

The METCAD Policy Board convened for a joint electronic meeting with the Public Safety RMS Board on Thursday, December 2, 2021, with the following in attendance:

MEMBERS MPB:

Chief Tony Brown, Village of Rantoul Police Department (proxy Sergeant Christina Reifsteck)
Chief Alice Cary, University of Illinois Public Safety (proxy Assistant Chief Barb Robbins)
Chief Paul Cundiff, Rural Fire Chief's Association
Mike DeLorenzo, University of Illinois
Chief Matt Henson, City of Champaign Police Department
Sheriff Dustin Heuerman, Champaign County Sheriff's Office
County Executive Darlene Kloeppel, Champaign County (proxy William Colbrook)
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

MEMBERS PSRMSB:

Chief Tony Brown, Village of Rantoul Police Department (proxy Sergeant Christina Reifsteck)
Chief Alice Cary, University of Illinois Public Safety (proxy Assistant Chief Barb Robbins)
Mike DeLorenzo, University of Illinois
Chief Matt Henson, City of Champaign Police Department
Sanford Hess, City of Urbana
Sheriff Dustin Heuerman, Champaign County Sheriff's Office
County Executive Darlene Kloeppel, Champaign County (proxy William Colbrook)
Chief Bryant Seraphin, City of Urbana Police Department
Joan Walls, City of Champaign

ABSENT:

Scott Eisenhauer, Village of Rantoul

ADMINISTRATIVE STAFF:

Ralph Caldwell, Director
Jeff Wooten, Deputy Director
Betsy Smith, Operations Manager
Karen Clevenger, Supervisor
Jennifer Frost, Supervisor
Dave Miller, Network Administrator
Tim Smith, RMS Database Administrator
Kristin Wright, Administrative Assistant

OTHERS:

Amanda Corrigan, City of Champaign Finance Department
Carrie Siems, City of Champaign Finance Department
Tom Yu, City of Champaign Legal Department

The meeting was a joint meeting between the METCAD Policy Board and the Public Safety RMS Policy Board. Vice-Chair Chuck Lauss called the METCAD Policy Board meeting to order and Vice-Chair Bryant Seraphin called the Public Safety RMS Policy Board meeting to order. Both started at 8:30 a.m. Proxies are noted in the attendance list. Roll call was taken for both Boards.

Director Caldwell reported that there were three electronic communications for both of the Boards and it was for the proxies noted in the member list.

There was no audience participation for either Boards.

Vice-Chair Lauss asked for a motion from the METCAD Policy Board for the approval of the March 4, 2021 Regular MPB-RMS Regular Joint Meeting Minutes. Sheriff Dustin Heuerman made the motion; Ms. Joan Walls seconded the motion; motion carries. Vice-Chair Lauss asked for a motion from the METCAD Policy Board for the approval of the October 7, 2021 Regular MPB Meeting Minutes. Chief Paul Cundiff made the motion; Ms. Joan Walls seconded the motion; motion carries. Vice-Chair Lauss asked for a motion from the METCAD Policy Board for the approval of the October 7, 2021 Closed Session MPB Meeting Minutes. Sheriff Heuerman made the motion; Chief Cundiff seconded the motion; motion carries.

Vice-Chair Seraphin asked for a motion from the Public Safety RMS Policy Board for the approval of the March 4, 2021 Regular MPB-RMS Regular Joint Meeting Minutes. Mr. Mike DeLorenzo made the motion; Ms. Joan Walls seconded the motion; motion carries.

Vice-Chair Lauss and Vice-Chair Seraphin called for action items for both Boards. The meeting dates for the METCAD Policy Board and the Public Safety RMS Board were reviewed. The METCAD Policy Board meeting dates include quarterly joint meetings with the Public Safety RMS Board. Sheriff Heuerman made a motion to accept the meeting dates with the amendment that the March meetings be held separately to approve the budgets; Mr. Sanford Hess seconded the motion; motion carries.

Vice-Chair Lauss and Vice-Chair Seraphin called for discussion items for both Boards. The first discussion item was the presentation of the FY 2020/2021 METCAD audit. Ms. Carrie Siems, City of Champaign Accountant, reviewed the audit. She reported that there were no difficulties in this year's audit, there were no material misstatements, no disagreements with management and no findings or issues. She stated that the auditor's report provided an unqualified or clean opinion which is the best opinion that can be received. 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. Last item reviewed was the Management Letter. She mentioned that GASB has released a new recommendation and they would be updating next year's audit accordingly. Ms. Amanda Durst presented the FY 2020/2021 Public Safety RMS audit. She reported that there were no difficulties in this year's audit, there were no material misstatements, no disagreements with management and no findings or issues. She stated that the

auditor's report provided an unqualified or clean opinion which is the best opinion that can be received. 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. Last item reviewed was the Management Letter. She mentioned that GASB has released a new recommendation and they would be updating next year's audit accordingly.

Director Caldwell provided a Legislative Update. He reported that he had met with Chief Cary and State Representatives to discuss the mental health bill. The University of Illinois is working on a co-responder program.

He reported that Urbana Fire Department Deputy Chief Demond Dade has been appointed to the Statewide 9-1-1 Advisory Board as the Fire Chief representative. Other appointments are still being made. He also stated that the next meeting scheduled would be on December 13 and allowables and non-allowables for surcharge expenditures would be discussed.

Deputy Director Jeff Wooten provided a Technical Services Update. He stated that staff continue to work on the CAD system. Proximity dispatch for fire has been completed and for the most part, has gone well. The system is still being tweaked. Data conversion is still ongoing and hope to have it completed by mid-January. The State 9-1-1 Authority has begun working on the Statewide network.

He reported that the Motorola project continues to move forward. Parts have been delayed but are expected by February. The tower removal is planned for the spring.

Updates regarding the RMS system were also provided. He wanted to thank everyone for providing the staff to help with the build of the system. He reported that METCAD was very fortunate to hire Mr. Tim Smith and the knowledge he had regarding the ARMS system. The project is moving forward and the Train the Trainer's meetings are scheduled in February and March. The "go-live" date is scheduled for April 5 and Tyler is scheduled to be onsite for it. The warranty for the ARMS server expires in September 2022 so the goal is to have everything operational by then.

Operations Manager Betsy Smith provided a personnel update. She reported that Caitlin Haas had received the Illinois Trainer of the Year from Illinois APCO. She attended the conference including the banquet where she received the award. Staffing is down by seven with two leaving next month. She stated that the plan is to hire 6 new employees in January with the training process being about 9 months. After about 4 months, new TC's can act as a call taker. Ms. Smith is working with the City of Champaign Human Resources to including hiring incentives for lateral hires. The AFSCME contract will expire in June 2022 so contract discussions will begin in the next several months.

In Director comments, Director Caldwell congratulated Chief Henson on his retirement and thanked him for service in public safety. He also reported that the Shield Covid testing would be

done at METCAD. The City of Champaign has signed a contract and unvaccinated individuals will be tested.

Vice-Chair Lauss asked for a motion to adjourn the METCAD Policy Board meeting. Chief Cundiff made a motion to adjourn; Mr. DeLorenzo seconded the motion. Motion carries. Meeting adjourned at 9:22 a.m.

Vice-Chair Seraphin asked for a motion to adjourn the Public Safety RMS Policy Board Meeting. Sheriff Heuerman made a motion to adjourn; Ms. Walls seconded the motion; motion carries. Meeting adjourned at 9:23 a.m.

PUBLIC SAFETY RMS POLICY BOARD
RESOLUTION NO. 22 - 01

A RESOLUTION

APPROVING AND ADOPTING THE ANNUAL BUDGET
FOR THE FISCAL YEAR COMMENCING
JULY 1, 2022 AND ENDING JUNE 30, 2023
(PUBLIC SAFETY RMS POLICY BOARD)

BE IT RESOLVED BY THE PUBLIC SAFETY RECORDS MANAGEMENT
SYSTEM POLICY BOARD, as follows:

Section 1. That the Annual Budget for the Fiscal Year commencing July 1, 2022, and ending June 30, 2023, attached hereto as Attachment A and incorporated by reference herein is hereby approved and adopted.

Section 2. That the Annual Budget commencing July 1, 2021, and ending June 30, 2022, is hereby revised and amended as shown in Attachment A, attached hereto and incorporated by reference herein.

Section 3. That the City of Champaign Finance Director is authorized to amend the Annual Budget commencing July 1, 2022, to increase expenditures by the amount of encumbrances outstanding as of June 30, 2023.

Section 4. That this Resolution shall be effective upon passage by the cities of Champaign, Illinois and Urbana, Illinois, Champaign County, Illinois, the University of Illinois Board of Trustees and the Village of Rantoul, Illinois.

Section 5. That the METCAD Director is directed to send a copy of this Resolution to the Champaign Finance Technician, 102 N. Neil Street, Champaign, Illinois 61820.

RESOLUTION NO. 22 - 01
PASSED: March 3, 2022

APPROVED: _____

APPROVED AS TO FORM:

Chair, Public Safety RMS Board

ATTEST: _____

Assistant City Attorney