

The METCAD Policy Board convened for a regular session on Thursday, March 6, 2008 with the following in attendance:

**MEMBERS MPB**

Chief Mike Bily, City of Urbana Police Department (Chair)  
Interim Chief Steve Clarkson, City of Champaign Fire Department  
Dorothy David, Assistant City Manager City of Champaign  
Lt. Skip Frost, U of I Public Safety for Interim Chief Jeff Christensen  
Mayor Laurel Prussing, City of Urbana  
Chief Rick Raney, Tolono Police Department  
Peg Rawles, University of Illinois  
Chief Dan Smith, Champaign County Fire Chief's Association  
Sheriff Dan Walsh, Champaign County Sheriff's Office

**ADMINISTRATIVE STAFF:**

Rick Kallmayer, Director  
Greg Abbott, 9-1-1 Director  
Margie Kallmayer, Secretary

**OTHERS:**

Barbara Ramsey, City of Champaign

**ABSENT:**

Interim Chief Jeff Christensen, U of I Public Safety  
Denny Inman, Administrator for Facilities Management and Procurement (Vice-Chair)

Chief Bily called the meeting to order at 8:35 a.m.

Ms. Rawles made a motion to approve the December 6, regular meeting minutes; January 3 and February 7, study session minutes; Chief Smith seconded and the motion passed unanimously.

Barbara Ramsey, Champaign City Accountant presented the audit for fiscal year ending June 30, 2007. Sheriff Walsh made a motion to accept the audit and file it, Chief Dan Smith seconded and the motion passed unanimously.

Director Kallmayer reviewed the Rural Fire Agreement for Sangamon Valley Fire Protection District and asked the Policy Board to recommend approval of the Agreement. Sheriff Walsh made a motion to recommend the approval of the Agreement; Chief Smith seconded and the motion passed unanimously.

Director Kallmayer discussed Resolution 08-01 to enter into an agreement for the purchase of software to computerize our Emergency Medical Dispatch program. Chief Clarkson made a motion to approve Resolution 08-01; Ms. David seconded and the motion passed unanimously by roll call vote.

Director Kallmayer discussed the operational staffing report. There is a common perspective between management and the Telecommunicators that they would like to look at some alternative shift plans but it would require a higher level of staffing. Chief Bily commented that alternative schedules sometimes lose the efficiency of the operation. To completely reduce overtime all together it would take 33 fulltime positions, but to lower it to a manageable level would take 28 fulltime positions. An additional Telecommunicator position was not included in the budget study session due to the Board direction not to increase user fees; however, the Board did express an interest in decreasing the overtime Telecommunicators are required to work. Chief Smith asked if the actual salary cost in the budget is based on actual positions filled or fully authorized strength. Director Kallmayer responded that we budget for our fully authorized strength. Chief Smith asked if we authorized more positions would it help the attrition rate? Each new authorized position decreases the overtime burden. Lt. Frost added that if you remove some of the overtime burden you will have a higher retention level. Ms. Rawles commented that last year the Board authorized 2 more Telecommunicator positions and to add another would continue to support the staffing needs. Sheriff Walsh agreed with the logic, and as a user agency if we had unlimited fund all this makes sense. Chief Smith commented that we had the opportunity this year to send 2 Telecommunicators to the annual MABAS conference free of charge to learn the system better, but because of the low staffing problem we couldn't send them. Chief Clarkson asked if the exit interviews indicated staff was leaving because of the overtime. Director Kallmayer responded that most of them responded that their lifestyle doesn't fit the work load here. Staff recommends that we continue to add staff until the recommended level is reached and the Board should authorize staff to add an additional position with future hiring to be brought back to the Board during the annual budget process.

Ms. David made a motion to approve Resolution 08-02 approving the annual budget for FY09; Chief Smith seconded. Mayor Prussing made a motion to amend the budget to add the additional position for a total cost not to exceed \$55,582, with future positions to be brought back for discussion during the budget process annually. Ms. David seconded the amendment. There was no discussion on the amendment. The motions passed unanimously with a roll call vote.

Director Kallmayer gave an update on the radio project. Staff has been working on the proposal with StarCom21, but is not ready to bring a contract forward to approve. The issues being discussed are a limited partnership with StarCom21 that would maintain both infrastructures in operation in Champaign County. We would continue to own the physical resources of our infrastructure. This partnership would link our controller to their controllers and create interoperability between StarCom21 users and METCAD users. This would allow our users to operate beyond the county borders by roaming to the StarCom21 network. If we partner with StarCom21 they would help us manage our network. We are part of the PSIC grant award and the application includes the cost to add the connection piece to StarCom21. Programming changes will be required for our network as well as for the user radios and the proposal will included upgrading the software on all the radios to allow for over the air programming. This will allow changes to be made over the air instead of requiring radios to be taken to the radio shop for programming. The grant will also pay for an enhanced monitoring system for the tower sites and equipment. The value of all these upgraded capabilities is over \$700,000 and Motorola has discounted deeply to do it all for the amount of our grant award. We would also save \$48,830 on annual maintenance. We are also talking to StarCom21 about further reductions in

the annual fee to reflect future connections to our controller when other agencies in our region subscribe to their system.

Mayor Prussing asked if any of the savings is included in the budget. Director Kallmayer responded that we reflected the reduced annual maintenance cost in the budget for FY09. He also reported that MRAC had unanimously supported the StarCom21 proposal at their meeting last week.

Chief Smith made a motion to adjourn; Interim Chief Clarkson seconded at 10:05a.m.

Prepared By:

Margie Kallmayer  
Secretary II