

DU-COMM

DuPage Public Safety Communications

420 N. County Farm Road, Wheaton, IL 60187
(630) 260-7500 Main
www.ducomm.org



Board of Directors - Meeting Minutes

Wednesday, January 24, 2024 - 7:30 a.m.

DU-COMM, 420 N. County Farm Road, Wheaton, IL

Mayor Brummel called the meeting of the Board of Directors to order at 7:33 a.m.

1. Roll Call - Present:

Mayor David Brummel (Chair.)	City of Warrenville	Manager Mark Franz	Village of Glen Ellyn
Mayor Rod Craig (Vice-Chair)	Village of Hanover Park	Manager Scott Niehaus	Village of Lombard
Manager David Fieldman (Sec.)	Village of Downers Grove	Administrator Jason Bielawski	Village of Roselle
President Tim Deutschle (Treas.)	Bloomingtondale FPD	Fire Chief Steve Stapleton	Village of Villa Park
President Nick Kosiara	Glenside FPD	Administrator Michael Guttman	City of West Chicago
President Brent Frank	Lisle-Woodridge FPD	Manager Michael Dzuga	City of Wheaton
Administrator Evan Walter	Village of Burr Ridge	Manager Curt Barrett	Village of Winfield
Manager William Holmer	Village of Carol Stream	Administrator Al Stonitsch	Village of Woodridge
Manager Zachery Creer	Village of Clarendon Hills	Fire Chief Rick Sanborn	York Center FPD
Manager James Grabowski	City of Elmhurst	Fire Chief Geoffrey Pretkelis	Village of Bartlett

Staff: Interim Director Krull, Acting Deputy Director Benjamin, Deputy Director Baarman, Finance/HR Manager Athitakis, OM Menough, Train Coord. Schretter, TC Payne, Executive Secretary Keifer

Guests: Attorney Steve DiNolfo, Ottosen DiNolfo Hasenbalg & Castaldo, Ltd., Auditor Brad Porter, Lauterbach & Amen, Bartlett Fire President McCarthy, Bartlett Fire Chief Gabrenya, Glen Ellyn Police Chief Norton, Glen Ellyn Fire Chief Clark, Roselle Fire Chief Bozik, West Chicago Fire Chief Tanner

2. Pledge of Allegiance

3. Public Comment

None

4. Consent Agenda

Employee Recognition

A. Wall of Life Honoree – TC Cara Payne

Interim Director Krull recognized TC Payne, employed since 2001, for her role in a birth on December 11. Interim Director Krull read a summary of the call and presented TC Payne with a Certificate of Achievement, a pin, and a Wall of Life plaque.

TC Payne and OM Menough left the meeting at 7:38 a.m.

Minutes

B. October 18, 2023 – Minutes

C. December 13, 2023 – Special Call Meeting

New Business

D. FYE23 Audit

Auditor Porter provided a summary of the audit, as the principal that oversaw the DU-COMM audit process. Thanked the Board of Directors for the opportunity to be here, and thanked Manager Athitakis and her team for all their efforts. A challenging year with GASB87 (lease reporting) and retro-pay calculations, and Manager Athitakis took the challenges in stride. Truly grateful for her efforts.

At the conclusion of each audit three documents are issued:

1. SAS114 letter – No difficulties or disagreements noted.

2. Audit document (page 1) is the independent Auditor's report, the most important page in the document. Stating Management's responsibility to ensure Auditors are provided with a good set of financial statements. The letter also notes the Auditor's responsibility for the audit and to generate an opinion. For FYE23, the Auditor issued an unmodified opinion, which is the cleanest form any government entity can receive. Your Auditors believe the financial statements are concise and fairly presented, with sound internal controls over the financial reporting function.

3. Management Discussion and Analysis begins on page 5, a narrative overview of the fiscal year with comparative data and highlights. Recommended members start the review here.

The financial statements on page 13, for GASB87, Auditors accessed leases DU-COMM had in place, calculated present value for future inflows or outflows. The goal of GASB87 is to improve transparency of lease reporting. Lease receivable for three cell tower leases and the offsetting deferred leases are on page 14. For the measurement of the 25-year building lease, picked-up a right to use asset, carried under the depreciable Capital asset category with an offsetting lease payable, which do not change the financial position, but smooth the impacts over the length of the leases. Unrelated to GASB87, the unrestricted net position ended at \$3.74 million dollars, a three percent increase over the prior fiscal year. The change in the net position is an increase of \$352,000. Footnotes: Capital Asset on page 23, the 25-year lease will be amortized over the 25 years. A new footnote for leases receivable, measured on the Lessor perspective. Summary of each of the three leases and their terms. On page 25, the long-term debt reflects the lease payable on the building lease with the terms. IMRF is measured on a calendar year basis. Calendar year 2022 was not a great year for IMRF returns, saw a significant swing from the IMRF net pension asset (\$3.4 million at 12/31/21) to net pension liability (\$3.2 million). This number is volatile and follows market conditions.

The Management letter conveys any best practices seen in the industry, any upcoming accounting pronouncements that may impact DU-COMM, and anything that falls outside the scope of the audit. Only two recommendations regarding upcoming accounting pronouncements. Will work with Manager Athitakis on GASB94 (which may not apply) and GASB93. The only prior recommendation was for leases, which was covered today. Auditor Porter asked if there were questions.

Mayor Brummel thanked Auditor Porter and Auditor Porter left the meeting at 7:48 a.m.

E. Semi-Annual review of closed session minutes pursuant to the (5 ILCS 120/2 (c) 21)

Motion to hold minutes of: 11/12/08, 4/19/11, 6/29/11, 04/27/22, 11/15/22, and 04/26/23 and motion to authorize the destruction of verbatim record (audio) of closed meetings older than 18 months that meet destruction criteria.

Mayor Craig made a motion to approve the consent agenda as presented, items 3.A – 3.E and Administrator Guttman seconded. Motion approved by unanimous roll call vote.

5. Interim Executive Director Update

Interim Director Krull noted Director Robb plans to return at the end of February, Resignation of DD Lamela in December, and OM Tyler Benjamin named Interim Deputy Director, and introduced. DD Baarman resigned due to family and personal obligations and thanked him for his years of service to DU-COMM, will be missed. His last day is February 2. Secretary Keifer agreed to stay longer, as the replacement hiring did not go as expected. Another offer was extended, and the new Executive Secretary will start in two weeks. Secretary Keifer to train her replacement, and we appreciate all she has done. Received a formal letter from the DuPage County Sheriff's Office requesting membership on May 1, 2024. The proposal to be finalized and provided to them. The DU-COMM website will be updated. Fire and Police agencies submitted photos to be included on the website. Hope to have the website completed within the month and once completed, in-house staff will manage it.

Mayor Brummel acknowledged DD Baarman work, with former Director Tegtmeyer, on this facility. A tremendous effort for a long time and his legacy will remain after he is gone. His good work will be missed and wish him well. DD Baarman thanked Mayor Brummel for the kind words and noted this was a mission, and with his technology knowledge he never thought he would be able to help save lives. He takes great pride in his time here he will always hold it in his heart.

6. Old Business

A. Phone System Issues

DD Baarman noted AT&T started the ORT (Operational Readiness Testing) at ACDC this week. Critical milestone of site readiness on the 15th, AT&T said it passed, and DU-COMM tries to determine if truly ready. Meeting weekly and the last items are expected to ship February 2. Hopeful they figure everything out at ACDC and continue our cutover in March.

7. New Business:

A. FYE25 Budget

Administrator Guttman noted at the December Special Call meeting, Manager Athitakis reviewed the budget highlights. The narrative in the budget explains significant changes. After a good discussion, the Finance Subcommittee recommended approval to the Executive Committee. The Finance Subcommittee will work on budget issues, review recent staff changes with direction from the Executive Committee to reduce expenditure.

Chief Pretkelis noted if the budget is approved, the Village of Bartlett Police shares will be close to \$850k, compared to approx. \$775k in the current budget, a 9.7% increase. In addition, their fees increased 11.3% this year compared to the last budget year. If approved, their portion of the budget increased 21% over two years. Even with ETSB funding, there is no relief. We hope the new leadership will take the need for cost containment seriously and make the organization more financially sustainable for the membership. Mayor Brummel thanked Chef Pretkelis.

Manager Niehaus made a motion to approve the FYE25 Budget and Manager Grabowski seconded. The motion was approved by roll call vote, and the Village of Barlett voted no.

B. DuPage County Sheriff's Office Membership – Update

Interim Director Krull noted the biggest concern is staffing and the work to increase staffing. Our members come first, so we may need to push the start date to June 1. Met with Sheriff's Office staff, the SAO, and Probation Department and don't see any obstacles. We have a strong team of technical and operational staff in place, are excited about the opportunity, and will report any roadblocks. Interim Director Krull noted nine TCs were designated as the primary dispatchers for the DPSO, to ensure the process is consistent. Those TCs were invited to attend the DPSO meetings. Manager Niehaus noted the end of the year push to advertise for TCs, and received 641 applications, but many didn't pass the testing. Five new hires will start in February, and 11 interviews are scheduled.

8. Executive Closed Session

- A. Semi-annual review of closed session minutes pursuant to the (5 ILCS 120/2 (c) 21).
- B. Personnel matters (5 ILCS 120/2 (c) 1)
- C. Collective negotiating matters (5 ILCS 120/2 (c) 2)
- D. Purchase or lease of real property (5 ILCS 120/2 (c) 5)
- E. Pending, Probable, or Imminent Litigation (5 ILCS 120/2 (c) 11)

The Board of Directors did not enter Closed Session.

9. Other Business

President Kosiara noted recent discussions with other members regarding a few incidents with a Fire District, which shares auto aid with another member, and not dispatched. The same agency also had an arrest, but its Engine and Medic got no response for 30 minutes. The shift supervisor drove the ambulance, as three personnel worked on the patient. This is a critical failure, and these issues need to be discussed. Interim Director Krull is probably the best choice to step into the role, but our leadership team is collapsing. For two years we have had a hard time getting somebody to take the reins. Losing critical people. Hopes the atmosphere here was not the issue for DD Baarman departure, as we can't afford to lose more management. He spoke with a long-term TC and was advised things are bad. It is starting to show in failures that put personnel, and the public, at risk.

Interim Director Krull noted she is familiar with this incident and the 30 minutes of silence for Bartlett Fire is very concerning. Started the pre-disciplinary meeting this morning. She will focus on why it happened and how it can be resolved. In this situation, there are four fire channels that four TCs cover. Overnight, when call volume decreases, one TC listens to two channels, Fire West, and Fire South. Whichever tile they select, is what comes out of the main speaker and headset. The other speaker is for the other channel. Having one TC listening to two channels sets them up for failure. Not sure what happened in this case, but it was not malicious, it was a failure in operations. Will meet with Bartlett Fire on Friday and discussed her recommendation to patch the two channels, whenever one TC is monitoring two channels. She knows leadership has changed, and there is much work to do, but are uncovering the issues and working to resolve them. We have a lot of great people, and great technology, we just need to develop the people, and address issues as they arise. We need to change our communications to talk at Chiefs and not have conversations with one agency. She apologized that this happened, knows people are concerned about leadership, but promised she will not leave without leadership in place and that process has started. President Kosiara noted that was a very reasonable answer and glad the issue was identified, and a solution determined. President Kosiara noted communications to the Board, that DD Lamela left, and DD Baarman is leaving

with a sentence or two. But the Executive Committee members tell him they know as much as the Board. For any agency represented here, if the Chief, DC, or Lt. had a problem, everyone would know what was going on. He agrees we can't know everything that is going on, but the Board of Directors runs DU-COMM, but hears nothing and feels dismissed. Interim Director Krull noted information is discussed in closed session regarding personnel with the Executive Committee are aware of what transpired. If needed, could enter closed session and would be happy to update everyone. President Kosiara noted a strong defender to not bring HR issues up at a public meeting, but more than a sentence or two is needed. Mayor Brummel thanked President Kosiara for his comments and concerns and noted anyone here would be happy to answer questions and asked if he would like to enter closed session. Mayor Brummel will give him his cell number to call anytime, or any of the Executive Committee members. President Kosiara noted he will contact Mayor Brummel. Manager Niehaus noted December's communication was long and the last sentence recommended those with questions contact him or a member of the Executive Committee. Chief Sanborn noted hope that the resolution to the silence, just discussed, will be issued as communication, so it does not happen to any other channel.

10. Adjournment

At 8:15 a.m. President Kosiara made a motion to adjourn the meeting and Administrator Walter seconded. The motion was approved by voice vote. Meeting adjourned.

The next Board of Directors is Wednesday, April 24, 2024, 7:30 a.m. at DU-COMM.

Respectfully submitted,

Christine Keifer

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