



Jessica Douglas
Director

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QUINCY/ADAMS COUNTY 9-1-1 JOINT EMERGENCY TELEPHONE SYSTEM
BOARD (ETSB) MEETING
Minutes
April 16, 2025

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

2 members absent: Quincy Ald. Ben Uzelac, PSAP Representative David McCleary

Also present: 911 Director Jessica Douglas, Adams County Information Technology (IT) Specialist Dylan Oberling

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

Dave Bauer made a motion to approve the minutes of the March 5, 2025 special meeting. Tom Bentley 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 \$2,118,909.10 as of April 16, 2025.

She noted that an average of \$70,000.00 per month in surcharge revenues was received in the past quarter, decreased from an average of \$72,500.00 per month in surcharge revenue received in the previous quarter.

Director Douglas stated that the issue of surcharge checks decreasing was addressed by the chairman of the Statewide 911 Advisory Board at the board's March 10, 2025 meeting. It was reported during that meeting that data showed an approximate 3% overall decrease in surcharge checks, the decrease largely attributed to rising network costs, reportedly increased by 53%. There was also discussion amongst members of the Statewide 911 Advisory Board on the need for a surcharge increase to a rate of \$2.50.

The current Emergency Telephone System Act legislation will sunset December 31, 2025. The Statewide 911 Advisory Board and the Statewide 911 Administrator are actively reviewing and revising proposed changes in draft legislation.

Personnel Report. Director Douglas stated that the center is currently staffed with 12 dispatchers: 11 qualified, 1 in training. She stated that 1 new dispatcher will begin employment on April 21, 2025.

Director Douglas reported 3 resignations over the past quarter; the resignation of 1 qualified dispatcher, who remains on the part-time/on-call list, 1 probationary dispatcher, and 911 Systems Administrator. She also reported the anticipated retirement of a dispatcher on or about May 31, 2025.

Director Douglas noted that there are currently 3 dispatcher vacancies and 1 dispatch supervisor vacancy. She stated that she anticipates hiring more dispatchers to fill vacancies in the June/July timeframe.

There was discussion amongst the board and Director Douglas regarding current recruiting strategies. Director Douglas reported that the recruitment of qualified candidates and capacity to train remains a challenge.

Old Business. Under old business, Director Douglas provided the board with an update on the status of the VHF simulcast system P25 upgrade and site expansion. She noted that fire agencies will migrate to P25 frequencies on April 21, 2025. The migration of law enforcement agencies to P25 frequencies is yet to be determined. Testing of the Quincy Police Department P25 frequency is pending and programming of the fleet of Adams County Sheriff's Office radios is expected to begin the week of April 21, 2025. She stated that a project review meeting is scheduled with Motorola on April 30, 2025 to discuss the status of licensing and construction at the 10th site.

Director Douglas also provided the board with an update on the status of the CAD/RMS procurement and implementation project. She noted that the agreement with Mission Critical Partners for professional consulting services was reviewed by legal and has been ratified and signed, with the final cost of the time and materials not to exceed \$164,672.00. She stated she has had an introductory call with the assigned project manager and a kickoff meeting with stakeholders has tentatively been scheduled for April 29, 2025 at 1:00 p.m.

New Business. Under new business, the board considered proposed amendments to the current contract with Adams County for IT managed services, including increased IT Specialist support at the 911 facility following the resignation of former 911 Systems Administrator John Frankenhoff and increasing the cost of services by 3% annually beginning in the 2026-2027 fiscal year. It is noted that the board already approved increasing the cost of services by 3% for the upcoming 2025-2026 fiscal year. Adam Yates moved to approve the proposed amendments. Tom Bentley seconded the motion. The motion carried and the proposed amendments were approved.

The board also considered the following amendments to the 2025-2026 fiscal year budget:

Decrease salary and benefits line items by \$103,816.00 for a revised budget amount of \$297,690.00; decrease MICA line item by \$4,566.00 for a revised budget amount of \$20,544.00; increase Contracted Services line item about by \$55,000.00 for a revised budget amount of \$208,600.00; increase Capital Outlay line item by \$53,382.00 for a revised budget amount of \$2,125,881.00

It was discussed that the purpose of the amendments, all budget neutral, is to reallocate funds due to not filling the vacant 911 Systems Administrator position, instead increasing Adams County IT Specialist support to assume responsibilities of that role.

Director Douglas noted the adjustment to the MICA line item is due to the final 911 cost share being lower than the amount originally approved in the proposed budget.

It was discussed that the funds reallocated to the Capital Outlay line item will remain available for future capital projects.

Tom Bentley moved to approve the proposed amendments to the 2025-2026 fiscal year budget. Adam Yates seconded the motion.

A roll call vote was held. 7 Yes (Dave Bauer, Kelly Mays, Adam Yates John Simon, Patrick Frazier, Tom Bentley, Barb Fletcher); 0 No; 2 Absent (Ben Uzelac, David McCleary).

The motion carried and the proposed amendment to the 2025-2026 fiscal year budget were approved.

Meeting Adjournment. John Simon made a motion to adjourn the meeting. Adam Yates seconded the motion. The motion carried and the meeting was adjourned at 6:00 p.m.

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

A handwritten signature in dark ink, appearing to read "Miriam Douglas". The signature is fluid and cursive, with the first name "Miriam" written in a larger, more prominent script than the last name "Douglas".

04/16/25