a monthly basis with each shift.

Staffing Issues

Steve Rowlands stated that an experienced employee, Michelle Waltman, resigned her full-time position effective June 30, 2007. She was hired for part-time/on-call effective July 1, 2007. Josh Howell was hired and started his 9-month training period on July 9, 2007.

Steve Rowlands stated that 9-1-1 still averages 1-2 employees leave each year out of a dispatch staff of 15. Discussion followed regarding dispatch staff levels to support all agencies. Steve Rowlands stated that dispatch staff of 15 is the same today as it was in 1989 when 9-1-1 was established. He stated that dispatcher loading and responsibilities are considerably more today then it was 18 years ago and that it may be time to look at staffing levels.

John Johnson stated that any staffing increases would have to be thoroughly justified.

Dave Bellis left the meeting at 6:10 p.m. John Johnson noted that there was no longer a quorum present and that the official meeting was concluded with regard to any further action items.

New Business

Steve Rowlands stated that he has reduced cleaning service to once a week from twice per week at half the cost.

Steve Rowlands reminded the 9-1-1 Governing Board that the warranty period on the building ends in August 2007.

The next quarterly meeting of the 9-1-1 Governing Board is scheduled for Wednesday, October 17, 2007 at 5:15 p.m. The meeting will be held in the conference room located in the new 9-1-1/EOC building located at 222 N. 52nd Street.

Steve Rowlands