

The METCAD Policy Board convened for an electronic meeting on Thursday, February 4, 2021, via Zoom with the following in attendance electronically:

MEMBERS MPB:

Chief Tony Brown, Village of Rantoul Police Department
Chief Alice Cary, University of Illinois Public Safety
Chief Anthony Cobb, City of Champaign Police Department
Chief Paul Cundiff, Rural Fire Chief's Association
Mike DeLorenzo, University of Illinois
Scott Eisenhauer, Village of Rantoul
Sheriff Dustin Heuerman, Champaign County Sheriff's Office
Chief Chuck Lauss, City of Urbana Fire Department
Mayor Diane Marlin, City of Urbana
Chief Mike Metzler, Rural Police Chief's Association
Joan Walls, City of Champaign (proxy Kay Nees)

ABSENT:

County Executive Darlene Kloeppe, Champaign County

ADMINISTRATIVE STAFF:

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

OTHERS:

Chief Bryant Seraphin, City of Urbana Police Department
Tom Yu, City of Champaign Legal Department

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 and 1 absent.

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; Mr. Mike DeLorenzo seconded the motion. A roll call vote was taken – 11 members voted “yes”, 1 member was absent. Chair Brown asked if there were any electronic communications. Director Ralph Caldwell indicated that one proxy had been received and was noted in the attendance list. Chair Brown asked if there was any audience participation. There was no audience participation. Chair Brown asked for a motion to approve the November 5, 2020 Regular Meeting minutes; Chief Chuck Lauss made a motion to approve the minutes from the November 5, 2020 METCAD Policy Board meeting; Sheriff Dustin Heuerman 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 21/22 METCAD Budget. Director Caldwell reviewed the draft budget document that was distributed

to the Board members. He reported that there will be no increase in user fees and asked if there were any directions, comments, or suggestions. There will be a Report to the Board at the March meeting. He first reviewed the combined figures from Fund 301 and Fund 302. He then moved through the different funds. Most of the numbers are flat because there aren't a lot of expensive projects planned for the year. The user fees reflect a zero percent increase. The police departments pay 85% of the total user fees and the fire departments pay 15% of the total user fees. The numbers won't be exactly the same due to the change in the number of officers and the calls for service. Mayor Diane Marlin asked about the decline in calls for service and asked if that was due to Covid. Director Caldwell responded that the Public Safety departments had to change the way they did business due to personal contacts. Certain call types were changed to reduce face to face contact. Chief Mike Metzler asked about the 85/15 split between police and fire. He asked if this had been looked at closer to make sure that this was a fair division. Director Caldwell explained that the number of calls for service for each side equals almost exactly 85/15 split. There are other factors that could be looked at but staff has not been requested to do so at this time. Chief Anthony Cobb agreed that this probably should be looked at in the future due to the Police Reform Laws that are being enacted and the changes in the departments. Mr. Scott Eisenhauer asked if when the Fire Departments are brought onto the Tyler system, if that could possibly help evaluate the split? Director Caldwell responded that since the Public Safety Records Management System Board was created, it currently is for the law enforcement side and staff doesn't have an implementation date from Tyler yet. As soon as the system is established, eventually more law enforcement will be added. After the smaller police agencies are brought on, then the fire departments will be added. But there isn't really a timeline yet because funding isn't set yet for the fire departments. Director Caldwell reviewed the fund statement. The future projections currently show 2.5% increase each year for the next ten years. There have been several cost saving items this year including costs being lower due to Covid and the grant revenue for several capital plan projects. Staff is currently having discussions with Motorola regarding future options and this could possibly affect future capital plan funding. Mayor Marlin asked what the surcharge would need to be to completely cover the costs. Director Caldwell responded that it would need to be about double what is currently received which would mean that it would go from \$1.50 to \$3.00. He then reviewed the Capital Plan. Chief Cundiff asked about the budgeted amount of overtime. Ms. Kristin Wright responded that the revised overtime line item has been more than doubled but the salaries were revised accordingly. Each year, staff budgets overtime based on being fully staffed because each year that is the goal. If full staffing isn't accomplished, overtime is revised during the estimate approval process the next year.

The next discussion item on the agenda was the radio user fee increases for non-user agencies. Deputy Director Jeff Wooten spoke regarding recent discussions with the two local ambulance companies and Parkland College. When reviewing the information, staff found that there hadn't been any increases in the radio user fees since the system was implemented in 2008. Staff is proposing that the fees increase based on the history of increases in the user fees. This would increase the "per radio" cost from \$11.42 to \$22.97 per month. It is proposed that it be increased in January 1, 2022, to allow for the agencies to budget for this increase. Director Caldwell mentioned that this has been discussed with each agency and that the agreements include a six-month notice. The budget reflects the increase occurring mid-year. Mr. James Lievano, a representative from Pro Ambulance spoke regarding the increase and asked about toning options

for the radio system. Deputy Director Wooten responded that a meeting will be set up between the ambulance companies and METCAD staff to look at toning options.

Chair Brown asked for a Legislative Update. Director Caldwell reported that there wasn't much to update. Director Caldwell is still awaiting re-appointment to the Board. There are several positions that need to be appointed.

Chair Brown asked for a Technical Update. Deputy Director Jeff Wooten reported to the Board that the telephone system has been completed and will be closed out in the next couple of weeks. The logging recorder project has been stalled and staff continues to work with the vendor. The CAD system went live on January 19 as scheduled. Staff has been working diligently to continue working through the switchover. The telecommunicators are adapting and there are a lot of functions that will be very helpful in the future. The first responders have also been great working through the change. Staff will be moving the old telephone system and old dispatch furniture to the back-up. The last item that he discussed was damage to the roof that resulted from falling ice from the radio tower. The County has fixed the damage.

Operations Manager Betsy Smith provided a personnel update. As of today, authorized strength is 33 telecommunicators and there are currently 27 telecommunicators positions filled. There is a new University of Illinois Social Work intern named Michael who started and will work at METCAD throughout the semester. Also, the City of Champaign has signed an MOU with AFSCME regarding a call taker position. Other agencies will have call taker positions and dispatcher positions. METCAD hasn't scheduled this way previously but is trying it out to help with retention. Mayor Marlin asked what is the difference between a call taker and a dispatcher. Operations Manager Smith explained that when a new telecommunicator is hired, they are trained as a call taker and then are trained through on each agency as a dispatcher. With this pilot program, the new employee would only be trained as a call taker and only assigned as a call taker from day to day.

In Director comments, Director Caldwell thanked Ms. Kay Nees for the assistance from the Finance Department in helping with the budget preparation. He also thanked multiple people for the CAD installation. He also reminded the Board that the next Board meeting will be a joint meeting between the METCAD Policy Board and the Public Safety Records Management System Board on March 4.

Chair Brown asked for a motion to adjourn the METCAD Policy Board meeting. Chief Cundiff made a motion to adjourn; Chief Lauss seconded the motion. A roll call vote was taken, 11 members voted "yes" and one member was absent. Motion carries. Meeting adjourned at 9:21 a.m.