

DU-COMM

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



EXECUTIVE COMMITTEE MEETING – MINUTES

Tuesday, November 19, 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**
- | | |
|------------------------------------|--------------------------|
| Mayor David Brummel (Chairman) | City of Warrenville |
| Mayor Rod Craig (Vice-Chair) | Village of Hanover Park |
| Manager David Fieldman (Secretary) | Village of Downers Grove |
| Administrator Michael Guttman | City of West Chicago |
| Manager Scott Niehaus | Village of Lombard |
| Police Chief Phil Norton | Glen Ellyn PD |
| Fire Chief Rick Sanborn Jr. | York Center FPD |
| Police Chief Dave Schar | Winfield PD |
| Fire Chief Mark Bozik | Roselle FD |
- Absent:** President Tim Deutschle (Treasurer) - Bloomingdale FPD; President Nick Kosiara - Glenside FPD
- Staff:** Director Robb, Deputy Director Benjamin, Finance Manager Athitakis, HR Manager Groves, Technical Services Manager Maplethorpe, MIS Manager Klein, Exec Secretary Regalado
- Guests:** Attorney Ericka Thomas - Ottosen DiNolfo Hasenbalg & Castaldo, Ltd

2. Public Comment
None

3. Consent Agenda

Minutes:

- A. October 16, 2024 - Minutes

Financials:

- B. Monthly Revenue Expenditure Report – October 2024
C. Monthly Bill Listing – October 2024

Other Business:

- D. 2024 Workers' Compensation Insurance Renewal
E. 2024 Property/Liability Insurance Renewal
F. HGAC Buy Cooperative Purchasing Agreement

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 Schar
Chief Schar reported
- The meeting did not have a quorum.
 - Nothing to report.
- B. Finance Subcommittee Report – Administrator Guttman
Administrator Guttman reported
- The committee reviewed the budget which will be discussed under new business.

C. DuPage County ETSB Report – Director Robb

Director Robb noted

- The meeting did not have a quorum.
- The After-Action Report Phase 1 & 2 was provided in the packet.
 - ACDC still has open tickets, and their phone system cutover was a month prior to ours.
 - DU-COMM experienced a variety of issues.
 - Erik Maplethorpe has been able to resolve some problems.
 - Will not add Text to 9-1-1 until the phone system is stable.
 - ETSB Director Zerwin, AT&T, and our Technicians are working to resolve the issues.

D. HR/Admin Subcommittee Update – Manager Niehaus

Manager Niehaus reported

- Discussed the Strategic Plan Vision, Mission, and Values have been shared with staff for their feedback.
- The Personnel Manual is being updated. The Committee is a resource if needed.
- Expect to fill the OM and QA manager vacancies in mid-December.
- There is a vacancy on the HR Subcommittee.

5. Staff Reports

A. Director's Report – Jessica Robb

Director Robb noted

- Our internal OM Sarah Minor will begin December 1st. External candidates are in the final background process and expected to begin in December.
- The Strategic Plan documents are included in the packet. The revised mission, vision, values were shared with staff for feedback to be more TC centered.
- Peer-to-Peer program is in the final stages of development and should be implemented soon.

B. Operations Department Report – Tyler Benjamin

DD Benjamin reported

- OM bidding structure was updated.
- Staffing Plan Directive has been updated and shared with the Union.
- New Written Directive for Nuisance Callers to empower Managers in writing their authority and it has been approved by legal. It will be shared with the Chiefs and per discussion at today's meeting, shared with Executive Committee.

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

MIS Manager Klein reported

- Firewall updates are ready to begin but concerns with the alarm network. Will speak with the alarm vendor before proceeding.
- Weather Siren hardware replacement was received and still monitoring for a storm to confirm working as designed before deploying.

Technical Services Manager Maplethorpe reported

- Phone system issues are still being addressed. Working to get a dedicated Motorola representative to assist AT&T with ACDC and DU-COMM issues.
- A new TC radio console demo has been installed. The consoles are needed for police encryption. The internal processes will be tested next week. There is not a scheduled installation date for the new consoles.

D. Administrative Department Report – Angela Athitakis / Christine Groves

Finance Manager Athitakis reported

- Many of the Department Heads were new to the budget process and spent a lot of time preparing the budget for review.
- The first January payroll will be processed with Paycom.

HR Manager Groves reported

- Four new TCs are scheduled to begin in January.
- The Personnel Manual (last updated in 2018) has been updated and being reviewed by Department

Heads.

- Paycom will automate applicant tracking and benefits enrollment, currently manual processes.

6. Old Business

A. Funding Formulas (Forest Preserve) – on hold

Director Robb noted

- Meeting with the Glenview Dispatch Center has been rescheduled for December.
- Suggested this topic will be moved to the Finance Subcommittee to find a solution.

B. MIS RFP - Update

The Executive Committee discussed

- Director Robb stated that after discussions at the last Executive Committee meeting, and discussions by some after the meeting, staff were asked to bring this back to the Executive Committee. Staff is still agreeable to doing an RFP, it is about the timing of the RFP.
- A summary of previously provided information/memos and a new three-year Prescient contract was presented with a plan for starting the RFP. The contract can be modified with notice if the third year is not needed.
- Bids for RFP development are included in the packet but concerns with cost and companies wanting to develop the RFP and also bid.
- Committee members commented the bids do not need to be accepted some companies have different departments to be able to complete an RFP and also bid.
- Discussed glowing recommendations of current IT staff and the departure of ETSB Deputy Director and loss of more IT knowledge are new reasons to review timing of RFP.
-
- If the Committee decides that an RFP will not be implemented, it needs to be brought to the Board of Directors for discussion.
- The contract will not be awarded based on price alone. We need to have information to make a decision.
- Direction has been given to staff to complete an RFP before signing a new contract.

Chief Norton made a motion to approve the Prescient 3-year contract as presented. There was not a second. Motion failed to pass.

7. New Business

A. Approve Acting Executive Director appointment

- 60-day notice has been given to the Executive Committee.
- The Bylaws state formal notice needs to be given to the BOD. Notice will be given to the BOD at the conclusion of today's Executive Committee meeting.
- This item will be listed on the December Executive Committee agenda.

Chief Norton made a motion to move 7.A. Approve Acting Executive Director appointment to closed session and Chief Bozik seconded. Motion approved by unanimous voice vote.

B. FYE26 Draft Budget

Finance Manager Athitakis reported

- FYE26 shares charged to agencies are reduced, on average, by 3.8% due to revenue from the DPSO joining.
- The budget expense increase of 7.4% includes the additional 10 TCs needed for the DPSO (3.31% increase not including the 10 TCs).
- Training expenses have increased but offset by funds received from ETSB instead of ETSB paying for the training.
- The budget also includes funding for wellness initiatives and programs that came out of the Healthy Dispatcher report.
- The budget includes the addition of one part-time technician to Technical Services due to the TS Manager's additional duties and not adding a full-time Technician. There has been a part-time technician in the past filled with Fire personnel with radio training in their off hours, that works well for us and we have potential candidates in mind.

- IT software has an increase in operation costs due to the shift from purchasing software through the capital budget to software as a service paid monthly or yearly from the operations budget.
- The Committee discussed if the budget is recommended for approval today than it should be shared with the BOD soon for a longer review time.

Manager Guttman made a motion to recommend approval of the FYE26 Budget to the Board of Directors and Chief Sanborn, Jr. seconded. Motion approved by unanimous roll call vote.

At 8:20 a.m. Mayor Craig made a motion to enter closed session to discuss Personnel matters (5 ILCS 120/2 (c) 1) and Chief Norton seconded. Motion approved by unanimous roll call vote.

7.A. Approve Acting Executive Director appointment

- Discussed in closed session

Having taken no action, the Executive Committee returned to open session at 08:28 a.m.

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)

9. Other Business

- A. None.

10. Adjournment

At 8:29 a.m. Chief Norton made a motion to adjourn, and Chief Schar seconded. The motion was approved by voice vote. Meeting adjourned.

Respectfully submitted,
Kimberly Regalado
Kimberly Regalado