

DU-COMM

DuPage Public Safety Communications
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EXECUTIVE COMMITTEE MEETING – MINUTES

Wednesday, September 17, 2025 – 7:30 a.m.
DU-COMM, 420 N. County Farm Road, Wheaton, IL

At 7:39 a.m. Mayor Levin called the meeting to order.

- 1. Roll Call**
- | | |
|------------------------------------|--------------------------|
| Mayor Scott Levin (Chairman) | City of Elmhurst |
| Manager David Fieldman (Secretary) | Village of Downers Grove |
| President Jim McCarthy (Treasurer) | Bartlett FPD |
| Manager Scott Niehaus | Village of Lombard |
| Police Chief Phil Norton | Glen Ellyn PD |
| President Nick Kosiara | Glenside FPD |
| Fire Chief Steve Evans | Winfield FPD |
| Fire Chief Rick Sanborn Jr. | York Center FPD |
- Absent:** Mayor Rod Craig - Village of Hanover Park; Administrator Evan Walter - Village of Burr Ridge; Police Chief David Schar - Winfield PD
- Staff:** Director Robb, Deputy Director Benjamin, Finance Manager Athitakis, HR Manager Groves; Technical Services Manager Maplethorpe, MIS Manager Roberts, QA Manager Miller, Exec Secretary Regalado
- Guests:** Attorney John Kelly - Ottosen DiNolfo Hasenbalg & Castaldo, Ltd

- 2. Public Comment**
None

3. Consent Agenda

Minutes:

- A. August 27, 2025 – Minutes
- B. August 27, 2025 – Closed Session Minutes

Financials:

- C. Monthly Revenue Expenditure Report – July 2025
- D. Monthly Revenue Expenditure Report – August 2025
- E. Monthly Bill Listing – August 2025

New Business:

- F. Surplus Equipment Disposal List

Manager Fieldman 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.

6. Committee Reports

- A. Chiefs Operating Committee Report - Chief Schar
Chief Evans reported

- Topics discussed: scheduling a Tablet Command demo, AVL dispatching, CAD integration, fleet maps, IGA, portal list policy, radio accessories, and emergency button policy.
- The Peer Support training at DU-COMM in October has one opening available.

- B. Finance Subcommittee Report – Administrator Walter
Finance Manager Athitakis noted

- No report.

Bartlett FPD • Bartlett PD • Bloomingdale FPD • Burr Ridge PD • Carol Stream FPD • Carol Stream PD • Clarendon Hills FD • Clarendon Hills PD • Darien PD • Darien-Woodridge FPD •
• Downers Grove FD • Downers Grove PD • DuPage County Sheriff • Elmhurst FD • Elmhurst PD • Glen Ellyn FC • Glen Ellyn PD • Glenside FPD • Hanover Park FD • Hanover Park PD • Hinsdale FD • Hinsdale PD •
Lisle PD • Lisle-Woodridge FPD • Lombard FD • Lombard PD • Oak Brook FD • Oak Brook PD • Oakbrook Terrace FPD • Oakbrook Terrace PD • Roselle FD • Roselle PD • Villa Park FD • Villa Park PD •
• Warrenville FPD • Warrenville PD • West Chicago FPD • West Chicago PD • Wheaton FD • Wheaton PD • Willowbrook PD • Winfield FPD • Winfield PD • Woodridge PD • York Center FPD •

- The September meeting is cancelled.

C. DuPage County ETSB Report – Director Robb

Director Robb noted

- The ETSB Ad Hoc Finance Committee meeting was canceled again due to time constraints.
 - DU-COMM has two items on the ETSB budget: CommsCoach and RapidSOS upgrade.
- Director Robb's proposed edit to Policy 911013 was voted down (9–3).
 - Proposed edit included PSAPs should not be charged fees by the ETSB for time and effort.
 - Fees are being charged for programs and equipment not owned by ETSB,
 - Hard to budget for these fees for future purchases. There will be annual charges for upkeep concerning CommsCoach that the ETSB is projecting in terms of maintenance, potential upgrades, et cetera. DU-COMM will record the fee as a line item for the project.
- Discussion on potential billing to ETSB for services.
 - DU-COMM employee verified 4 months of addresses for the GIS system.
 - DU-COMM had a designated employee for GIS work but was let go when ETSB took over this task.
 - The Finance Subcommittee will review potentially billing ETSB and report back to the Executive Committee for further discussion.
- Concerns raised about strained relationship with ETSB and potential need for a consultant or public awareness campaign. This can be revisited if needed after Chairman Levin's initiated high-level discussions with county board members.

D. HR Subcommittee Update – Manager Niehaus

- No report.

7. Staff Reports

A. Director's Report – Jessica Robb

Director Robb noted

- Recap of All-Agency meeting: AI in public safety, culture, staffing, training, cybersecurity, and employee recognition.
- Positive feedback from staff and union.

B. Operations Department Report – Tyler Benjamin

Deputy Director Benjamin reported

- CommsCoach was discussed in ETSB policy.
- Emphasis on RapidSOS as a future critical system (electronic monitoring including school alarms, iPhone watches, etc.)
- Suggestion to present RapidSOS overview at next board meeting.

C. Support Services Department Report – Eric Roberts / Erik Maplethorpe

Technical Services Manager Maplethorpe reported

- ACDC completed 30-day soak of phone system upgrade with positive results. No date scheduled yet for DU-COMM.
- Motorola working on radio console issues; high-level support engaged.

MIS Manager Roberts reported

- MIS is still recruiting for network administrator position.

E. Administrative Department Report – Angela Athitakis / Christine Groves

Finance Manager Athitakis reported

- FY25 audit delayed by the auditors; will go to Executive Committee in October and Board in January.
- Retro pay processed for union contract period (May–June).
- FY27 budget preparation underway.

HR Manager Groves reported

- Successful 50th Anniversary Open House.
- Launching employee Wellness Committee.
- Four new telecommunicators starting training.

8. **Old Business**

A. Fire Radio IGA

- Majority of IGA Authorization Forms received, remaining agencies expected to complete by early October.
- The BOD approved the IGA. Chairman Levin signed the IGA at the Executive Committee meeting.
- Confusion noted regarding ETSB memo; clarification received.
- Radios will be distributed when ETSB receives required Agency paperwork and schedules the deployment.

9. **New Business**

A. 2026 DU-COMM Meeting Calendar

- Proposal to move Executive Committee meetings to the **third Wednesday** of each month to allow timely review of items before Board meetings.

Chief Norton made a motion to approve the 2026 DU-COMM Meeting Calendar move to the BOD for approval as presented moving the Executive Committee to the third Wednesday as presented and President McCarthy seconded. Motion passed by unanimous voice vote.

10. **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 enter Closed Session.

11. **Other Business**

- A. A reminder the next Executive Committee meets on Thursday, October 23 after the BOD meeting at 7:30 a.m. due to a conference conflict.

12. **Adjournment**

At 8:15 a.m. President McCarthy made a motion to adjourn, and Chief Norton seconded. The motion was approved by unanimous voice vote. Meeting adjourned.

Respectfully submitted,
Kimberly Regalado
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