



# QUINCY/ADAMS COUNTY 9-1-1

Steve Rowlands  
Director

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

### Minutes

April 15, 2009

9-1-1 Center, 222 N. 52<sup>nd</sup> Street, Quincy, IL, 5:15 p.m.

6 members present: Adams County Board Member John Johnson (Governing Board chairman); Quincy Alderman John Veith; Adams County Sheriff Brent Fischer, Quincy Police Chief Rob Copley, Quincy Fire Chief Scott Walker, Rural Fire Association Secretary Bill Johnson. Adams County Board Member Jerry Smith arrived just as the meeting adjourned.

5 members absent: Adams County Ambulance Director Paul Davis, Quincy Alderman Tony Sassen, Quincy Alderman Jack Holtschlag, Adams County Board Member Billy Bennett, and Adams County Board Member Jerry Smith.

Also present: 9-1-1 Director Steve Rowlands, 9-1-1 staff members John Frankenhoff, Mark Krzystofczyk, Jo Liesen and Sharon Tedrow, and Quincy Fire Deputy Chief Joe Henning.

### Quorum Call and Approval of Previous Meeting Minutes

Chairman John Johnson called the meeting to order and indicated a quorum was not present at the start of the meeting. An informational meeting was started. At 5:25 p.m. Bill Johnson joined the meeting making a quorum present. At that time John Veith made a motion to approve the minutes of the last meeting and Chief Copley seconded the motion. The motion passed unanimously and the minutes were approved as distributed with no changes.

### 204 Fund Status (WETSA)

Director Steve Rowlands stated that the balance of both the WETSA surcharge and Vonage VOIP E9-1-1 remittance fee as of April 15, 2009 was \$199,128.37. The Vonage VOIP E9-1-1 remittance fee balance (including interest earned) is \$30,682.89 as of April 15, 2009. Vonage customers are charged \$1.25 per access line, less a 3% admin fee. February 2009 revenue was \$1,480.46 based on 1,221 access lines. VOIP customers have over 1200 lines, which grow some but are stable. Steve Rowlands stated that the WETSA balance is \$168,445.48 as of April 15, 2009; average income is approximately \$25,500 per month. The Sunset for WETSA surcharge is April 2013.

John Johnson asked if there was any way to tell if the VOIP lines were home based or business. Steve Rowlands said there really is no way to tell unless the person actually called 9-1-1.

Steve Rowlands reviewed a letter received from the Illinois Commerce Commission dated April 7, 2009. The appropriation funds are depleted as a result of a transfer of funds in December 2008. He stated that we will not receive any new WETSA funds until the new Illinois fiscal year, which goes into effect July 1. He stated that with the current fund balance we can continue to make the loan payments until the state catches back up again. The principal reduction payment of \$150,000 that was planned for May will be delayed until July or August as a result.

### 9-1-1 Loan Status

The load balance as of March 31, 2009 is \$624,071.19. The monthly loan payment to First Bankers Trust is \$21,224.84 (\$16,224.84 payment + \$5,000 principal reduction payments). It is planned to make a \$150,000 principal reduction payment in August 2009. Also an additional principal reduction payment of \$50,000 is planned for May 2010. Based on the current monthly payment of \$21,224.84 (\$16,224.84 + \$5,000), previous principal reduction payments and planned principal reduction payments, Steve Rowlands stated that the 9-1-1 loan would be paid off by December 31, 2010, which is 3½ years early.

### FY 2009-2010 Budget

Steve Rowlands stated that the City of Quincy would hold their 2009-2010 budget hearings with the City Council this Thursday, April 16, 2009 at the Regional Training Facility. Once the City Council passes the budget, the 9-1-1 Governing Board will be provided a new copy of the budget. Steve Rowlands stated he will mention to the Alderman about the loan being paid off 3½ years early.

### Personnel issues

Steve Rowlands advised the board that there is one employee that is out on extended unpaid medical leave beyond the 12 week FMLA leave. He stated there is a provision in the current union contract that allows employees to request unpaid medical leave for up to 18 months but must advise the director in 30 day increments of their medical status along with a medical certification from his or her physician.

John Johnson asked if we had anyone that worked for us part time. Steve Rowlands stated that we do not as the two previous part-time employees were hired full time.

Chief Walker asked 9-1-1 uses the same doctor as the City. He asked if the employee had been sent to be evaluated. He said it puts the Board at a disadvantage for an open ended situation and he feels another doctor's opinion is needed. Steve Rowlands said he has not done that yet; the employee just had a major surgery three weeks ago and is in the normal recovery period. Steve Rowlands stated that it is his intent to get a medical opinion after he has evaluated the employee's expected request to continue on medical leave and the physician's certification that comes with that request. He stated this is due on April 23, 2009.

Discussion was held regarding hiring a new employee until the employee returned to work. Steve Rowlands said that generally we can handle being one employee short, but with summer vacations beginning, scheduling can be challenging. He stated that it generally takes a new person at least 3 months of training before they become productive in filling scheduling needs. Steve Rowlands stated that if another person is hired and if and when the employee on medical leave returns, it is likely that he will ask to increase the budget for the additional person until normal attrition brings our staff level back to 15 dispatchers. Otherwise the new employee would have to be laid off pending a future opening. Steve Rowlands stated that he would probably reach a decision point in the next week or so as to whether to hire a new employee.

### New business

There was no new business to discuss.

### Next meeting

The next quarterly meeting of the 9-1-1 Governing Board is schedule for Wednesday, July 15, 2009 at 5:15 p.m. The meeting will be held in the conference room located in the 9-1-1 building, 222 N. 52<sup>nd</sup> Street.

### Meeting adjournment

Chief Copley made a motion to adjourn the meeting. Sheriff Fischer seconded the motion. The meeting was adjourned.

*Steve Rowlands*