

DU-COMM

DuPage Public Safety Communications
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EXECUTIVE COMMITTEE MEETING – MINUTES

Thursday, October 23, 2025 – following the BOD meeting at 7:30 a.m.
DU-COMM, 420 N. County Farm Road, Wheaton, IL

At 8:04 a.m. Mayor Levin called the meeting to order.

1. Roll Call	Mayor Scott Levin (Chairman) Mayor Rod Craig (Vice Chair) Manager David Fieldman (Secretary) President Jim McCarthy (Treasurer) Administrator Evan Walter Manager Scott Niehaus Police Chief Phil Norton President Nick Kosiara Fire Chief Steve Evans Police Chief David Schar Fire Chief Rick Sanborn Jr.	City of Elmhurst Village of Hanover Park Village of Downers Grove Bartlett FPD Village of Burr Ridge Village of Lombard Glen Ellyn PD Glenside FPD Winfield FPD Winfield PD York Center FPD
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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 Steve DiNolfo - Ottosen DiNolfo Hasenbalg & Castaldo, Ltd

2. Public Comment
None

3. Consent Agenda

Minutes:

A. September 17, 2025 – Minutes

Financials:

B. Monthly Revenue Expenditure Report – September 2025

C. Monthly Bill Listing – September 2025

New Business:

D. Cleaning Service Contract

- Contract to be updated with formal start/end dates.
- Plan to bid out service for next year.

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

6. Committee Reports

A. Chiefs Operating Committee Report - Chief Schar

- No report. The committee did not meet in September.

B. Finance Subcommittee Report – Administrator Walter

Administrator Walter noted

- Onboarding of new members underway.
- Discussion focused on ETSB pass-through charges and reserve fund planning.

C. DuPage County ETSB Report – Director Robb

Director Robb noted

- Tait contract approved for fire and police mobile radios.
- Rebate expected for Moto 8500 radios.
- RapidSOS Communicator module for translation approved; demo scheduled for November.
- RapidSOS analytics modules approved but on hold pending overlap review.
- UPS battery deployment completed at DU-COMM.
- GIS map roll on October 7.
- Ongoing issues with Motorola consoles and logoffs; escalation in progress. Portable radios are available for use in an emergency.

D. HR Subcommittee Update – Manager Niehaus

- No report. The committee did not meet in October.

7. Staff Reports

A. Director's Report – Jessica Robb

Director Robb noted

- DU-COMM applied for talk group access; delayed due to classification issues.
- CommsCoach was approved. Awaiting revised MOU and timeline for installation.

B. Operations Department Report – Tyler Benjamin

Deputy Director Benjamin reported

- RapidSOS live text translation enabled at no additional cost and available in 120 languages.
- Committee member questioned fluctuations in police call stats and DD Benjamin confirmed likely due to police staffing differences.

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

- Phone system upgrade scheduled for November 10.
- Channel realignment delayed, new date set for mid-November. Upgraded transmitters have been installed.
- Motorola software upgrade pending for radio consoles.

MIS Manager Roberts reported

- MIS is still recruiting for Network Administrator, interim support in place.

E. Administrative Department Report – Angela Athitakis / Christine Groves

Finance Manager Athitakis reported

- FY27 budget draft to be reviewed by Finance Subcommittee on November 4.

HR Manager Groves reported

- Next telecommunicator class scheduled for January.
- Personnel Manual updates in progress; target approval early 2026.
- Wellness Committee initiatives underway.
- Staffing at 75 of 99 authorized; turnover rate at 4%.

8. Old Business

A. Fire Radio IGA

- Updates provided at the BOD meeting. Radios are being deployed.

9. New Business

A. FYE25 Annual Audit

- Audit completed, clean report.
- Commendation given to Finance Manager Athitakis for her audit work.

- \$2.3 million of \$ 4.1 million surplus attributed to Sheriff's Office joining after the budget; remainder to reserves.
- Finance Subcommittee to review reserve fund use.

President Kosiara made a motion to recommend approval of FYE25 Audit to the Board of Directors as presented and Mayor Craig seconded. Motion passed by unanimous roll call vote.

B. Argonne

- Draft contract and proposal shared for feedback.
- No objections raised; discussions to continue.

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. ETSB Funding Formula

- Discussion on revisiting 65/35 funding split.
- Suggestion to use updated metrics (e.g., call volume, agency size).
- Finance Subcommittee to review and propose adjustments.

12. Adjournment

At 8:32 a.m. Mayor Craig made a motion to adjourn, and Manager Niehaus seconded. The motion was approved by unanimous voice vote. Meeting adjourned.

Respectfully submitted,
Kimberly Regalado
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