



AGENDA

QComm911 BOARD MEETING

Wednesday, April 9, 2025, 9:00 a.m.

**Village of Milan Administration Building
405 – 1st Street East, Milan, IL**

Quad Cities Communications Center

1. Meeting called to order
2. Roll call of members
3. Approval of Minutes
 - February 19, 2025 Special Regular Meeting Minutes
 - February 19, 2025 Special Executive Session Meeting Minutes
4. QCOMM 911 Expenses
5. Audit Status Report
6. IRS Penalty (Milan) Status Report
7. Budget Report
8. QCOMM 911 Staffing
9. QCOMM 911 Operations
 - LEADS Audit
 - Training/Education/CAD
10. Lease Agreement QCOMM & Village of Milan
11. Other Business
12. Public Comment

13. Executive Session

Pursuant to Section 2.06, 5ILCS120/2 (C) (1) of the Open Meetings Act: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

14. Action from Executive Session

15. Adjournment



MINUTES

QCOMM911 BOARD

SPECIAL MEETING

Wednesday, February 19, 2025
9:30 am

Present

City/Village Administrator: Steve Seiver, Milan
Mark Rothert, East Moline
Bob Vitas, Moline
Jerry Leibovitz, Silvis

Public Safety Representatives: Chief Ramsey, East Moline PD
Chief Johnson, Milan PD
Chief VanKlaveren, Silvis PD
Chief Regenwether, Moline FD

QCOMM911 Director: Scott Ryckeghem

Others: Margo Sparbell- QCOMM
Stacey Houzenga- QCOMM (departed at 9:33 a.m.)

1. Meeting called to order- Chairman Bob Vitas called the meeting to order at 9:30 a.m.
2. Roll call of members- Roll call was taken with Steve Seiver, Mark Rothert, Bob Vitas, Jerry Leibovitz, Chief Ramsey, Chief Johnson, Chief VanKlaveren, and Chief Regenwether present. Absent: None.
3. Approval of Minutes- Chief VanKlaveren noted the misspell of the last name "Rothert" in two locations. Jerry Leibovitz made a motion to approve the minutes as amended from the January 8, 2025 Regular Meeting. Mark Rothert seconded the motion, all in favor, the motion passes.
4. QCOMM911 & AFSCME- Steve Seiver made a motion to convene in Executive Session for the purposes of Collective Negotiating Matters – 5 ILCS 120/2(C)(2). Jerry Leibovitz seconded the motion, all in favor, the motion passes.

QCOMM911 Board convened in Executive Session at 9:33 a.m.

QCOMM911 Board reconvened in Open Session at 10:07 a.m.

5. Public Comment- none

6. Other-

Financials: Director Ryckeghem noted that the scheduling software, training software and Power DMS are currently billed separate but the scheduling and training software have been acquired by PowerDMS. The three together was \$10,739. Next year, these invoices will likely be billed together and exceed the \$10,000 board threshold. The RACOM invoices for the yearly maintenance was also paid, \$23,000 during the current payroll packet.

Auditors: Director Ryckeghem also noted that he reached out to Vibrant and MetroLINK since they are similar governmental entities. Vibrant uses Bohnsack. MetroLINK does use another company and we are awaiting the

name.

7. Executive Session- (see item #4)

8. Action from Executive Session- Steve Seiver made a motion to approve the QCOMM 911 & AFSCME Labor Agreement with an amendment to the date on the front cover to change to January 1, 2025 – December 31, 2027. Mark Rothert seconded the motion. Motion carried on roll call with the following vote: ayes: Seiver, Rothert, Leibovitz, and Vitas; nays: none.

9. Adjournment- Having no further business to discuss, Steve Seiver made a motion to adjourn. Mark Rothert seconded the motion, all in favor, the motion passes and the meeting is adjourned at 10:11 a.m.



Expense Approval Report

By Segment (Select Below)

Payment Dates 1/1/2025 - 3/31/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Purchased From Vendor: BLACKHAWK BANK & TRUST					
BLACKHAWK BANK & TRUST	INV0001977	11/27/2024	APCO - Communications Train...	01-00-00-6455	545.00
BLACKHAWK BANK & TRUST	INV0001979	11/30/2024	Culligan November 2024	01-00-00-6800	84.65
BLACKHAWK BANK & TRUST	INV0001978	12/09/2024	Rackspace 12/9/24 - 1/8/25	01-00-00-6535	336.50
BLACKHAWK BANK & TRUST	INV0001980	12/18/2024	Walgreens - photo	01-00-00-6030	25.85
BLACKHAWK BANK & TRUST	INV0001981	12/19/2024	USPS - stamps	01-00-00-6520	29.20
BLACKHAWK BANK & TRUST	INV0002010	02/21/2025	January VISA - Labor Law Cent...	01-00-00-6000	50.30
BLACKHAWK BANK & TRUST	INV0002010	02/21/2025	January VISA - E-file 2024 W-2...	01-00-00-6000	121.74
BLACKHAWK BANK & TRUST	INV0002010	02/21/2025	January VISA - Shred-it 11.25....	01-00-00-6000	199.49
BLACKHAWK BANK & TRUST	INV0002010	02/21/2025	January VISA - Zazzle, INc - Dis...	01-00-00-6030	47.88
BLACKHAWK BANK & TRUST	INV0002010	02/21/2025	January VISA - USPS	01-00-00-6520	17.53
BLACKHAWK BANK & TRUST	INV0002010	02/21/2025	January VISA - Zoom 1/12/25 -...	01-00-00-6535	479.70
BLACKHAWK BANK & TRUST	INV0002010	02/21/2025	January VISA - Rackspace 1/9 -...	01-00-00-6535	336.50
BLACKHAWK BANK & TRUST	INV0002010	02/21/2025	January VISA - GoDaddy 2025	01-00-00-6535	203.88
BLACKHAWK BANK & TRUST	INV0002010	02/21/2025	January VISA - Culligan 12/1/2...	01-00-00-6800	123.40
BLACKHAWK BANK & TRUST	INV0002036	02/28/2025	February 2025 VISA Charges - ...	01-00-00-6000	38.18
BLACKHAWK BANK & TRUST	INV0002036	02/28/2025	February 2025 VISA Charges - ...	01-00-00-6000	70.53
BLACKHAWK BANK & TRUST	INV0002036	02/28/2025	February 2025 VISA Charges - ...	01-00-00-6425	120.00
BLACKHAWK BANK & TRUST	INV0002036	02/28/2025	February 2025 VISA Charges - ...	01-00-00-6480	700.00
BLACKHAWK BANK & TRUST	INV0002036	02/28/2025	February 2025 VISA Charges - ...	01-00-00-6535	240.00
BLACKHAWK BANK & TRUST	INV0002036	02/28/2025	February 2025 VISA Charges - ...	01-00-00-6535	336.50
BLACKHAWK BANK & TRUST	INV0002036	02/28/2025	February 2025 VISA Charges - ...	01-00-00-6800	173.70
BLACKHAWK BANK & TRUST	INV0002036	02/28/2025	February 2025 VISA Charges - ...	01-00-00-6800	289.00
Purchased From Vendor BLACKHAWK BANK & TRUST Total:					4,569.53
Purchased From Vendor: Bohnsack & Frommelt LLP					
Bohnsack & Frommelt LLP	INV0001952	12/12/2024	November Accounting Services	01-00-00-6550	2,250.00
Bohnsack & Frommelt LLP	INV0001988	12/31/2024	December 2024 Accounting Se...	01-00-00-6550	2,843.75
Bohnsack & Frommelt LLP	INV0002008	01/31/2025	January 2025 Accounting Servi...	01-00-00-6550	4,750.00
Purchased From Vendor Bohnsack & Frommelt LLP Total:					9,843.75
Purchased From Vendor: Genesis Health Systems, an Iowa non-profit Corporation					
Genesis Health Systems, an I...	INV0001957	12/12/2024	Nelson Pre-employment	01-00-00-5500	175.00
Genesis Health Systems, an I...	INV0001956	12/19/2024	Church Pre-employment	01-00-00-5500	175.00
Genesis Health Systems, an I...	INV0001956	12/19/2024	Moore Pre-employment	01-00-00-5500	175.00
Genesis Health Systems, an I...	INV0002034	02/20/2025	Employment Screening - N. Ca...	01-00-00-5500	205.00
Purchased From Vendor Genesis Health Systems, an Iowa non-profit Corporation Total:					730.00
Purchased From Vendor: Kelly Ryckeghem					
Kelly Ryckeghem	INV0001954	01/01/2025	January, 2025 Services	01-00-00-6552	1,000.00
Kelly Ryckeghem	INV0001986	02/04/2025	February Cleaning Services	01-00-00-6552	1,000.00
Kelly Ryckeghem	INV0002023	03/01/2025	March Cleaning Services`	01-00-00-6552	1,000.00
Purchased From Vendor Kelly Ryckeghem Total:					3,000.00
Purchased From Vendor: Office Machine Consultants, Inc.					
Office Machine Consultants, I...	INV0001955	12/31/2024	12/2/24 - 1/1/25 Usage	01-00-00-6250	41.28
Office Machine Consultants, I...	INV0001955	12/31/2024	1/2/25-2/1/25 Base Rate	01-00-00-6250	92.00
Office Machine Consultants, I...	INV0001984	01/14/2025	Contract base rate 1/7/25 - 2/...	01-00-00-6250	72.00
Office Machine Consultants, I...	INV0001985	01/14/2025	contract usage charge 12/7/24..	01-00-00-6250	71.08
Office Machine Consultants, I...	INV0001987	01/24/2025	contract CT13500-01 - Usage ...	01-00-00-6250	122.72
Office Machine Consultants, I...	INV0001987	01/24/2025	contract CT13500-01 - Base Ra...	01-00-00-6250	92.00
Office Machine Consultants, I...	INV0002007	02/17/2025	Contract CT13365-01; Usage ...	01-00-00-6250	48.06
Office Machine Consultants, I...	INV0002007	02/17/2025	Contract CT13365-01; Base Ra...	01-00-00-6250	72.00
Office Machine Consultants, I...	INV0002021	03/08/2025	Contract Charge - Base rate 03...	01-00-00-6250	92.00
Office Machine Consultants, I...	INV0002021	03/08/2025	Contract Charge - Usage charg...	01-00-00-6250	42.20
Office Machine Consultants, I...	INV0002035	03/06/2025	Contract CT13365-01 - Base R...	01-00-00-6250	72.00

Expense Approval Report

Payment Dates: 1/1/2025 - 3/31/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Office Machine Consultants, I...	INV0002035	03/06/2025	Contract CT13365-01 - Usage ...	01-00-00-6250	66.72
Purchased From Vendor Office Machine Consultants, Inc. Total:					884.06
Purchased From Vendor: Ottosen DiNolfo Hasenbalg & Castaldo, Ltd.					
Ottosen DiNolfo Hasenbalg & ...	INV0002022	01/31/2025	Kelly - Call RE: FMLA & Absence	01-00-00-6551	73.50
Purchased From Vendor Ottosen DiNolfo Hasenbalg & Castaldo, Ltd. Total:					73.50
Purchased From Vendor: PowerDMS, Inc					
PowerDMS, Inc	INV0001983	01/01/2025	PowerTime Subscription - 3/1...	01-00-00-6535	2,258.66
PowerDMS, Inc	INV0001982	01/02/2025	Power Policy Subscription 3/1...	01-00-00-6535	8,480.94
Purchased From Vendor PowerDMS, Inc Total:					10,739.60
Purchased From Vendor: RACOM Corporation					
RACOM Corporation	INV0002009	02/06/2025	2025 Annual Fee	01-00-00-6535	23,809.59
Purchased From Vendor RACOM Corporation Total:					23,809.59
Purchased From Vendor: SouthPark Psychology, LTD					
SouthPark Psychology, LTD	INV0001967	01/03/2025	Pre-Screening - Church; Moore..	01-00-00-5500	1,050.00
SouthPark Psychology, LTD	INV0002033	02/25/2025	Pre Employment Screening - N...	01-00-00-5500	350.00
Purchased From Vendor SouthPark Psychology, LTD Total:					1,400.00
Purchased From Vendor: Village of Milan					
Village of Milan	INV0001953	12/03/2024	Rent	01-00-00-7100	7,500.00
Village of Milan	INV0002020	03/03/2025	Q1 2025 Rent	01-00-00-7100	7,500.00
Purchased From Vendor Village of Milan Total:					15,000.00
					70,050.03
Grand Total:					70,050.03

Report Summary

Fund Summary

Fund	Payment Amount
01 - General Operating	70,050.03
Grand Total:	70,050.03

Account Summary

Account Number	Account Name	Payment Amount
01-00-00-5500	Pre-Employment Screen...	2,130.00
01-00-00-6000	Office Supplies	480.24
01-00-00-6030	Promotional Items	73.73
01-00-00-6250	Maintenance - Office Equ..	884.06
01-00-00-6425	Conference Registration ...	120.00
01-00-00-6455	Training/Certification Cla...	545.00
01-00-00-6480	Misc Professional Devel...	700.00
01-00-00-6520	Postage	46.73
01-00-00-6535	Software Subscription Li...	36,482.27
01-00-00-6550	Other Professional Servi...	9,843.75
01-00-00-6551	Legal Services	73.50
01-00-00-6552	Cleaning Services	3,000.00
01-00-00-6800	Miscellaneous Expense	670.75
01-00-00-7100	Lease Payments	15,000.00
Grand Total:		70,050.03

Project Account Summary

Project Account Key	Payment Amount
None	70,050.03
Grand Total:	70,050.03



QCOMM 911 - Police Fire EMS

Check Report

By Check Number

Date Range: 01/01/2025 - 03/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: A/P Bank-A/P Bank Code						
10062	Bohnsack & Frommelt LLP	01/06/2025	Regular	0.00	2,250.00	10619
10010	Village of Milan	01/06/2025	Regular	0.00	7,500.00	10620
10021	Genesis Health Systems, an Iowa non-profit Cor	01/08/2025	Regular	0.00	525.00	10621
10112	Kelly Ryckeghem	01/08/2025	Regular	0.00	1,000.00	10622
10017	Office Machine Consultants, Inc.	01/08/2025	Regular	0.00	133.28	10623
10031	SouthPark Psychology, LTD	01/08/2025	Regular	0.00	1,050.00	10624
10078	BLACKHAWK BANK & TRUST	01/21/2025	Regular	0.00	1,021.20	10625
10017	Office Machine Consultants, Inc.	01/21/2025	Regular	0.00	143.08	10626
10059	PowerDMS, Inc	01/21/2025	Regular	0.00	8,480.94	10627
10059	PowerDMS, Inc	01/21/2025	Regular	0.00	2,258.66	10628
10062	Bohnsack & Frommelt LLP	02/04/2025	Regular	0.00	2,843.75	10629
10112	Kelly Ryckeghem	02/04/2025	Regular	0.00	1,000.00	10630
10017	Office Machine Consultants, Inc.	02/04/2025	Regular	0.00	214.72	10631
10078	BLACKHAWK BANK & TRUST	02/24/2025	Regular	0.00	1,580.42	10632
10062	Bohnsack & Frommelt LLP	02/24/2025	Regular	0.00	4,750.00	10633
10017	Office Machine Consultants, Inc.	02/24/2025	Regular	0.00	120.06	10634
10011	RACOM Corporation	02/24/2025	Regular	0.00	23,809.59	10635
10112	Kelly Ryckeghem	03/05/2025	Regular	0.00	1,000.00	10636
10017	Office Machine Consultants, Inc.	03/05/2025	Regular	0.00	134.20	10637
10013	Ottosen DiNolfo Hasenbalg & Castaldo, Ltd.	03/05/2025	Regular	0.00	73.50	10638
10010	Village of Milan	03/05/2025	Regular	0.00	7,500.00	10639
10078	BLACKHAWK BANK & TRUST	03/18/2025	Regular	0.00	1,967.91	10640
10021	Genesis Health Systems, an Iowa non-profit Cor	03/18/2025	Regular	0.00	205.00	10641
10017	Office Machine Consultants, Inc.	03/18/2025	Regular	0.00	138.72	10642
10031	SouthPark Psychology, LTD	03/18/2025	Regular	0.00	350.00	10643

Bank Code A/P Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	31	25	0.00	70,050.03
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	31	25	0.00	70,050.03

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	31	25	0.00	70,050.03
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	31	25	0.00	70,050.03

Fund Summary

Fund	Name	Period	Amount
99	Cash Accounts	1/2025	24,362.16
99	Cash Accounts	2/2025	34,318.54
99	Cash Accounts	3/2025	11,369.33
			70,050.03



Budget Report

Account Summary

For Fiscal: FY 2025 Period Ending: 03/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 01 - General Operating							
Revenue							
01-00-00-4000	Participating Entity Contributions	3,121,208.00	3,121,208.00	0.00	797,034.00	-2,324,174.00	74.46 %
01-00-00-4100	Client Fees	66,928.00	66,928.00	0.00	0.00	-66,928.00	100.00 %
01-00-00-4400	Interest on Bank Accounts	35,000.00	35,000.00	0.00	6,403.90	-28,596.10	81.70 %
	Revenue Total:	3,223,136.00	3,223,136.00	0.00	803,437.90	-2,419,698.10	75.07 %
Expense							
01-00-00-5000	Wages - Salaried (Directors)	207,009.00	207,009.00	20,142.18	51,062.02	155,946.98	75.33 %
01-00-00-5100	Wages - Hourly (Dispatchers)	1,846,575.00	1,846,575.00	173,540.65	432,212.56	1,414,362.44	76.59 %
01-00-00-5110	Wages - Overtime	92,329.00	92,329.00	21,647.04	70,077.61	22,251.39	24.10 %
01-00-00-5200	Medicare - Employer	30,043.00	30,043.00	3,023.89	7,717.35	22,325.65	74.31 %
01-00-00-5210	Social Security - Employer	133,047.00	133,047.00	12,929.75	32,998.46	100,048.54	75.20 %
01-00-00-5300	Health Insurance - Employer	444,053.00	444,053.00	27,648.96	86,032.68	358,020.32	80.63 %
01-00-00-5301	Health Insurance - Partial Self Fundi...	68,500.00	68,500.00	524.73	16,782.50	51,717.50	75.50 %
01-00-00-5310	IMRF Expense - Employer	193,132.00	193,132.00	16,980.31	43,396.60	149,735.40	77.53 %
01-00-00-5315	IMRF Adjustments - Employer	0.00	0.00	0.00	-0.01	0.01	0.00 %
01-00-00-5500	Pre-Employment Screening Expense	2,000.00	2,000.00	0.00	1,605.00	395.00	19.75 %
01-00-00-6000	Office Supplies	3,000.00	3,000.00	0.00	480.24	2,519.76	83.99 %
01-00-00-6010	Janitorial Supplies	2,250.00	2,250.00	0.00	0.00	2,250.00	100.00 %
01-00-00-6030	Promotional Items	2,500.00	2,500.00	0.00	47.88	2,452.12	98.08 %
01-00-00-6110	Telephone	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
01-00-00-6200	Maintenance - Dispatch Equipment	23,810.00	23,810.00	0.00	0.00	23,810.00	100.00 %
01-00-00-6250	Maintenance - Office Equipment	4,000.00	4,000.00	272.92	750.78	3,249.22	81.23 %
01-00-00-6400	State License Fees	100.00	100.00	0.00	0.00	100.00	100.00 %
01-00-00-6425	Conference Registration and Travel ...	7,000.00	7,000.00	0.00	120.00	6,880.00	98.29 %
01-00-00-6455	Training/Certification Classes	7,000.00	7,000.00	0.00	0.00	7,000.00	100.00 %
01-00-00-6480	Misc Professional Development	5,000.00	5,000.00	0.00	700.00	4,300.00	86.00 %
01-00-00-6510	Travel Expenses	3,108.00	3,108.00	0.00	0.00	3,108.00	100.00 %
01-00-00-6511	Cell Phone Stipend	1,080.00	1,080.00	90.00	270.00	810.00	75.00 %
01-00-00-6520	Postage	300.00	300.00	0.00	17.53	282.47	94.16 %
01-00-00-6535	Software Subscription Licenses	17,000.00	17,000.00	0.00	36,145.77	-19,145.77	-112.62 %
01-00-00-6540	Membership Dues	1,600.00	1,600.00	0.00	0.00	1,600.00	100.00 %
01-00-00-6550	Other Professional Services	30,000.00	30,000.00	0.00	4,750.00	25,250.00	84.17 %
01-00-00-6551	Legal Services	5,000.00	5,000.00	0.00	73.50	4,926.50	98.53 %
01-00-00-6552	Cleaning Services	13,000.00	13,000.00	1,000.00	3,000.00	10,000.00	76.92 %
01-00-00-6570	Commercial and Workers' Comp Ins...	22,000.00	22,000.00	2,030.00	6,090.00	15,910.00	72.32 %
01-00-00-6800	Miscellaneous Expense	6,000.00	6,000.00	0.00	586.10	5,413.90	90.23 %
01-00-00-6850	Financial Service Charges	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
01-00-00-7000	Dispatch Equipment (Capital Replac...	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
01-00-00-7100	Lease Payments	30,000.00	30,000.00	7,500.00	7,500.00	22,500.00	75.00 %
01-00-00-7500	Office Equipment	500.00	500.00	0.00	0.00	500.00	100.00 %
	Expense Total:	3,223,136.00	3,223,136.00	287,330.43	802,416.57	2,420,719.43	75.10 %
Fund: 01 - General Operating Surplus (Deficit):		0.00	0.00	-287,330.43	1,021.33	1,021.33	0.00 %
Report Surplus (Deficit):		0.00	0.00	-287,330.43	1,021.33	1,021.33	0.00 %

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	Percent
					Favorable (Unfavorable)	
Fund: 01 - General Operating						
Revenue	3,223,136.00	3,223,136.00	0.00	803,437.90	-2,419,698.10	75.07 %
Expense	3,223,136.00	3,223,136.00	287,330.43	802,416.57	2,420,719.43	75.10 %
Fund: 01 - General Operating Surplus (Deficit):	0.00	0.00	-287,330.43	1,021.33	1,021.33	0.00 %
Report Surplus (Deficit):	0.00	0.00	-287,330.43	1,021.33	1,021.33	0.00 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - General Operating	0.00	0.00	-287,330.43	1,021.33	1,021.33
Report Surplus (Deficit):	0.00	0.00	-287,330.43	1,021.33	1,021.33