



Jessica Douglas
Director

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QUINCY/ADAMS COUNTY 9-1-1 JOINT EMERGENCY TELEPHONE SYSTEM
BOARD (ETSB) MEETING
Minutes
October 16, 2024

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

1 member absent: Quincy Ald. Ben Uzelac

Also present: 911 Director Jessica Douglas, 911 Union Steward Colby Altgilbers, I.A.M. Business Representative Shawn Altgilbers

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

Tom Bentley made a motion to approve the minutes of the July 17, 2024 meeting. Adam Yates 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 \$2,671,197,73 as of October 16, 2024.

She noted that an average of \$78,000 per month in surcharge revenues was received in the past quarter.

Election of Joint ETSB Vice-Chairman. It was discussed at the July 17, 2024 meeting of the Joint ETSB that Jeff Bergman's resignation from the board created a vice-chairman vacancy.

Tom Bentley made a motion to nominate Adam Yates as Joint ETSB vice-chairman. Dave Bauer seconded the motion.

The motion carried and Adam Yates was elected as Joint ETSB vice-chairman.

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 the termination of 1 dispatcher who failed to meet satisfactory performance in the probationary period. She also reported the resignation of 1 dispatcher from her full-time position; this dispatcher will remain on the part-time/on-

call list. It was discussed that there are currently 3 dispatchers on the part-time/on-call list. She reported that the 2 new dispatchers began employment on September 23, 2024.

Director Douglas stated that she anticipates hiring 2 more dispatchers in January 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.

Discussion/Approval of Letter of Agreement between the Joint ETSB and I.A.M District 9 regarding scheduling personnel to 12-hour shifts. Director Douglas provided the members of the board with a proposed Letter of Agreement between the Joint ETSB and I.A.M District 9 regarding scheduling personnel to 12-hour shifts.

Director Douglas explained that earlier in the 2024 calendar year 911 administration was approached by members of the bargaining unit to discuss a proposed change to the current dispatch personnel work schedule, moving from the current 8-hour shift model to a 12-hour shift model on a trial basis for a period of one (1) year.

Director Douglas noted that most bargaining unit members felt strongly that this change would be beneficial in the retention of dispatch personnel. Director Douglas stated that she agreed that this change could be beneficial. She explained that the proposed shift model achieves fewer working days in the calendar year and includes every other weekend off for dispatch personnel.

Director Douglas stated that the current Collective Bargaining Agreement, which expires April 30, 2026, provides that dispatch personnel be scheduled to work either 8 or 10-hour shifts. She noted that the proposed Letter of Agreement will allow for the flexibility to schedule non-probationary dispatch personnel to 12-hour shifts and will change the work period to a two (2) week, eighty (80) hour period from the current forty (40) hour workweek. She stated that the agreement will allow for probationary dispatch personnel to be scheduled in either 8 or 12-hour shifts while completing training. It was noted that the agreement will take effect January 1, 2025 and remain in effect through December 31, 2025, at which time the possibility of extension will be discussed.

It was discussed that the proposed shift model will result in 4 hours of overtime for non-probationary dispatch personnel each work period.

John Simon asked if there was enough money allocated in the budget to support the cost of the overtime. Director Douglas indicated that there was.

John Simon asked if paid vacation, holiday, and sick leave used during the work period would be used to calculate hours worked for purposes of overtime. Director Douglas indicated that the current Collective Bargaining Agreement provides that any pay received for holidays, vacation time, personal time, and sick time shall be considered part of the work period for the purpose of computing overtime and stated that existing language will not be changed with the proposed letter of agreement. It was also discussed that existing language regarding shift differential pay will not be changed with the proposed agreement.

John Simon stated that while he supports the 12-hour shift model, he disagreed with paid leave used during the work period to be used towards calculating hours worked for the purposes of overtime.

Adam Yates made a motion to approve the proposed Letter of Agreement between the Joint ETSB and I.A.M District 9 regarding scheduling personnel to 12-hour shifts. Dave Bauer seconded the motion.

The following voice vote resulted: 7 Yeas (Yates, Bauer, Mays, Frazier, McCleary, Bentley, Fletcher); 1 Nay (Simon); 1 Absent (Uzelac). The motion carried.

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 all the P25 infrastructure equipment is on site, except for the microwave, antenna line, and combiner for the 10th site. She noted that all P25 equipment for the existing 9 sites has been installed and configured and a cutover to the P25 mixed-mode system is scheduled for the week of October 21, 2024.

It was discussed that following the transition to the P25 mixed-mode system, 911 dispatch will be capable of transmitting in either analog or digital mode from the radio console. Director Douglas noted that public safety agencies will still be able to communicate with 911 dispatch on their analog radio equipment and frequencies and that there would be future coordination with each public safety agency as programming on the subscriber radio equipment is completed to facilitate the agencies' transitions to digital frequencies on the new system.

Director Douglas stated that a tower lease agreement has been drafted and sent to the Hannibal Board of Public Works for their review and approval for use of a tower located at 1312 Westfall Street in Hannibal, Missouri for the addition of a 10th site. The beginning date for work at the 10th site location is yet to be determined. Director Douglas anticipates the site addition to be complete in the 1st quarter of 2025.

She noted that a change order in the amount of \$112,476.00 was approved for the cost of an outdoor cabinet, concrete, and electric work that will be necessary at the 10th site. She stated that this brings the total project cost to \$1,185,719.00. She noted that the Joint ETSB previously approved expenditures not to exceed the amount of \$1,200,000.00 for the project at the October 18, 2023 meeting.

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 the PSIMS CAD/RMS/Mobile software has been installed on local servers and some users have been accessing the software for the purpose of training.

She noted that Cushing/Caliber provided on-site CAD/RMS/Mobile Administrative training on October 2, a remote Civil User training session on October 3, 2024, and a remote RMS/Mobile training session on October 15, 2024. Users who attended the Civil User training session did not find the training to be as beneficial as desired, therefore, Director Douglas arranged for an on-site Civil User training session to be held during the week of November 4, 2024. It was noted all training sessions are recorded and may be utilized in the future for personnel who did not or were unable to attend.

Director Douglas stated that on-site CAD training will be provided to dispatch personnel on November 6 and November 7, 2024.

She stated that the go-live date for the new CAD/RMS/Mobile software is November 13, 2024, extending into November 14, if necessary.

Director Douglas noted that coordination between the City of Quincy Information Technology Department and the Adams County Information Technology Department is ongoing and will continue leading up to the go-live date to ensure that all users have appropriate access to the software.

Adopt 2025 Meeting Schedule. Director Douglas provided members of the board with a proposed 2025 meeting schedule.

Tom Bentley made a motion to approve the meeting schedule as presented. John Simon seconded the motion.

The motion carried and the 2025 meeting schedule was approved.

Old Business. There was no old business.

New Business. There was no new business.

Meeting Adjournment. Tom Bentley made a motion to adjourn the meeting. John Simon seconded the motion. The motion carried and the meeting was adjourned at 5:47 p.m.

Next Meeting. The next quarterly meeting of the Joint ETSB is scheduled for January 15, 2025 at 5:15 p.m.

A handwritten signature in cursive script that reads "Jerrica Douglas".

10/17/24