



Jessica Douglas
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QUINCY/ADAMS COUNTY 9-1-1 JOINT EMERGENCY TELEPHONE SYSTEM
BOARD (ETSB) SPECIAL MEETING
Minutes
March 5, 2025

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

1 member absent: Quincy Ald. Kelly Mays

Also present: 911 Director Jessica Douglas, 911 Systems Administrator John Frankenhoff, Adams County Information Technology Director David Hochgraber, Mission Critical Partners Client Services Director Bud Hicks

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

Ben Uzelac made a motion to approve the minutes of the January 15, 2025 meeting. Adam Yates seconded the motion.

The motion carried and the minutes were approved as presented.

Discussion/Approval of HGACBuy Interlocal Contract. Director Douglas presented information to the board regarding the Houston-Galveston Area Council (H-GAC) cooperative purchasing program, HGACBuy, a procurement service that makes the government procurement process more efficient and allows units of government to find better costs on goods and services.

It was discussed that this program compares to local government entities purchasing from the State Bid process, however, this program is nationally recognized.

Director Douglas stated that an Interlocal contract is required to establish a link between the member (Joint ETSB) and HGACBuy and gives the member access to HGACBuy contracts.

Director Douglas stated that this program was brought to her attention by a prospective vendor when discussing proposals for professional consulting services and would offer a discounted cost for these services in at least one proposal. It was discussed that Adams County is a member of HGACBuy, however, the county's membership would not qualify the Joint ETSB for discounted professional services, and the Joint ETSB would have to enter into its own Interlocal contract to receive discounted costs.

Director Douglas recommended board approval to proceed with entering into an Interlocal contract with HGACBuy.

John Simon made a motion to approve entering into an Interlocal contract with HGACBuy. Tom Bentley seconded the motion. The motion carried.

Discussion/Approval of Proposal for CAD Procurement Support. Director Douglas informed the board that she sought proposals from 3 firms for professional services for Computer-Aided Dispatch (CAD) system procurement support: Mission Critical Partners, Crowe, and Fitch & Associates.

Director Douglas introduced Bud Hicks, Mission Critical Partners Client Services Director, who provided the board with an overview of the Mission Critical Partners' proposal for professional consulting services. The total cost of the proposal for CAD procurement support, including a mobile solution, was \$171,000. It was discussed that the addition of Law Enforcement Records Management System (RMS) procurement support would increase the total cost by approximately \$20,000.00. An additional optional cost of \$12,12,650 was included for Use Case Demonstrations. The proposal was based on approximately 850 total hours of effort to support procurement.

Bud Hicks stated that due to the Joint ETSB's intended HGACBuy membership, the proposal would be revised to reflect pricing based on HGAC purchase contract, decreasing the cost of services by approximately 25%.

John Simon asked if Mission Critical Partners would convert the fixed fee proposal presented into a "time and materials not to exceed" proposal. Bud Hicks stated that it was possible to convert the proposal from a fixed fee to a time and materials not to exceed proposal.

John Simon asked what the approximate timeline of execution of a contract with Mission Critical Partners to implementation would be. Bud Hicks stated that a kickoff meeting with Mission Critical Partners would be held within approximately 2-3 weeks of contract execution. He further stated that, on average, the procurement process takes approximately 8-12 months, and implementation following execution of a contract with a CAD/RMS vendor approximately 12-18 months, however, the timeline is dependent upon many variables including the motivation of the client.

Director Douglas and John Simon both informed the board that they had spoken to client references who highly recommend the professional services provided by Mission Critical Partners.

The proposals received by Crowe and Fitch & Associates were also discussed. The total cost of the proposal for professional services provided by Crowe was at the low range \$60,000.00 (estimated 300 hours of support) and the high range \$90,000.00 (estimated 450 hours of support). The total cost of the proposal for professional services provided by Fitch & Associates was \$50,000.00 (estimated 150 hours or support).

Tom Bentley asked Director Douglas if she had a recommendation on which proposal to move forward with. Director Douglas recommended moving forward with Mission Critical Partners.

It was discussed that the cost of professional consulting services is included as part of the \$1.4 million proposed in the next fiscal year budget, fiscal year beginning May 1, 2025, for the implementation of a new CAD/RMS system.

Ben Uzelac made a motion to pursue a time and materials not to exceed contract with Mission Critical Partners, not to exceed a total cost of \$183,650.00. John Simon seconded the motion.

A roll call vote was held. 8 Yes (Ben Uzelac, Dave Bauer, Adam Yates, John Simon, David McCleary, Patrick Frazier, Tom Bentley, Barb Fletcher); 0 No; 1 Absent (Kelly Mays)

Meeting Adjournment. John Simon made a motion to adjourn the meeting. Tom Bentley seconded the motion. The motion carried and the meeting was adjourned at 6:03 p.m.

Next Meeting. The next quarterly meeting of the Joint ETSB is scheduled for April 16, 2025 at 5:15 p.m.

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

03/07/2025