

The METCAD Policy Board convened for an electronic meeting on Thursday, November 5, 2020, via Zoom with the following in attendance electronically:

MEMBERS MPB:

Chief Tony Brown, Village of Rantoul Police Department
Chief Paul Cundiff, Rural Fire Chief's Association
Mike DeLorenzo, University of Illinois (proxy Lt. Barb Robbins)
Scott Eisenhauer, Village of Rantoul
Sheriff Dustin Heuerman, Champaign County Sheriff's Office
County Executive Darlene Kloeppe, Champaign County
Chief Gary Ludwig, City of Champaign Fire Department
Mayor Diane Marlin, City of Urbana
Chief Mike Metzler, Rural Police Chief's Association
Chief Bryant Seraphin, City of Urbana Police Department
Joan Walls, City of Champaign

ABSENT:

Chief Alice Cary, University of Illinois Public Safety

ADMINISTRATIVE STAFF:

Ralph Caldwell, Director
Jeff Wooten, Deputy Director
Betsy Smith, Operations Manager
Dave Miller, Network Administrator
Kristin Wright, Administrative Assistant

OTHERS:

Amanda Durst, City of Champaign Finance Department
Carrie Siems, City of Champaign Finance Department
Jennifer Martinson, Lauterbach & Amen, LLP
Tom Yu, City of Champaign Legal Department

Vice-Chair Tony Brown called the METCAD Policy Board meeting to order at 8:30 a.m. Roll call was taken. There were 11 members on the call.

Vice-Chair Tony Brown asked for a motion to suspend the rules and approve the temporary rules that were attached to the agenda. Mr. Scott Eisenhauer made the motion to approve; Ms. Joan Walls seconded the motion. A roll call vote was taken – 11 members voted “yes”, 1 member was absent. Vice-Chair Brown asked if there were any electronic communications. Director Caldwell indicated that one proxy had been received and was noted in the attendance list. Vice-Chair Brown asked if there was any audience participation. There was no audience participation. Vice-Chair Brown asked for a motion to approve the October 1, 2020 Regular Meeting minutes; Chief Paul Cundiff made a motion to approve the minutes from the October 1, 2020 METCAD Policy Board meeting; County Executive Darlene Kloeppe seconded the motion. Roll call vote was taken; 11 members voted “yes”, 1 member was absent. Motion carried.

There were no action items. Vice-Chair Brown opened discussion regarding FY 19/20 METCAD Audit. Ms. Carrie Siems introduced Ms. Amanda Durst with the City of Champaign Finance Department who was the lead for the audit from the City of Champaign. Ms. Durst reviewed the letter from the accounting firm stating that there were no issues encountered during the audit. Ms. Durst also stated that there were no audit findings or issues. Ms. Durst reviewed the METCAD AFR which is the independent auditor's report. The auditors issued an unqualified or clean opinion which is the best audit that an agency can receive. She then reviewed the Management's Discussion and Analysis. It is a summary of what has happened over the year and provides a year after year comparison. She then reviewed the changes in net position and then the statement of net positions which includes unrestricted funds and capital. Next, she reviewed the Statement of Revenue, Expenses and Changes in Net Position. She then reviewed the Budget Actual Report which shows the original budget, the revised budget and the actual budget by line item. Everything was in line as expected. The transfer was slightly higher due to the grant funds. The final document reviewed was the Management Letter. There was a comment that the operating fund was overbudget for the year; Ms. Durst explained that this is common statement due to the budget being done on a cash basis and the audit being done on an accrual basis.

Vice-Chair Brown asked for a Legislative Update. Director Caldwell reported that there wasn't much to update. The Statewide Advisory Board did meet via WebX on October 19, 2020. The next meeting will be November 16, 2020. Director Caldwell's position on the Board did expire and re-appointments have not been completed. Over the next year, prior to next December, the Board will work on the 9-1-1 re-write. One of the discussion items is a possible surcharge increase. County Executive Darlene Kloeppel asked if the surcharge could be changed to a percentage basis rather than a fee basis as it currently is. Director Caldwell responded that it has been discussed but hasn't been successful in getting it passed. They prefer to have a set amount and review it every three years when the sunset expires.

Vice-Chair Brown asked for a Technical Update. Deputy Director Jeff Wooten reported to the Board regarding the status of the grant projects. The mapping updates have been completed, the new logging recorder has been installed and should be finished once the new telephone system is installed, the new telephone system has been installed and configured, the final install will be completed on November 18. He also reported that the State Police have released the next round of grant funding including \$5 million in consolidation reimbursement. It will be retroactive back to 2010 and the consolidation with the Village of Rantoul happened in 2014. Staff is looking at possible reimbursements including expanding the dispatch room to add another dispatch position. The Tyler project continues to move forward and is scheduled to go live on January 19, 2021. It has been discussed with the Police Chiefs and Sheriffs that the location data from the AVL's will be stored for 90 days. It will also record vehicle speed but that is determined by each department so the departments will be asked individually what their preference is for their own department. Mayor Marlin asked how the AVL information will work. Deputy Director Wooten explained that it works on the mobile tablet that is in the emergency response vehicle. The information will be sent to dispatch so that the CAD will know which vehicle is closest to respond to a high priority call rather than a vehicle that may be assigned to the location but not necessarily the closest.

Operations Manager Betsy Smith provided a personnel update. As of today, authorized strength is 33 telecommunicators and there are currently 23 fully trained telecommunicators. There are currently two trainees. There are also two new hires that start on Monday and are both lateral transfers so there are a total of 27 telecommunicators hired. There are three more that are in the final background checks. That would leave three additional vacancies which are at the interview stage. She also reported that we are halfway through the pilot program using the National Testing Network. Staff has found it to be successful. Sheriff Dustin Heuerman asked if the amount of training that will be given to the telecommunicators on the new CAD system will be sufficient. Operations Manager Smith responded that staff is following what is recommended by Tyler for a training schedule. Each telecommunicator will have two eight-hour sessions. We also have one position set up with Tyler CAD so the TC's have had an opportunity to look at it when they have been in the room.

In Director comments, Director Caldwell reported that there have been discussions regarding Parkland College possibly joining METCAD. Staff is in very early discussions with Parkland and options will be brought back to the Board once something has been negotiated. Also, Parkland, Arrow, and Pro pay a small fee to use our radio system. If Parkland joins, they would no longer have to pay the fee because they would be a member agency. After reviewing the information, it was found that the radio fees have never been increased so staff is preparing information for the Board to review regarding an increase in user radio fees similar to the user fee increases over the past ten or so years.

Vice-Chair Brown asked for a motion to adjourn the METCAD Policy Board meeting and reconvene to closed session for the performance evaluation of an employee. County Executive Kloepfel made a motion to adjourn; Mayor Marlin seconded the motion. A roll call vote was taken, 11 members voted "yes" and one member was absent. Motion carries. Meeting adjourned at 9 a.m.