



Jessica Douglas
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QUINCY/ADAMS COUNTY 9-1-1 JOINT EMERGENCY TELEPHONE SYSTEM BOARD
(ETSB) MEETING
Minutes
July 19, 2023

7 members present: Quincy Ald. Jeff Bergman, Quincy Ald. Kelly Mays, Quincy Ald. Ben Uzelac, Adams County Board Member Barb Fletcher, Adams County EMS Chief John Simon, Adams County Rural Fire Association Representative Tom Bentley, Adams County Public Member Patrick Frazier

2 members absent: Quincy Police Chief (ret.) Rob Copley, PSAP Representative David McCleary

Also present: Quincy Fire Department Chief Bernie Vahlkamp

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

There were no speakers present to give public comment.

Tom Bentley made a motion to approve the minutes of the January 18, 2023 meeting. Jeff Bergman seconded the motion.

The motion carried and the minutes were approved as presented.

It is noted that the April 19, 2023 meeting of the Joint ETSB was cancelled.

Director Douglas welcomed newly appointed members of the Joint ETSB to the board and recognized former Joint ETSB member and Chairman Mike Farha for his years of service to 9-1-1 throughout his tenure on the board.

Election of Joint ETSB Chairman and Vice-chairman. Ben Uzelac nominated Barb Fletcher for the position of Joint ETSB Chairman, with a second to the nomination by Jeff Bergman.

With no other nominations for the position of Joint ETSB Chairman, Ben Uzelac moved to closed nominations, with a second by Jeff Bergman.

The election of Barb Fletcher to the position of Joint ETSB Chairman was unanimously approved.

Tom Bentley nominated Jeff Bergman for the position of Joint ETSB Vice-chairman. John Simon seconded the motion.

With no other nominations for the position of Joint ETSB Vice-chairman, Ben Uzelac motioned to close nominations, with a second by John Simon.

The election of Jeff Bergman to the position of Joint ETSB Vice-chairman was unanimously approved.

204 Fund Balance. Director Douglas reported an Emergency Telephone System Fund (Illinois 9-1-1 surcharge) balance of \$2,310,960.11 as of July 18, 2023.

She reported that an average of approximately \$72,000.00 per month in surcharge revenue was received this past quarter.

Director Douglas provided an update on the status of the Emergency Telephone System Act (ETSA) legislation, HB3490. She stated that the bill has passed both houses and was sent to the Governor on June 16, 2023 for signature. The bill extends the Act through December 31, 2025. The bill includes the addition of the definition of “first responder”, including emergency communications personnel, and provides that surcharge revenues received under the Act shall be made consistent with specified federal law, aligning with FCC language.

Personnel Report. Director Douglas stated that the center is currently staffed with 12 dispatchers: 10 qualified, 2 in training. She noted that there are currently 4 dispatcher vacancies and 1 dispatch supervisor vacancy.

She reported the resignation of one dispatcher from their full-time position effective July 5, 2023. The dispatcher remains active on the part-time/on-call list. She reported another resignation of a dispatcher from their full-time position effective August 1, 2023.

Director Douglas stated that a candidate has been hired to begin employment as a dispatcher effective August 7, 2023, however, the candidate failed to attend their required pre-employment medical exam. Director Douglas stated that contact with the candidate via both telephone and electronic mail has been unsuccessful.

Director Douglas reported that recruiting of quality applicants is an ongoing effort. She noted that the number of quality applicants remains low.

Director Douglas stated that in addition to requesting that local colleges post information about vacant dispatcher positions and posting vacant dispatcher positions online and sharing via social media, she hopes to soon have a 9-1-1 representative attend local job fairs.

Patrick Frazier stated that Adams County Sheriff’s Office staff would be present at a booth at the upcoming Adams County Fair to provide information about job opportunities within the department. John Simon stated that Adams County Ambulance staff would also be present. Director Douglas stated this would be a good opportunity for 9-1-1 to take advantage of to promote job opportunities as well.

Director Douglas stated that her goal is to fill 1-2 vacant dispatcher positions in late summer/early fall. She stated that the vacant dispatch supervisor position would remain unfilled until dispatcher staffing level stabilizes.

Next Generation 9-1-1 (NG9-1-1) Project Status. Director Douglas stated that the Quincy/Adams County 9-1-1 Public Safety Answering Point (PSAP) completed the transition to the statewide ESInet on May 11, 2023, and she received the signed acceptance letter from the Office of the Statewide 9-1-1 Administrator on June 23, 2023.

Director Douglas stated that prior to the PSAP’s transition to the ESInet it was necessary to have discussions with call-processing equipment (CPE), computer-aided dispatch (CAD), and multimedia recording system vendors to ensure continuity of operation of each of these pieces of equipment/programs once the transition to the statewide ESInet was complete.

Director Douglas stated that Administrative Code developed by the Office of the Statewide 9-1-1 Administrator under ETSA requires that 9-1-1 authorities ensure each PSAP maintains an archive of the storage media for a minimum of 90 days without any recirculation of media. She further stated that multimedia logging recording systems must be able to support voice, text, and multimedia.

Director Douglas stated that the existing recording system at the primary 9-1-1 center is meeting regulations given the PSAP's current capabilities, however, recommends approval of a proposal from Motorola Solutions for both the expansion and upgrade of software and licensing of the existing recording system at the primary 9-1-1 center and upgrade of the server, software, and licensing of the recording system at the backup 9-1-1 center that will allow for the capability of recording of 9-1-1 calls both at the position level and the trunk level at both locations. The total cost of the proposed solution is \$62,144.30.

Director Douglas provided an example prior to the PSAP's NG9-1-1 transition of the benefit of recording at both the position level and trunk level when a recording system channel failed, and she stated that, in the event of recording system failure at the primary 9-1-1 center, having a redundant recording system at the backup 9-1-1 center would ensure seamless recording and maintenance of an archive of storage media in accordance with regulations.

Following a question by Ben Uzelac regarding the mention of "analog" in the proposal, there was discussion regarding how calls are currently being recorded via analog at the position level.

John Simon asked what the approximate lifespan of the recording system currently located at the 9-1-1 backup center is. Director Douglas responded that she anticipated a lifespan of 10 years for the recording system equipment.

John Simon asked if the proposed solution would be compatible with recording of radio traffic following the planned upgrade of the analog VHF simulcast infrastructure to digital P25 operation. Director Douglas stated that she believed that the solution proposed would be compatible following the upgrade, however, would confirm the compatibility with Motorola Solutions.

Director Douglas noted that to date \$506,866.63 has been rewarded to offset NG9-1-1 related expenses incurred for projects and expenses associated with the primary 9-1-1 center through the State of Illinois NG9-1-1 Expenses Grant Program. Costs associated with unmanned backup 9-1-1 centers are not eligible for funding.

Director Douglas provided a breakdown of costs, stating that approximately \$12,000.00 of the cost of the proposed solution is associated with the recording system at the primary 9-1-1 center, and the balance of the cost associated with the recording system at the backup 9-1-1 center. Director Douglas stated that she intends to apply for reimbursement of costs associated with expansion and upgrades to the recording system at the primary 9-1-1 center if the funding opportunity is available in State of Illinois' next fiscal year.

With no further discussion, John Simon made a motion to approve Director Douglas to proceed with the expansion and upgrade of logging recording systems at the primary and backup 9-1-1 centers and expend a total amount of \$62,144.30 from the 204 Fund Capital Outlay. Ben Uzelac seconded the motion.

A roll call vote was held. 7 yes (Bergman, Mays, Uzelac, Simon, Frazier, Bentley, and Fletcher); 0 no; 2 absent (Copley, McCleary).

The motion passed.

P25 Upgrade/Site Expansion Project Status Update. Director Douglas stated that she and John Simon met with Motorola Solutions on June 30, 2023 to review and discuss changes to the original proposal presented for the upgrade of the countywide VHF analog simulcast voting receiver radio system and site expansion. She stated that discussion points from the meeting are actively being worked on and she anticipates receiving a revised proposal early next week. She noted she anticipates the cost to remain at or below the \$750,000.00 approved by the board in the 204 Fund Capital Equipment Replacement Plan for the project in this fiscal year.

Director Douglas stated that the goal remains to upgrade the existing analog simulcast voting receiver system to digital P25 operation in a manner that allows flexibility for various agencies transitioning from analog to digital P25 operations.

Director Douglas stated that the anticipated timeline for project completion is 9 months from the date that the contract is executed. She noted that the project will be completed in two phases. The existing 9 sites will be upgraded with the appropriate equipment to support the transition to digital P25 operations in the one phase and a 10th site will be added to the existing network to enhance coverage in the southwestern service area in another phase.

There was some additional discussion regarding the current service contract with Wireless USA. John Simon inquired when the service contract with Wireless USA expires. Director Douglas stated that the contract expires in 2024. John Simon stated that he would like for the board to have the opportunity to review the contract before renewing the contract with Wireless USA.

Old Business. There was no old business discussed.

New Business. There was no new business discussed.

Meeting Adjournment. John Simon made a motion to adjourn the meeting. Jeff Bergman seconded the motion. The motion carried and the meeting was adjourned.

Next Meeting. The next quarterly meeting of the Joint ETSB is scheduled for October 18, 2023 at 5:15 p.m.



07/20/2023