

The METCAD Policy Board convened for a study session meeting on Thursday, February 1, 2007 with the following in attendance:

MEMBERS MPB:

Bill Adams, University of Illinois
Paul Berg, City of Champaign Assistant City Manager
Chief Mike Bily, City of Urbana Police Department
Deputy Chief Clarkson, Champaign Fire Department
Chief Krystal Fitzpatrick, U of I Public Safety
Denny Inman, Administrator for Facilities Management and Procurement
Chief Rick Raney, Tolono Police Department
Sheriff Dan Walsh, Champaign County Sheriff's Office
Bruce Walden, City of Urbana, Chief Administrator
Chief Dan Smith, Champaign County Fire Chief's Association

ADMINISTRATIVE STAFF:

Rick Kallmayer, Director
Greg Abbott, 9-1-1 Coordinator
Margie Kallmayer, Secretary
Ann Panthen, Operations Manager
Sue Ellen Finkenbiner, Telecommunicator Supervisor

ABSENT:

Chief Dave Penicook, Champaign Fire Department
Peg Rawles, University of Illinois

OTHERS:

Deputy Chief Mitchell, Champaign Fire Department
Chief Rex Mundt, Urbana Fire Rescue Services

Chief Fitzpatrick called the study session to order at 8:45 a.m.

Director Kallmayer reviewed the major points of the staffing study analysis. Staff looked at ten years of data that included benefit usage and retention rate. Over the last ten years we have operated three to four people short. The two main causes of overtime are benefits usage and vacancy/trainee positions. It would be too expensive to employ enough Telecommunicators to zero out the overtime so staff looked at what overtime could be reduced. Since we operate three to four people short we have to cover vacancy/trainees positions with overtime which could be reduced if we increased our staffing level. Staff used a tool called Project Retains to predict what number of staff were needed to completely eliminate overtime and looked at what number of staff would help reduce the overtime due to vacancy/trainee positions. Mr. Walden asked how the benefit time off worked and what minimum staffing levels are used. Director Kallmayer answered that we have 5 consoles manned each shift except in the winter midnights sometimes only has 4 from 3a.m. to 7a.m. Sick leave use is similar to that of police and fire departments. Use of vacation and compensatory time is controlled by a contractual limit of 80 hours per year of compensatory time per employee and limits set by management on the maximum hours

available within a 24 hour period. Director Kallmayer proposed that two additional Telecommunicator positions be added in FY08. These positions would be used to decrease overtime expenditures by an amount at least equivalent to the cost of adding the positions.

Director Kallmayer discussed the proposed budget for FY08. The service plan format has been changed and updated. Fund 9 reflects the 8% user fee increase and expenditures were unchanged with the exception of adding expenses for the five tower sites. The utilities line expense is lower due to the contract signed last year with AT&T. Operating expenses are up mostly due to the increased amortization costs being transferred to Fund 65 for the radio equipment. The agency fee summary page shows the impact on user fees. The major projects included in Fund 65 for FY08 are the EMD software, UPS/rewire of equipment room and the second payment to Motorola for the towers and microwave lease.

The study session adjourned at 9:50a.m.

Prepared By:

Margie Kallmayer
Secretary II