

RESOLUTION NO. 9596-R9

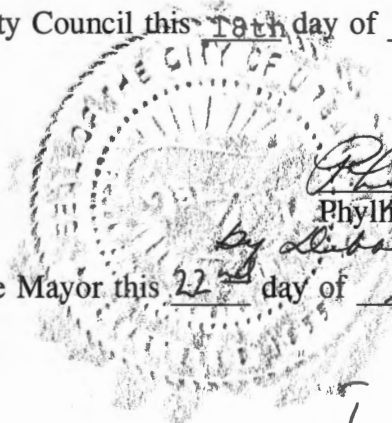
A RESOLUTION  
APPROVING AND AUTHORIZING THE EXECUTION  
OF AN AGREEMENT CONCERNING THE PROVISION AND ADMINISTRATION  
OF METROPOLITAN COMPUTER-AIDED DISPATCH (METCAD) BY AND  
BETWEEN THE CITY OF CHAMPAIGN, THE CITY OF URBANA,  
CHAMPAIGN COUNTY AND THE UNIVERSITY OF ILLINOIS

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF URBANA,  
ILLINOIS, as follows:

Section 1. That An Agreement Concerning the Provision and Administration of Metropolitan Computer-Aided Dispatch (METCAD) By and Between the City of Champaign, The City of Urbana, Champaign County and The University of Illinois, in the form of the copy of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is hereby authorized to attest to said execution of said Agreement as so authorized and approved for and on behalf of the City of Urbana, Illinois.

PASSED by the City Council this 18th day of September, 1995.



Phyllis D. Clark  
Phyllis D. Clark, City Clerk

Richard J. Roberts, Deputy Clerk

APPROVED by the Mayor this 22<sup>nd</sup> day of September, 1995.

Tod Satterthwaite  
Tod Satterthwaite, Mayor

THIS RESOLUTION CONSISTS OF 1 PAGES.

Initials SR

**AN AGREEMENT  
CONCERNING THE PROVISION AND ADMINISTRATION OF  
METROPOLITAN COMPUTER-AIDED DISPATCH (METCAD)  
BY AND BETWEEN THE CITY OF CHAMPAIGN,  
THE CITY OF URBANA, CHAMPAIGN COUNTY  
AND THE UNIVERSITY OF ILLINOIS**

This Agreement is made and entered into this 8TH day of APRIL, 199<sup>96</sup>, by and between the City of Champaign, City of Urbana, Champaign County and University of Illinois, all body politics and corporate with offices in Champaign County, Illinois.

WHEREAS, the parties previously entered into an Agreement Concerning Metropolitan Computer-Aided Dispatch (METCAD), as amended, which provides for the operation and joint funding of public safety dispatching by the parties to this Agreement pursuant to which they have been operating METCAD; and

WHEREAS, the parties find it continues to be in the best interest of the County of Champaign, City of Champaign, City of Urbana and University of Illinois to use a consolidated, computer-aided public safety dispatch system; and

WHEREAS, the parties to desire to operate such a system in the most cost effective and efficient way; and

WHEREAS, the mission of such a dispatching system is to provide quality public safety dispatch services at a reasonable cost in the best interest of all the constituents and citizens of the respective agencies; and

WHEREAS, the parties have operated METCAD under the prior Agreement referred to above and have now determined that further improvements in the quality and cost-effectiveness of consolidated computer-aided dispatching for all parties can best be achieved by implementing changes in the administration of such a system to achieve, among other benefits:

- Improved accountability of the system to the member agencies,
- Improved quality of service by the system,
- Improved employee accountability and customer service,
- Streamlining the system's administration and policy-making processes to achieve a more efficient and effective system; and

WHEREAS, the parties are committed to the principles of intergovernmental cooperation outlined in other resolutions adopted by the parties and as demonstrated by the operation of the system; and

WHEREAS, the parties seek to establish a framework for continued development of the system with the goal that the system will be a model of intergovernmental cooperation providing the highest quality public safety dispatch service in the most cost-effective manner; and

WHEREAS, the parties recognize that the success of the system is necessary and instrumental to the success of the public safety agencies it serves; and

WHEREAS, each party is committed to making the system a customer based system, serving the needs of its customers, including but not limited to those in need of dispatching services, the public safety agencies dispatched, the constituents of each member agency and the member agencies; and

WHEREAS, Section 10 of Article VII of the 1970 Illinois Constitution and 5 ILCS 220/1 et. seq., provides for intergovernmental cooperation; and

WHEREAS, the parties desire that the system be operated and managed with clear lines of authority for implementing policies to achieve the mission and goals of the system as set forth herein and as articulated from time to time by the parties;

NOW, therefore, the parties agree as follows:

## Section 1. Definitions

- (a) "Parties" or "Members" mean the County of Champaign, Illinois; the City of Champaign, Illinois; the City of Urbana, Illinois; and the University of Illinois at Urbana-Champaign and such other members who become signatories to this Agreement pursuant to Section 20 of this Agreement.
- (b) "METCAD" means Metropolitan Computer-Aided Dispatch, a computer-aided, public safety dispatch system utilizing a central computer, a dispatch center, and a public safety dispatching staff established by and operated pursuant to this Agreement by the Lead Agency.
- (c) "Departments" means the police and fire departments of each party.
- (d) "METCAD Policy Board" or "METCAD Board" or "Board" means the body created by this Agreement to approve the budget for METCAD dispatch operations and to develop cooperative approaches addressing public safety dispatch issues and concerns of each party.
- (e) "METCAD Director" or "Director" is an employee of the Lead Agency charged by the Lead Agency with the responsibility of administering, supervising, managing and directing the activities and employees assigned to METCAD in accordance with the policies and procedures of METCAD in accordance with the policies and procedures of the Lead Agency and the METCAD Board.
- (f) "Lead Agency" means the party or jurisdiction designated by this Agreement as the party having overall responsibility for METCAD operations on an ongoing basis in accordance with the policies of the METCAD Board.

- (g) "Party (or Member) in Good Standing" means a member that has not delivered a notice of its intent to withdraw pursuant to Section 12(b) of this Agreement nor has been sent a notice of default under Section 12(c) of this Agreement.

**Section 2. METCAD Police Board Created.** The METCAD Policy Board is hereby created.

- (a) **Membership.** The Policy Board shall be comprised of two (2) representatives to be designated by each member (including any new members added pursuant to Section 20 of this Agreement), one of which shall be designated as an "administrative representative" and the other shall be an employee of the police (or sheriff) or fire department ("public safety representative"). The METCAD Policy Board shall also include a representative of a police or fire agency in the county that is not a member (hereinafter "rural representative"). The rural representative shall have a vote on the METCAD Policy Board. The rural representative shall be alternated each two (2) years between police and fire agencies. A quorum of the METCAD Policy Board shall be seven (7) representatives but shall require at least one (1) representative from each member (including any new members).
- (b) **Vote Required.** In those matters designated to be decided by the METCAD Policy Board, unless otherwise specified, the proposition voted upon shall be not considered adopted unless it receives a yes vote of a majority of all representatives of the METCAD Policy Board provided the member who designated such representative is in good standing at the time the vote is taken.

- (c) "Administrative Member" votes. In those matters to be decided by the affirmative vote of all administrative members of the parties, a proposition shall not be considered adopted unless it receives a yes vote from the administrative representatives of each and every member that is in good standing at the time the vote is taken.

**Section 3. METCAD Board Functions and Duties.**

- (a) It shall be the function and duty of the METCAD Policy Board to:
- (1) By at least three quarters (3/4) vote, concur in the Lead Agency's designation of METCAD Director.
  - (2) By unanimous vote of the administrative representatives of the parties, annually approve METCAD's operating budget, including but not limited to all expenditures relating to physical facilities and equipment, and approve amendments to said budget and expenditure as from time to time deemed necessary by the parties. The vote taken is not subject to the quorum requirements.
  - (3) Approve METCAD mission, goals and objectives by at least a majority vote.
  - (4) By a unanimous vote of the administrative representatives of the parties, approve the funding formula to determine the parties' share of expenses for METCAD operations annually. The vote taken is not subject to the quorum requirements.
  - (5) Approve contracts with other governmental entities to provide some or all of METCAD services on a contractual basis for a fee by at least a majority vote.

(6) Designate the Lead Agency by at least a three-fourths (3/4) vote, provided that no member shall be designated Lead Agency without its consent, and provided further that, unless the parties agree otherwise, no change in the Lead Agency shall take place for at least one hundred eighty (180) days notice prior to the beginning of the next fiscal year; and

(7) Approve the addition of new parties to this Agreement in accordance with this Agreement, by unanimous vote of the administrative representatives of the parties.

(b) METCAD Policy Board meetings shall be scheduled at least quarterly by the Director. Other meetings may be called at the request of the Board Chair or any two (2) members.

**Section 4. METCAD Created.** The parties hereby authorize and direct the Lead Agency to operate pursuant to this Agreement, and the Lead Agency hereby agrees to operate pursuant to this Agreement, METCAD, a metropolitan computer-aided dispatch system. METCAD is to provide and operate a coordinated public safety dispatching system utilizing a central computer coordinated dispatch center, and coordinated dispatching staff. METCAD shall continuously provide such dispatching services in accordance with this Agreement. Service from METCAD and access to METCAD communications systems and equipment shall be in accordance with this Agreement. METCAD shall be an operating system of the Lead Agency, subject to the Lead Agency's policies and procedures, except as otherwise specified in this Agreement.

**Section 5. Lead Agency Designated.** The Lead Agency shall initially be the City of Champaign, Illinois, subject to any subsequent change approved by the Board.

**Section 6. Lead Agency Duties.** The Lead Agency shall be responsible for the overall operation of METCAD and its affairs in accordance with this Agreement and the mission, goals and objectives approved by the METCAD Policy Board. These duties include, but are not limited to:

- (a) Employing and supervising all personnel assigned to METCAD, including, but not limited to, the METCAD Director, in accordance with the Lead Agency's policies and procedures, including but not limited to hiring, firing, discipline, establishing incentives, benefits, negotiation with unions and all other employment decisions;
- (b) Incurring and paying, on behalf of the parties and in accordance with this Agreement and METCAD's approved budget, all METCAD expenses;
- (c) Entering into all contracts, leases and procurement agreements in accordance with this Agreement and the approved budget and the policies and procedures of the Lead Agency;
- (d) Providing all personnel administration, financial support staff, insurance, legal advise and management support and services in accordance with this Agreement and the approved budget and the Lead Agency and METCAD Board policies;
- (e) Billing and collecting from each party its share of the cost of METCAD's operations as provided in this Agreement and the approved annual budget; and
- (f) Establishing and implementing policies and procedures to achieve the mission, goals and objectives of METCAD.
- (g) Directing the management and supervision of all employees assigned to METCAD in accordance with the policies and procedures of the Lead Agency;



- (h) Supervising the development of a proposed annual operating budget and administer the approved budget and expenditures in accordance with this Agreement;
- (i) Providing staff support to the METCAD Policy Board, and bring policy issues to the Board as appropriate;
- (j) Expending funds in accordance with METCAD's approved budget. Purchasing procedures shall be in accordance with the approved METCAD budget and the applicable provisions of the State Purchasing Act, the policies and procedures of the Lead Agency and shall be in lieu of any other approvals by the METCAD Board.

The Lead Agency shall be entitled to reimbursement for the costs it incurs in performing these functions, which costs shall be included in METCAD's budget, as amended from time to time in accordance with this Agreement. The formula for cost reimbursement shall be established as part of the funding formula.

**Section 7. Dispatch Services.** The Lead Agency shall consult with each member agency, from time to time, in developing procedures for service in connection with accessing information and communicating through METCAD, in accordance with the policies and operating budget as approved by the METCAD Police Board or specified in this Agreement.

**Section 8. METCAD Services.** The Lead Agency, through METCAD, shall provide the following services to each party:

- (a) Standardized computer-aided dispatch services, twenty-four (24) hours every day with fire, police, and emergency medical services and the NCIC connection for police provided by the member agencies. This shall include service through

mobile data terminals with the capacity for integration with dispatching and access to LEADS services by the State;

- (b) 9-1-1 service and, when available, enhanced 9-1-1 service;
- (c) The capacity for standardized, centralized public safety agency records services on an automated basis for each member's public safety agencies;
- (d) Review, evaluate and respond to special service requests and service complaints by each member agency and each user agency;
- (e) Respond to complaints and requests by persons about METCAD activities;
- (f) Establish policies which conform with all laws and public safety agency requirements regarding security and confidentiality of information acquired or generated by METCAD;
- (g) Manage and maintain all facilities and equipment assigned or owned on behalf of METCAD;
- (h) Provide training to employees assigned to METCAD;
- (i) Perform such other services for the parties as directed by the METCAD Policy Board from time to time.

All such services shall be provided by the Lead Agency on behalf of all parties to this Agreement in accordance with this Agreement. The Lead Agency will establish performance standards for these services which it shall endeavor to achieve in accordance with and subject to this Agreement. All activities of METCAD shall be subject to the policies and procedures of the Lead Agency and its rules and regulations as it shall establish from time to time, to the same extent as if it was a Department of the Lead Agency except to those matters assigned or under the control of the METCAD Board or as specified in this Agreement.

**Section 9. Finances.** Each party shall be responsible for a pro-rata share of METCAD's operating budget and expenses based on a cost-sharing formula established by the parties and approved annually by a unanimous vote of the administrative representatives of the parties as provided for in this Agreement. The initial cost-sharing formula is attached in Appendix A.

The Lead Agency shall maintain financial records regarding METCAD operations and finances in accordance with generally accepted governmental accounting principles, which records shall be available at the Lead Agency's finance offices for inspection during regular business hours.

The Lead Agency shall invoice each member agency for its share of METCAD costs on the first day of each quarter for the next quarter's service.

Member agencies shall pay said bills within thirty (30) days of receipt of an invoice for the same. METCAD's financial records shall be audited on an annual basis by the outside accountant used by the Lead Agency for its other audits and the cost of such audit shall be considered an operating expense of METCAD.

All commitments by the University are subject to constitutional and statutory restrictions and limitations binding upon the University and to the availability of funds which may be lawfully applied thereto.

**Section 10. Fiscal Year.** METCAD's fiscal year shall be from July 1 to June 30.

**Section 11. Equipment; Use and Ownership; Loaned Equipment.**

- (a) All equipment purchased for METCAD shall be purchased, utilized and disposed of by the Lead Agency and held in trust for METCAD's use. It shall be recorded and identified as METCAD Agreement property, separate from other Lead Agency property. Prior to dissolution of METCAD, all proceeds from

the sale of any METCAD Agreement property shall be devoted solely to the operation of METCAD.

- (b) Any member agency may, with approval of the METCAD Policy Board, loan property or equipment to the Lead Agency for the use of METCAD. Such property shall continue to be owned by the member agency, and the Lead Agency shall keep written records of such loaned equipment. If the party owning loaned equipment wishes to withdraw it from METCAD service, that party may do so provided that if in the opinion of the METCAD Director the property is essential to METCAD and requires replacement to ensure consistency and proper functioning of METCAD, then such loaned equipment shall be withdrawn only after providing a reasonable notice of withdrawal to the other parties.

#### **Section 12. Termination by Parties**

- (a) A party may terminate its participation in this Agreement on July 1 of any year by giving written notice to each of the other parties. Such notice shall be given at least eighteen (18) months before the desired termination date.
- (b) Notwithstanding any provision of this Agreement to the contrary, a member may withdraw by giving prior written notice thirty (30) days in advance to each of the other parties indicating its intent to terminate its participation in this Agreement as of the end of the month following the expiration of such thirty (30) days, provided, however, withdrawal under this Section can only be invoked if the corporate authorities of such member has failed or refused to authorize, appropriate or budget the funds necessary to pay such member's share of the costs as determined by the administrative representatives of the METCAD

Policy Board pursuant to this Agreement. Each party will utilize its best efforts to appropriate and budget sufficient funds to meet its obligations under this Agreement in full.

- (c) If a party to this Agreement is in default of its payment obligations, the METCAD Policy Board may so declare and terminate dispatching services to that member thirty (30) days after the date of mailing of notice of default and termination of services to the defaulting party, unless the defaulting party cures the default in full prior to the expiration of the thirty (30) days set forth in the notice. The notice of the default declared by the METCAD Policy Board shall be issued by the Lead Agency. The defaulting party shall continue to be responsible to pay its assigned share of the cost of METCAD as determined in accordance with this Agreement for the ensuing eighteen (18) months following the termination of dispatch services. If the defaulting party, within the eighteen (18) month period, pays all amounts due, dispatching services to the party shall be reinstated.

**Section 13. Rights of Terminating Party to METCAD Capital Assets.** A party terminating its participation in this Agreement shall continue to maintain its financial interest in all equipment purchased for the METCAD operation. Such equipment or proceeds derived from the disposition of the equipment shall continue to be used for the continued operation of METCAD until METCAD is dissolved.

**Section 14. Dissolution.** It is the intent of the parties to maintain METCAD as a continuing operation. However, should any of the parties elect to withdraw its participation in and support of METCAD, then METCAD may continue in operation for the benefit of the remaining parties if a minimum of (2) two of the parties elect to continue their participation.

**Section 15. Disposition of METCAD Assets Upon Dissolution.** Upon dissolution of METCAD, all capital assets held in trust by the Lead Agency on behalf of the parties to this Agreement will be sold and the proceeds, after deducting all costs of sales and any unpaid obligations relating to such capital assets or operating expenses of METCAD, shall be divided among all parties to this Agreement in accordance with the proportion that the amount of funding of that party bears to the total amount of funding contributed by the parties for METCAD operations over the total period of time from May 1, 1979 to the date that METCAD is dissolved. Any one or more of the parties shall have the right to purchase such capital assets at their fair market value prior to any public sale. Such fair market value shall be determined by unanimous vote of the four (4) administrative METCAD Policy Board representatives of the City of Champaign, City of Urbana, Champaign County and the University of Illinois. If more than one (1) party wishes to purchase such assets or a particular asset, the matter will be decided by lot.

**Section 16. Insurance.** The Lead Agency shall procure and maintain, during the term of this Agreement and any extension thereof, sufficient property insurance to cover the replacement value of the METCAD equipment and all equipment loaned to METCAD, against all direct loss or damage. The cost of any such insurance shall be a cost of operating METCAD, to be borne by the parties hereto in the same manner as other costs in accordance with this Agreement. The Lead Agency shall procure and maintain liability and worker's compensation insurance for METCAD operations in accordance with insurance purchase standards for its other operating departments.

**Section 17. Limitations of Personnel.** No employee shall have authority to commit, obligate or bind any party hereto to any contract or obligation unless specifically authorized by said party, except as provided for in this Agreement.

**Section 18. Duty Of Each Member.** Each member shall utilize METCAD only in accordance with METCAD policies.

**Section 19. Amendments.** This Agreement may be amended in writing at any time by mutual agreement of all of the parties to the Agreement. Amendments shall refer back to this Agreement and to subsequent amendments, if any, on the same subject and shall specify the language to be changed or to be added. The execution of any amendment shall be authorized by passage of an appropriate ordinance or other proper and lawful corporate action by the corporate authorities of each party.

**Section 20. Addition to Members.** The METCAD Board may approve the addition of a party to this Agreement, without further amendment of the Agreement, if the new member pays an initial capital fee equivalent to a pro-rata share of the capital costs incurred by METCAD for providing existing services and agrees to pay monthly fees in accordance with the funding formula.

The METCAD Policy Board, by a majority vote, shall set the formula to determine the initial capital fees equivalent to the shares that existing members have paid since the inception of METCAD in 1979.

**Section 21. Termination of Prior Agreement.** Upon the taking effect of this Agreement, the prior Agreement concerning Metropolitan Computer-Aided Dispatch (METCAD), as amended, between the parties shall be terminated.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals to this Agreement as of the 8TH day of APRIL, 19996.

CITY OF CHAMPAIGN

BY: Steven Carter  
City Manager

ATTEST: Marilyn K. Banks  
City Clerk 2-15-96

APPROVED AS TO FORM FOR CITY:

7 C Jan 8/14/96  
City Attorney

CITY OF URBANA

BY: Tom Sattelmeyer  
Mayor

ATTEST: Phyllis D. Clark by  
City Clerk  
Deborah J. Roberts, Deputy Clerk  
APPROVED AS TO FORM FOR CITY: 5-4-96

Jack Wasler  
City Attorney 8/14/96

COUNTY OF CHAMPAIGN

BY: Tom Eschille 2/22/96  
Chairman

ATTEST: Dennis DeBing  
Secretary

THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS

BY: Craig S. Bergami  
Comptroller

ATTEST: Michelle M. Thompson  
Secretary

Michael Huber  
Chancellor

Michael Androschak  
Business Office

APPROVED AS TO FORM:

Marcia O. Rotundo  
for Campus Legal Counsel



## APPENDIX A

### METCAD FUNDING FORMULA

The METCAD funding formula is established by the METCAD Policy Board. Under this arrangement each agency pays METCAD for services based on a formula which is applied annually. All of these charges are used to finance the METCAD Fund #24-101.

The METCAD Emergency Telephone System Fund (ETSF) #25-101 is funded by the county-wide telephone surcharge collected by the telephone companies operating in the county and paid to the Emergency Telephone System Fund #26-101 (a pass-through fund) and is then dispersed to METCAD ETSF #25-101. No contributions from agencies of METCAD are paid to either Fund #25-101 or #26-101.

### BASIC ASSUMPTIONS

1. 85% of METCAD Fund is paid by police agencies.
2. 15% of METCAD Fund is paid by fire agencies.
3. Police agencies and Fire agencies contribute to "fixed" and "variable" costs based on a formula determined by the METCAD Policy Board on an annual basis.
4. The funding formula may be revised by the METCAD Policy Board as provided in the agreement.
5. The Champaign County Sheriff's Department represents all rural police agencies with regard to any fees assessed for dispatch services. In other words, the Champaign County Sheriff's Office assessment includes all fees for rural police agencies.
6. Rural fire agencies are treated as a single entity in terms of computing "fixed" costs for fire services and that cost is then divided equally among the various rural fire agencies. METCAD enters into separate contracts with each rural fire agency served and each is billed in accordance with this formula.

### POLICE DISPATCH FEES

85% of the METCAD Operating Budget is paid by member police agencies.

Line item costs for salaries, overtime, stand-by-pay and temporary upgrade pay are defined as "variable costs" and are used to determine the cost per console for police dispatch services. Each member pays its portion for each console used. If more than one shares a console, the cost of that console is shared equally by the sharing members.

Line item costs for all other expenses are defined as "fixed costs" and are paid by each member based on the number of police calls incurred and dispatched by METCAD. For example, if a member has 30% of the police calls handled by METCAD (based on the previous three year average), that member would pay 30% of the fixed

costs defined above. The calls from the rural county police agencies are counted as calls for the Champaign County Sheriff's Department.

The combination of variable and fixed costs becomes the annual fee for each of the METCAD member police agencies.

### **FIRE DISPATCH FEES**

15% of the METCAD Operating Budget is paid by member fire agencies.

30% of the charges to fire agencies (4.5% of the total METCAD Operating Budget) are defined as fixed costs and are shared equally among Champaign, Urbana, U. of I., and rural agencies with the rural agencies considered as an equal partner (who, in turn, share that cost equally among themselves).

70% of the charges to fire agencies (10.5% of the total METCAD Operating Budget) are charged based upon the average cost per call. This is done by taking the total dollar amount to be charged to all fire agencies in this category and dividing that amount by the average number of calls per year for the preceding 3 year period. The resulting cost per call is then charged to each fire agency according to the average annual number of calls per year for the preceding 3 year period.

The fixed costs and the total for the variable costs are then added together to determine each agency's fee for fire dispatch services.

### **Area-Wide Records Management System Fees**

METCAD provides police records services to the City of Urbana, the City of Champaign and the University of Illinois through the Area-Wide Records Management System (ARMS) operated by the City of Urbana on behalf of METCAD.

These three agencies have contributed resources valued at a total of approximately \$150,000 (1995 dollars) to establish and implement ARMS at METCAD. The City of Urbana, City of Champaign and the University of Illinois have further agreed to equally share the on-going ARMS software maintenance costs as follows:

1. Equally share all wage and benefits costs of a full-time computer programmer/analyst employed by the City of Urbana exclusively to maintain and service ARMS.
2. Equally share costs incurred by the City of Urbana to provide 24 hour software maintenance and back up services for ARMS and supervision and management of the programmer/analyst. These costs shall be equal to 25% of the cost of the wages and benefits paid to the programmer/analyst annually and added to each participating member's annual contribution to METCAD. METCAD will, in turn, reimburse Urbana for those costs incurred.
3. Other police agencies who are METCAD members, may utilize ARMS by paying their pro-rata share of the start-up and annual maintenance costs as established by the METCAD Policy Board.

## SUMMARY

After each of the applicable calculations have been made for each police and fire agency, the resulting totals shall become each agency's assessment for the coming year. Each agency shall pay their fees quarterly at the beginning of each quarter. The rural fire agencies shall pay their fees in lump sum amounts prior to the beginning of each fiscal year.

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