



Jessica Douglas
Director

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QUINCY/ADAMS COUNTY 9-1-1 JOINT EMERGENCY TELEPHONE SYSTEM
BOARD (ETSB) MEETING
Minutes
July 17, 2024

8 members present: Joint ETSB Chairman Barb Fletcher, Quincy Ald. Kelly Mays, Quincy Ald. Ben Uzelac, Quincy Ald. Dave Bauer, Quincy Police Chief Adam Yates, Adams County EMS Chief John Simon, PSAP Representative David McCleary, Adams County Public Member Patrick Frazier

1 member absent: Adams County Rural Fire Association Representative Tom Bentley

Also present: 911 Director Jessica Douglas, 911 Dispatcher Colby Altgilbers, 911 Dispatcher Aaron Sprinkle, Emma McCleary

Quorum Call. Chairman Barb Fletcher called the meeting to order and indicated a quorum was present.

Adam Yates made a motion to approve the minutes of the April 17, 2024 meeting. Pat Frazier seconded the motion.

The motion carried and the minutes were approved as presented.

204 Fund Balance. Director Douglas reported an Emergency Telephone System Fund (Illinois 911 surcharge) balance of \$2,460,218.69 as of July 16, 2024.

She noted that an average of \$74,000 per month in surcharge revenues were received in the past quarter and that a special annual distribution in the amount of \$147,742.51 was remitted for unused funds withheld by the state from the June 2023-February 2024 remit periods in accordance with ETSA legislation.

Personnel Report. Director Douglas stated that the center is currently staffed with 14 dispatchers: 11 qualified, 3 in training. She noted that there are currently 2 dispatcher vacancies and 1 dispatch supervisor vacancy.

She reported that the 2 newest dispatchers began employment on July 8, 2024 and are currently completing their second week of administrative training.

Director Douglas stated that she anticipates hiring 2 more dispatchers in mid-late September to fill the remaining dispatcher vacancies. She noted that the supervisor vacancy will remain gapped until the center is staffed with at least 13 qualified dispatchers, at which time the position will be posted.

VHF Simulcast System P25 Upgrade/Site Expansion Project Status. Director Douglas provided the board with an update on the status of the VHF simulcast system P25 upgrade and site expansion project status.

She stated that much of the infrastructure equipment had shipped ahead of schedule and is currently in staging at the Adams County EMA warehouse. She noted that both Wireless USA and Motorola resources are scheduled to be on-site next week to complete inventory of the equipment in staging and review the existing conventional tower sites.

Director Douglas stated that installation of the new infrastructure equipment at the existing tower sites is yet to be determined. She stated that at this time she continues to plan for installation of the new infrastructure equipment at the existing tower sites early in the 4th quarter of 2024.

Director Douglas stated that a viable location for a 10th tower site, located in Hannibal, Missouri, has been determined. She noted that she is currently working in coordination with John Simon to draft agreement language to propose to the Hannibal Board of Public Works for use of the location.

She noted that the current focus of the project is on the upgrade, installation, and configuration of the logging recorders at both the primary and backup centers to support the recording of digital telephony and radio communications.

John Simon asked when the installation and configuration of the logging recorders would be complete.

Director Douglas stated that currently there is network configuration being performed by both by the Adams County Information Technology (IT) department and the call-handling equipment vendor, INdigital, before final installation and configuration by the Motorola and NICE teams can be completed.

CAD/RMS Implementation Project Status. Director Douglas provided the board with an update on the status of the PSIMS CAD/RMS implementation project status.

She stated that a project kickoff meeting with Cushing/Caliber was held on May 2, 2024 followed by an on-site business process review on June 4, 2024.

She stated that a contract for export of data from the current CAD/RMS system has been executed with Logistic Systems and that a kickoff meeting was held on June 7, 2024 to discuss that portion of the project.

Director Douglas stated that the first export of data from the current CAD/RMS system is complete, and that the data will soon be uploaded by the Adams County IT Department to the Cushing/Caliber database.

She noted that Cushing/Caliber is ready to perform a base installation of PSIMS on local servers and that a call is scheduled for July 18, 2024 to discuss and develop a plan for the base installation.

Old Business. There was no old business.

New Business. It was discussed that Jeff Bergman's resignation from the board created a vice-chairman vacancy. The election of a vice-chairman will be placed on the next meeting agenda.

Meeting Adjournment. Ben Uzelac made a motion to adjourn the meeting. Adam Yates seconded the motion. The motion carried and the meeting was adjourned at 5:37 p.m.

Next Meeting. The next quarterly meeting of the Joint ETSB is scheduled for October 16, 2024 at 5:15 p.m.

A handwritten signature in cursive script, appearing to read "Jerrica Douglas".

07/17/24