



METCAD

Public Safety Through Quality Service

**** SPECIAL JOINT MEETING NOTICE ****

**METCAD POLICY BOARD
And
PUBLIC SAFETY RMS POLICY BOARD**

DATE: Thursday, December 17, 2020

TIME: 8:30 a.m. - 9:30 a.m.

PLACE: The meeting will be taking place via an online meeting platform, the public may access the meeting at the METCAD website at www.metcad911.org/public/index.php/meeting-documents

From a computer:

<https://us02web.zoom.us/j/89436421700?pwd=dDBHb3BOSnFKZlJGd1FjS3ptbVRqZz09>

Password: 848577

-OR-

From a phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799

Webinar ID: 894 3642 1700

Password: 848577

SPECIAL NOTE REGARDING THE COVID-19 PANDEMIC

Pursuant to Governor Pritzker's Executive Orders 2020-43 and 2020-44 and 5 ILCS 120/7(e), which suspend the requirement of the Illinois Open Meetings Act requiring in-person attendance by members of a public body during the duration of the Gubernatorial Disaster Proclamation, attendance by all METCAD Policy Board members and all Public Safety Records Management System (Public Safety RMS) Policy Board members, their Directors or designees, and other staff members will be electronic via an online meeting platform.

The members of the METCAD Policy Board and the Public Safety RMS Policy Board will not be physically present for the December 17, 2020 Joint Special Meeting but will instead be participating in the meeting through audio or audio/video access using a virtual meeting platform, except as otherwise required by law.

Special note necessitated by the COVID-19 pandemic - see public comment rules attached to this agenda.

AGENDA

- I. **Call to Order of the METCAD Policy Board**
- II. **Call to Order of the Public Safety PSRMS Policy Board**
- III. **Roll Call of the METCAD Policy Board**
 - Motion to Suspend the Rules and Adopt Temporary Rules Attached to Agenda
- IV. **Roll Call of the Public Safety RMS Policy Board**
 - Motion to Suspend the Rules and Adopt Temporary Rules Attached to Agenda
- V. **Correspondence or Electronic Communication for the METCAD Policy Board**
- VI. **Correspondence or Electronic Communication for the Public Safety RMS Policy Board**
- VII. **Audience Participation for METCAD Policy Board**
 - **SPECIAL NOTE NECESSITATED BY THE COVID-19 PANDEMIC
SEE PUBLIC COMMENT RULES ATTACHED TO THIS AGENDA**
- VIII. **Audience Participation for Public Safety RMS Policy Board**
 - **SPECIAL NOTE NECESSITATED BY THE COVID-19 PANDEMIC
SEE PUBLIC COMMENT RULES ATTACHED TO THIS AGENDA**
- IX. **Action Items for the METCAD Policy Board**
 - Election of METCAD Policy Board Chair
 - Election of METCAD Policy Board Vice-Chair
 - Approval of 2021 METCAD Policy Board Meeting Dates
 - Resolution 20-03 - Approval of Intergovernmental Agreement between METCAD and Public Safety RMS
- X. **Action Items for the Public Safety RMS Policy Board**
 - Election of Public Safety RMS Policy Board Chair
 - Election of Public Safety RMS Policy Board Vice-Chair
 - Motion to approve Bylaws for the Public Safety RMS Policy Board
 - Resolution 20-01 – Approval of Intergovernmental Agreement between Public Safety RMS and METCAD
 - Resolution 20-02 – Approval of Public Safety RMS By-law
 - Resolution 20-03 – Approval of Contract for the Purchase of a Record Management System with Tyler Technologies, Inc.
- XI. **Discussion Items**
 - None
- XII. **Board Member & Director Comments**

XIII. Adjournment METCAD Policy Board Meeting

- Roll Call

XIV. Adjournment of Public Safety RMS Policy Board Meeting

- Roll Call

METCAD strives to ensure that its programs, services and activities are accessible to individuals with disabilities. If you are an individual with a disability and require assistance to observe or participate, please contact the METCAD Administrative Office at 333-4348 at least 48 hours prior to the scheduled meeting date.

*1905 E Main Street, Urbana, Illinois 61802
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*(217) 333-4348
FAX (217) 384-7003*

TEMPORARY RULES FOR THE CONDUCT OF THE DECEMBER 17, 2020

METCAD POLICY BOARD MEETING

AND

PUBLIC SAFETY RMS MEETING

Pursuant to Governor Pritzker's Executive Orders 2020-43 and 2020-44 and 5 ILCS 120/7(e), which suspend the requirement of the Illinois Open Meetings Act requiring in-person attendance by members of a public body during the duration of the Gubernatorial Disaster Proclamation, attendance by all METCAD Policy Board members and Public Safety RMS Policy Board members, their Directors or designees, and other staff members will be electronic via an online meeting platform.

For the December 17, 2020 meeting, the METCAD Policy Board and the Public Safety RMS Policy Board shall follow the temporary rules as set forth below.

TEMPORARY RULES

1. All METCAD Policy Board members and all Public Safety RMS Policy Board members who are attending METCAD Policy Board meetings and Public Safety RMS Policy Board meetings will be required to attend by means of electronic attendance, including but not limited to a phone or computer connection, provided however that one member of either the METCAD Policy Board and the Public Safety RMS Policy Board, their Directors or designees, or their Attorneys or designees shall be physically present at the METCAD facility unless the Directors determine that such physical presence is not feasible.
2. The platform for electronic attendance at the meeting will be arranged in advance by the Directors, or designees, and will be communicated to each Policy Board member at least 48 hours prior to the commencement of the meeting.
3. Prior to the first METCAD Policy Board meeting and Public Safety RMS Policy Board meeting at which the new platform is utilized, the Directors, or designees, shall endeavor to meet with one or two Policy Board members at a time utilizing the platform intended to be utilized at the meeting for the purpose of familiarizing the member with the platform.
4. The electronic platform shall allow all METCAD Policy Board members and all Public Safety RMS Policy Board members to speak and listen simultaneously to the proceedings. Such ability to speak and hear discussion and testimony shall be verified prior to or during the meeting.
5. All votes must be by roll call, identifying each member and recording their vote on each issue.
6. In the event an individual METCAD Policy Board member or Public Safety RMS Policy Board member is unable to participate in the meeting or part of the meeting or does not respond to a call to a vote when their name is announced, the member shall be counted as an excused absence from the meeting or vote as the case may be.

7. The format of the agenda for the meeting shall remain the same, that is, shall be called in the same order as contained in the METCAD Policy Board agenda and the Public Safety RMS Policy Board agenda.

8. The meeting proceedings will be simultaneously available for access on the METCAD website and the meeting minutes shall be available in substantially the same manner as METCAD Policy Board meetings and Public Safety RMS Policy Board meetings have been available prior to the date of the initial emergency order. The failure of any technical methods of broadcasting the proceedings shall not invalidate any action taken by the METCAD Policy Board or the Public Safety RMS Policy Board. Verbatim records shall be made available to the public.

9. Since there will be no METCAD Policy Board members or Public Safety RMS Policy Board members physically present at the meeting, the rules for the meeting are amended for the duration of the COVID-19 Executive Order No. 37 as follows to permit the public to address the METCAD Policy Board or the Public Safety RMS Policy Board relevant to matters on the agenda and to provide general public comment:

- A. Members of the public may participate in the METCAD Policy Board meeting or the Public Safety RMS Policy Board by contemporaneously hearing all discussion testimony and roll call votes by means of the electronic meeting platform via web-based link or telephone.
- B. The METCAD Policy Board Chair (or other Presiding Officer) will call for public comments at appropriate places in the METCAD Policy Board agenda as provided by its rules, including public hearings and general public participation. Members of the public may provide their comments to the METCAD Policy Board when called upon by the Chair.
- C. The Public Safety RMS Policy Board Chair (or other Presiding Officer) will call for public comments at appropriate places in the Public Safety RMS Policy Board agenda as provided by its rules, including public hearings and general public participation. Members of the public may provide their comments to the Public Safety RMS Policy Board when called upon by the Chair.
- D. Information concerning the public's ability to address the Board during the METCAD Policy Board meetings and Public Safety RMS Policy Board meetings will be printed on the meeting agenda and displayed prominently on the METCAD's website about how to join the electronic meeting and provide public comment. The information will be in substantially the following form:

**“NOTICE REGARDING MEETING AND PUBLIC COMMENT
RULE MODIFICATION DUE TO COVID-19”**

Pursuant to Governor Pritzker's Executive Orders 2020-43 and 2020-44 and 5 ILCS 120/7(e), which suspend the requirement of the Illinois Open Meetings Act requiring in-person attendance by members of a public body during the duration of the Gubernatorial Disaster Proclamation, attendance by all METCAD Policy Board members and all Public Safety RMS

Policy Board members, their Directors or designees, and other staff members will be electronic via an online meeting platform.

The members of the METCAD Policy Board and the Public Safety RMS Policy Board will not be physically present for the December 17, 2020 Meeting but will instead be participating in the meeting through online access using a virtual meeting platform. For this meeting, the members shall follow the temporary rules as set forth below.

Public comments may be provided during the Policy Board meetings by joining the electronic meeting via web-based link or telephone. This meeting will be conducted using the Zoom meeting platform and members of the public may join the meeting by:

1. Following the Zoom link below:

<https://us02web.zoom.us/j/89436421700?pwd=dDBHb3BOSnFKZlJGL1FjS3ptbVRqZz09>

Passcode: 848577; or

2. Calling 312-626-6799 and entering the meeting ID and password shown below:

Webinar ID: 894 3642 1700

Password: 848577

At the appropriate points in the meeting and in accordance with By-laws, the Chair (or Presiding Officer) will call for public comments. Individuals wishing to speak should either click the "Raise Hand" button (for those attending via computer) or dial *9 (for those attending via telephone). When an individual is called upon to provide comments, the microphone will be unmuted. The individual will be requested to state his or her name, city of residence and to limit comments to 5 minutes or less. After the individual is done speaking the microphone will be muted for that individual and the next individual will be called upon to provide comments.

D. A public notice will be sent by METCAD and/or Public Safety RMS to local media, including those submitting an annual request, with information about how to submit public comments.