



# QUINCY/ADAMS COUNTY 9-1-1

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Steve Rowlands  
Director

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

Minutes

January 20, 2010

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

10 members present: Adams County Board Member John Johnson (Governing Board Chairman), Adams County Board Member Nick Peters, Adams County Board Member Lyle Nichols, Adams County Sheriff Brent Fischer, Adams County EMS Chief Paul Davis, Quincy Alderman Dan Brink, Quincy Alderman Jack Holtschlag, Quincy Alderman Kyle Moore, Quincy Police Chief Rob Copley, and Quincy Fire Chief Joe Henning

1 member absent: Rural Fire Association Secretary Bill Johnson

Also present: 9-1-1 Director Steve Rowlands, 9-1-1 staff members Mark Krzystofczyk, John Frankenhoff and Sharon Tedrow, City of Quincy Director of Administrative Services Gary Sparks, City of Quincy Comptroller Ann Scott, and City of Quincy Director of Human Resources Doug Olson

Quorum Call and approval of Previous Meeting Minutes. Chairman John Johnson called the meeting to order at 5:15 p.m. and indicated that a quorum was present. Lyle Nichols made a motion to approve the minutes of the October 2009 meeting and Sheriff Fischer seconded the motion. Motion passed with 10 members voting “yes” and zero members voting “no” with one member absent. The minutes were approved as distributed with no changes.

Chairman Johnson welcomed guests Gary Sparks, Ann Scott and Doug Olson for attending the meeting to discuss the budget and contract negotiations.

Chairman Johnson welcomed a new member to the 9-1-1 Governing Board: Quincy Alderman Kyle Moore.

Activation of Courthouse Backup 9-1-1 Center. Director Steve Rowlands stated that the Quincy/Adams County 9-1-1 Center had what we thought was a telephone server crash on December 23, 2009. The Vesta server was offline with the workstations which caused the E9-1-1 information to not be available, but calls could still be answered. The backup center was activated at shift change, 10:30 p.m. for about 30 minutes. The problem was a network switch that was replaced and corrected the problem. Operations were shifted back to the primary 9-1-1 Center about 11:30 p.m.

John Johnson asked if any calls were sent to Cass County 9-1-1. Director Rowlands said no as it was a controlled swap out.

Lyle Nichols said that the backup system worked. Director Rowlands said that he is more confident that the backup will work with the facility than what we had compared to the old backup facility in the telephone office for our old Basic 9-1-1 system.

204 Fund Status (WETSA). Director Rowlands stated that the balance of both the WETSA surcharge fund and Vonage VOIP E9-1-1 Remittance Fee fund is a total of \$148,267.55 as of January 12, 2010. The Vonage VOIP E9-1-1 remittance fee balance (including interest earned) is \$44,743.70. The WETSA balance is \$103,523.85 (including interest earned). The sunset for the WETSA surcharge is April 2013. The surcharge = \$0.73 per month. Revenue = \$0.58 per wireless user per month. Steve Rowlands stated that Quincy/Adams County 9-1-1 receives, on average, approximately \$27,000 per month from WETSA. The money received will keep going up as the number of users with cell phones increases.

Sheriff Fischer asked if there is any more information about Phase II wireless. Director Rowlands stated that is completed and all wireless carriers are now Phase II compliant.

9-1-1 Loan Status. Director Rowlands stated that the outstanding loan balance as of January 1, 2010 is \$299,846.28. The monthly loan payment to First Bankers Trust is \$21,224.84 (\$16,224.84 payment + \$5,000 principal reduction payment). After the beginning of the City's fiscal year, it is intended to pay a \$50,000 principal reduction payment. Steve Rowlands stated that the loan is to be paid by December 2010 or as early as August 2010.

Lyle Nichols asked if the \$50,000 payment is in addition to the monthly principal reduction payments. Director Rowlands stated yes. The loan may be paid off in August depending on the balance of the WETSA fund but it will definitely be paid off in December 2010.

Appointment of FOIA officer and alternate. John Johnson said there is a new Illinois Freedom of Information Act (FOIA) law that took effect January 1, 2010 requiring agencies to appoint a FOIA officer and an alternate.

Lyle Nichols asked typically how many requests we get in a year. Steve Rowlands stated about 8 and that most requests for information are subpoenaed.

Nick Peters made a motion to appoint Director Steve Rowlands as primary FOIA officer and Assistant Director Sharon Tedrow as alternate. Lyle Nichols seconded the motion. The motion passed with 10 members voting "yes" and zero members voting "no" with one member absent.

End of Year Statistics. Director Rowlands stated that 64% of the 9-1-1 calls come from cell phones and 36% from landline phones and that 7 years ago the statistics were the opposite.

FY2010-2011 9-1-1 Budget. Director Rowlands stated he had mailed a preliminary budget to the governing board members in early December 2009. He stated that the budget handout is the current proposed budget with some revised figures. For planning purposes there is a 0% pay increase; no one is due a step increase so the budget reflects the same wages as last year's budget.

Director Rowlands reviewed the budget by line item. The City of Quincy Comptroller gave guidance for the budget to show an increase of IMRF by 9.2%, Health Insurance 0% and MICA 0%.

Director Rowlands stated with the board's approval, he would like to make some purchases from the 204 Fund. The UPS system batteries are reaching the end of life. The cost for replacement is approximately \$6,000 with the plan to replace them this summer. The RMS server is over 5 years old and it will take approximately \$5,500 to replace the current server which was purchased in 2005. The computers in the backup center are from 2001-2003 timeframe and one has failed. We would like to use approximately \$6,500 to replace the computers at each dispatch console at the 9-1-1 Center and move those computers to the Backup 9-1-1 Center.

Director Rowlands stated with the principal reduction payment and loan payments, based on the execution of this plan, the fund balance in April 2011 would be \$277,000.

John Johnson said that without the Wireless Surcharge money we would not be in the new building and without the \$300,000 capital outlay, we would be asking the city and county for money to replace equipment in the future along the 60% and 40% split.

Gary Sparks asked how old the computers were that would be moved to the backup. Steve Rowlands stated 3 years old. John Frankenhoff has kept the ones in the backup center going.

Lyle Nichols asked if all the computers we buy are alike. Steve Rowlands said yes.

Chief Copley said that the city department heads received a memo today to cut 3% from their budgets. How do you plan to do that? Steve Rowlands stated that he did not receive that memo but felt he has cut as much as he can without cutting personnel or reducing work hours. He stated that he does not pad the budget and when it comes time to squeeze, it is hard to cut further. He stated he would look at the budget again to see if he can do more cuts.

Gary Sparks stated that he did send out the memo today but that it did not go to 9-1-1.

Ann Scott asked if the WETSA funds can be used for operations. Steve Rowlands stated yes with some restrictions based on the WETSA law. He stated that at a point in time, he would recommend using WETSA funding for E9-1-1 network communications payments. He stated that if WETSA sunsets, then he would have to go back to the city and county for more to replace that money in the operations budget and it could be significant. He stated that we are going to have to address upgrades or equipment replacement to the CAD computer system, radio control system and the E9-1-1 telephone systems in the future which is a major expense in 4-5 years in order to keep them up and operating. He would continue to recommend that the WETSA be used as a capital funding source rather than going to the city and county for high-end equipment costs. He stated that right now WETSA funds have to be used for the loan payments.

Chief Copley did some rough calculations and said the city's portion of 60% would mean a cut of \$23,000.

Director Rowlands reviewed the proposed operating budget in detail. He stated that the overtime line item was reduced 10%. He has seen some reduction in overtime because of the two supervisors that can fill overtime if necessary. Fortunately we are up to staff and what turnover we had, we replaced with qualified people.

Retirement/termination sick pay buy back is zeroed out and the same for vacation buyout is zeroed out. If someone retired, we would have to find money to pay the sick time and vacation buyout costs. With group insurance, adjustments have been added for a contingency for a change in the insurance plan. It is potential savings mark if no one takes it.

Lyle Nichols asked who does the audit. Steve Rowlands advised that 9-1-1 gets audited via the City of Quincy's audit process. When the county does an audit, we do not participate.

Lyle Nichols asked do we pay Cass Telephone regardless if we use it or not? Steve Rowlands stated that Cass County 9-1-1 is our backup and overflow 9-1-1 system and that the lines provide the ability for them to answer our 9-1-1 calls if we went down. It is required by the state to have a backup.

Lyle Nichols asked if the EMD training occurs before the employee goes off probation. Steve Rowlands stated yes and that we make sure the person is going to make it before sending them to training. He stated that we do in house training before sending the employee to a 3-day course, and then we find the closest city where the training is held. There are some re-certification costs every 2 years for all dispatch staff.

Kyle Moore asked about the uniform line item, are the shirts given to people that are not worn or seen outside the building? Steve Rowlands stated that dispatchers are not seen outside the building but by having a uniform shirt, there are no dress code issues with employees wearing inappropriate clothing.

Steve Rowlands stated that overall the budget is \$11,000 less or 0.79% than the last fiscal year's revised budget.

Gary Sparks said they city has asked for departments to take 3% off of the budget and have left it up to the department heads to make the cuts. If you do not feel like you can make the cuts at this time, but if we come back later to ask for cuts, how would you feel?

Steve Rowlands stated he only found out about the 3% request but said he would do what he needed to do.

Chief Copley asked if we were up to full staff. Steve Rowlands stated yes, full staff plus one. He stated that a dispatcher is still on unpaid medical leave and that he hired a replacement last June. That employee is at a lower wage and has opted out of group health insurance. Chief Copley asked if the employee returned would payroll have to be increased. Steve Rowlands said the budget reflects the higher wage rate.

Gary Sparks said if we come back after others have cut how it will affect us, he does not know our operations well. Steve Rowlands states that with the city and county budgets, when one of them asks for cuts, it impacts the other government's budget.

Gary Sparks asked Chairman John Johnson how do you feel about the budget. John Johnson said it is the 3% was a new request. He stated that Director Steve Rowlands has always kept a lean budget and there is not very much extra in the budget. The extra money in the budget went away as we had an agreement with Kenny Cantrell if contingency money was needed, there would be funds available.

Kyle Moore asked if we are required to hire someone to clean and can you dole out the duties to the employees. The employees might be willing to clean instead of having to be laid off. Steve Rowlands stated that initially the cleaning service came 2 days a week and they gave us a quote for \$500 a month. We have reduced that to 1 day a week for \$250 a month. There is a clause in the service agreement that either side could give a 30 days notice for termination. When we were located in the courthouse, the courthouse maintenance staff cleaned the offices. Steve Rowlands stated that he supposed that we could eliminate the cleaning costs and ask the staff to do the janitorial work. John Johnson stated that there may be some union issues regarding this.

Chief Copley asked if we anticipate other vacancies or retirements. Steve Rowlands stated right now he did not, but he did not know. He stated that two employees are of retirement age and two are approaching retirement eligibility from the management staff. It would be surprise if anyone left in the next fiscal year. Chief replied that people do different things. Steve Rowlands stated that he had thought one employee was going to take the early retirement incentive but eventually chose not to. He would like to state for the board's purpose regarding the talk of staff reduction, a 10% cut to the budget equates to 3 employees. That would significantly impact our operation with the first area affected is the county agencies.

Lyle Nichols said that overtime would be affected. Steve Rowlands stated that if we maintain 3 people per shift, we could not do the cuts, if we did overtime would go up. He would have to perhaps redefine what the minimum staff and supervisors numbers would be.

Dan Brink asked during lean times; should you make the principal reduction payments and not pay off the building early, just pay on the scheduled time. Could the money saved be used elsewhere? Steve Rowland said the funds are capital funds and paying off the loan early does not affect the operating budget. If the funds were applied to operations and the fund sunsets, he would have to go back and ask for money to replace the lost funds for the operating budget in the future. Steve Rowlands stated that the City Council when they approved to guaranteed the loan, members specifically asked that the loan be paid off as early as possible.

Dan Brink said it is a risk. Gary Sparks asked what interest rate we had. Steve Rowlands stated he thought it was at 4.25%. Gary Sparks said with the fees and the approaching pay off date that it is not worth refinancing. John Johnson said it does not come out of the operating fund; it comes out of a different fund.

Steve Rowlands stated that only revenue that is 100% controlled by 9-1-1 Governing Board is the WETSA fund. The budget is otherwise 60% city funded and 40% county funded for operations. The board determines how WETSA is spent and right now has targeted the use towards the loan payments and as a capital fund.

Steve Rowlands stated that once the Board approves the budget request he will follow the City of Quincy's budgeting process that begins on or about February 1, 2010 with the budget approved prior to May 1, 2010.

Lyle Nichols made a motion to adopt the FY2010-2011 budget as presented. Nick Peters seconded the motion. The motion passed with 10 members voting "yes" and zero members voting "no" with one member absent.

Sheriff Fischer excused himself from the meeting at 6:15 p.m.

Personnel Issues and Union Contract Negotiations. Steve Rowlands stated that the 3-day staff furlough status is 88% complete. In January, there are 12 hours of furlough time scheduled and in February 44 hours scheduled. Gary Sparks said the length of time to take the furlough days was extended to February due to concerns of overtime costs.

Steve Rowlands stated that one employee is on unpaid medical leave. He stated that the employee's leave status would expire on June 1, 2010 at 18 months per the current union contract.

Lyle Nichols asked when the probationary employee gets off probation. Steve Rowlands stated that it would be in March.

Steve Rowlands said that the current collective bargaining agreement expires April 30, 2010 and that they expect to negotiate the union contract probably starting in February or March. A negotiating committee needs to be appointed. John Johnson suggested the committee consist of himself, Lyle Nichols, Gary Sparks, Doug Olson and Steve Rowlands. If anyone wants to sit in on any of the pre-negotiation meetings or the negotiation meetings they are welcome to do so. He will keep the board informed on how the negotiations are going.

Chief Copley made a motion to have the negotiating committee be John Johnson, Lyle Nichols, Gary Sparks, Doug Olson and Steve Rowlands. Joe Henning seconded the motion. The motion passed with 9 members voting "yes" and zero members voting "no" with two members absent.

New Business.

There was no new business to discuss.

Next Meeting.

Chairman Johnson stated that we might have to call a special meeting as needed prior to the scheduled meeting if necessary regarding either budget or union contract negotiations. The next quarterly meeting of the 9-1-1 Governing Board is scheduled for Wednesday, April 21, 2010 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. Lyle Nichols made a motion to adjourn the meeting. Jack Holtschlag seconded the motion. The meeting was adjourned.

*Steve Rowlands*