

# DU-COMM

**DuPage Public Safety Communications**  
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## EXECUTIVE COMMITTEE MEETING – MINUTES

Wednesday, September 25, 2024 –7:30 a.m.  
DU-COMM, 420 N. County Farm Road, Wheaton, IL

At 7:32 a.m. Mayor Brummel called the meeting to order.

- 1. Roll Call**
- |   |                      |
|---|----------------------|
| David Brummel (Chairman)                        | City of Warrenville  |
| President Tim Deutschle (Treasurer)             | Bloomington FPD      |
| President Nick Kosiara                          | Glenside FPD         |
| Administrator Michael Guttman                   | City of West Chicago |
| Manager Scott Niehaus                           | Village of Lombard   |
| Police Chief Phil Norton ( <i>arrive 7:40</i> ) | Glen Ellyn PD        |
| Fire Chief Rick Sanborn Jr.                     | York Center FPD      |
| Fire Chief Mark Bozik                           | Roselle FD           |
- Absent:** Mayor Rod Craig (Vice-Chair) - Village of Hanover Park; Manager David Fieldman (Secretary) - Village of Downers Grove; Police Chief Dave Schar – Winfield PD
- Staff:** Director Robb, Finance Manager Athitakis, HR Manager Groves, Technical Services Manager Mapleshorpe, MIS Manager Klein, Exec Secretary Regalado
- Guests:** Attorney John Kelly - Ottosen DiNolfo Hasenbalg & Castaldo, Ltd

**2. Public Comment**  
None

**3. Consent Agenda**

**Minutes:**

A. August 28, 2024 Minutes

**Financials:**

B. Monthly Revenue Expenditure Report – August 2024

C. Monthly Bill Listing - August 2024

**Other Business:**

D. 2025 DU-COMM Meeting Calendar

E. Urban Search and Rescue (USAR) Team Sponsorship - MOU

F. Northwest Central Dispatch System (NWCDs) Outdoor Warning Siren - MOU

Administrator Guttman made a motion to approve the Consent Agenda items A, B, C, D, E, F and Manager Niehaus seconded. Motion passed by unanimous roll call vote.

**4. Committee Reports**

A. Chiefs Operating Committee Report - Chief Bozik

Chief Bozik reported the committee discussed

- Concerns about the use of auto-dialers for school emergencies. Some schools are interested in using systems like R-lock, which send pre-recorded messages directly to dispatch (like elevators). This raises concerns about the lack of specificity in these messages. Is the emergency an asthma attack, active shooter, or accidental pull? Dispatch and the agencies need to know what kind of response is needed.
- A policy regarding school safety systems will need to be developed.

- There was discussion about the need for standardization for school emergencies across different districts. The School Safety Committee is working with the Regional Office of Education (ROE) to try to coordinate a universal approach. Schools received state funds for school safety.
- Having multiple systems places a burden on dispatchers who would need to know multiple software procedures.
- Concerns were raised about the rapid emergence of new technologies and the importance of carefully evaluating them before implementation.
- The committee emphasized the need to prioritize the safety of students and first responders when considering new technologies.
- Attorney Kelly stated auto-dialers to 9-1-1 are banned in current Illinois legislation.

B. Finance Subcommittee Report – Administrator Guttman

Administrator Guttman reported

- No meeting was held in September because of new hire training and projects.
- An upcoming budget amendment will not need the Finance Committee's review.

C. DuPage County ETSB Report – Director Robb

Director Robb noted

- Administrator Guttman resigned from his position on the ETS Board (27 months). Director Robb was appointed as his replacement. Mayor Brummel thanked Administrator Guttman for his high quality of work and dedication for DU-COMM.
- The September 11 meeting was cancelled for lack of quorum.
- The ETSB budget and a Request for Proposal (RFP) for CAD systems will be discussed at the next meeting.

D. HR/Admin Subcommittee Update – Manager Niehaus

Manager Niehaus reported

- No meeting was held in September
- The committee reported a significant increase in applications for dispatcher positions (945) due to recent advertising efforts, including Agencies posting the position on their websites. Forty-four applicants have passed the typing test so far.
- Paid overtime hours have been reduced, attributed to more staff and healthier staff.
- Christine Groves was introduced as the new HR Manager.
- The committee expressed excitement about Christine's energy and experience, particularly regarding the use of technology to streamline HR processes.

## 5. Staff Reports

A. Director's Report – Jessica Robb

Director Robb noted

- **Text to 911/Phone System:**
  - The cutover to the new Motorola VESTA 9-1-1 system is still on schedule for October 22nd.
  - An unexpected issue occurred during ACDC's cutover, causing DU-COMM's 9-1-1 trunks to be impacted.
  - DU-COMM is requesting a written explanation from AT&T regarding this incident.
  - Concerns were raised about the need for improved communication and project management.
  - The possibility of reporting the incident to the FCC was discussed, even if it was under the one-hour threshold for mandatory reporting.
- **All Agency Meeting:**
  - The All-Agency meeting was held on September 16th and was well received by staff.
  - The meeting focused on addressing weaknesses identified in the Strategic Plan, including staffing, culture, leadership, and mental health initiatives.
  - Future goals, such as splitting dispatch and call taker roles, and improving training consistency, were also discussed.
  - Staff will be involved in developing a new mission statement and values.
  - An informational Q&A session about NG 9-1-1 is scheduled for October 18th, and training for TCs will be held before the cutover.
  - Four staff members are attending Peer-to-Peer training currently.

B. Operations Department Report – Tyler Benjamin

Director Robb reported

- DD Benjamin welcomed a baby girl on September 22.
- Interviews for the Operations Manager and Tech 1 positions are ongoing, with several promising internal candidates.

E. Support Services Department Report – Scott Klein / Erik Maplethorpe

MIS Manager Klein reported

- Internet access points are being changed. The equipment has reached EOL (End of Life).
- The tornado siren server failed and is awaiting a hardware replacement, which is expected to arrive soon.

Technical Services Manager Maplethorpe reported

- The team is working with Motorola and AT&T to prepare the phone system for the NG 9-1-1 cutover.
- Channel realignment projects are planned to be completed in 10-12 months.
- Network switches were replaced, leading to a brief outage of the radio system, where TCs were able to work on portables until the consoles were operational.

D. Administrative Department Report – Angela Athitakis

Finance Manager Athitakis reported

- There were 29 applicants for the Operations Manager positions.
- There are currently ten more certified TCs compared to the same time last year.
- It takes approximately nine months to certify a new TC.
- The onboarding of Christine Groves and the transition to the Paycom system are in progress.
- The Paycom cutover has been rescheduled to January 1st.
- The FYE 24 audit has been completed with minimal recommendations.
- The FYE 26 budget process has begun.
- Alarm revenue and rebates will be discussed at the upcoming Finance subcommittee meeting.

**6. Old Business**

A. Strategic Plan Outline – on hold

Director Robb stated

- Feedback from the All-Agency meeting and ETSB Director Zerwin are being incorporated into the Strategic Plan outline.
- Next Steps:
  - Executive Committee updated in October
  - Town Hall meetings with BOD members will be rescheduled for early November.

B. Funding Formulas (Forest Preserve)

Director Robb stated

- Research is being conducted on alternate funding formulas used by other PSAPs.
- The contractual funding approach used by Cook County 9-1-1 was presented as an example
- Options for the Forest Preserve's funding formula are being explored, including the possibility of sharing a secondary channel with the DuPage County Sheriffs.
- A meeting with Director Reynolds in Glenview is planned to discuss their funding formula.
- The goal is to develop a base policy that can be applied to various agencies, with further refinement and recommendations coming from the Finance Committee.

**7. New Business**

A. FYE24 Annual Audit

Director Robb commended Finance Manager Athitakis for her excellent work on the audit.

Administrator Guttman made a motion to approve the FYE24 Annual Audit as presented move to the Board of Directors for approval and President Kosiara seconded. Motion passed by unanimous roll call vote.

**8. Executive Closed Session for the purposes of discussing:**

- A. Personnel matters (5 ILCS 120/2 (c) 1)
- B. Collective negotiating matters (5 ILCS 120/2 (c) 2)

- C. Purchase or lease of real property (5 ILCS 120/2 (c) 5)
- D. Pending, Probable, or Imminent Litigation (5 ILCS 120/2 (c) 11)

The Executive Committee did not go into closed session.

**9. Other Business**

A. None

**10. Adjournment**

At 8:24 a.m. President Kosiara made a motion to adjourn, and Chief Bozik seconded. The motion was approved by voice vote. Meeting adjourned.

Respectfully submitted,  
*Kimberly Regalado*  
Kimberly Regalado