

# DU-COMM

DuPage Public Safety Communications  
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## EXECUTIVE COMMITTEE MEETING – MINUTES

Thursday, November 19, 2025 – 7:30 a.m.  
DU-COMM, 420 N. County Farm Road, Wheaton, IL

At 7:30 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             |
| Administrator Evan Walter                       | Village of Burr Ridge    |
| Police Chief Phil Norton ( <i>arrive 7:35</i> ) | Glen Ellyn PD            |
| President Nick Kosiara                          | Glenside FPD             |
| Fire Chief Steve Evans                          | Winfield FPD             |
| Police Chief David Schar                        | Winfield PD              |
| Fire Chief Rick Sanborn Jr.                     | York Center FPD          |
- Absent:** Mayor Rod Craig - Village of Hanover Park; Manager Scott Niehaus - Village of Lombard
- Staff:** Director Robb, Deputy Director Benjamin, Finance Manager Athitakis, HR Manager Groves; Technical Services Manager Maplethorpe, MIS Manager Roberts, MIS Network Administrator Khan, OM Napier, OM Menough, Exec Secretary Regalado
- Guests:** Attorney John Kelly - Ottosen DiNolfo Hasenbalg & Castaldo, Ltd; President Perkins – Warrenville FPD

**2. Public Comment**  
None

**3. Consent Agenda**

**Minutes:**

A. October 23, 2025 – Minutes

**Financials:**

B. Monthly Bill Listing – October 2025

**New Business:**

- C. Microsoft Office 365 Renewal
- D. 2025-2026 Property / Liability Insurance Renewal
- E. 2026 Workers' Compensation
- F. Surplus Equipment Disposal List

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

**6. Committee Reports**

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

- Productive meeting discussing topics that will be covered in this meeting.

B. Finance Subcommittee Report – Administrator Walter  
Administrator Walter noted

- Reviewed the FYE27 Draft Budget which is recommended for Executive Committee approval to the send to BOD in January. More details later in agenda.

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C. DuPage County ETSB Report – Director Robb

Director Robb noted

- The dissolution of the ad hoc Finance Committee was tabled. Discussion on making the Finance Committee a year-round body for better oversight.
- The RapidSOS communicator module was approved for ACDC and DU-COMM.
- ACDC would like the CommsCoach product also now. We are still waiting for the connection for the product from ETSB.

D. HR Subcommittee Update – Manager Niehaus

HR Manager Groves reported

- Discussed exploring municipal MIS staffing hybrid models (contractor and in-house).
- The committee will meet as needed in 2026.

**7. Staff Reports**

A. Director's Report – Jessica Robb

Director Robb noted

- Productive meeting with Argonne Administration on November 13.
- Introducing the new MIS Network Administrator, Ejaz Khan.

B. Operations Department Report – Tyler Benjamin

Deputy Director Benjamin reported

- Awaiting response from Argonne on proposal and draft MOU.
- LEADS audit feedback received; improvements will be documented for future audits.

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

Technical Services Manager Maplethorpe reported

- Phone system upgrade resolved many issues; minor disruptions occurred during the upgrade.
- Fire North and Fire West VHF consolidation is complete.
- Motorola radio console upgrades implemented at ACDC; DU-COMM scheduled for December.

MIS Manager Roberts noted

- Welcoming MIS Network Administrator, Ejaz Khan.

E. Administrative Department Report – Angela Athitakis / Christine Groves

Finance Manager Athitakis reported

- FYE27 budget draft preparation has been the primary focus.

HR Manager Groves reported

- Next telecommunicator trainee class scheduled for January with six trainees.
- Hiring continues for an Administrative Assistant.
- Personnel Manual and Performance Evaluation Form updates are in progress.

**8. Old Business**

- None

**9. New Business**

A. FYE27 Draft Budget

Finance Manager Athitakis reported

- 3.35% operational budget increase.
- 5.5% average increase to member agencies.
- 88% of the budget is salary related.
- Reserve funds of \$800,000 from the current year will be applied to FYE27.
- FY28 may see a 9.7% increase from the FYE27 budget due to full staffing impact, that has staggered hiring in FYE27 budget.

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- Tower studies and potential rebuilds are included in capital budget.

Administrator Walter commented on the value DU-COMM brings to member agencies and that Director Robb was hired to change the culture, improve staffing, fix things that need fixing, and to improve DU-COMM now and for the future. This is the cost of having that direction come to bear, through reorganization, more staff that is trained and managed properly. The budget is us (BOD) supporting her in our own direction to her.

Administrator Walter made a motion to recommend the FYE27 Draft Budget to the Board of Directors for approval as presented and President McCarthy seconded. Motion passed by unanimous roll call vote.

## B. Property/Liability Insurance Additional Coverage

- Additional cyber liability and umbrella coverage options discussed but not adopted.
- Staff recommendation is to maintain current coverage levels as additional coverage can always be added later upon a more in-depth review

Administrator Walter made a motion to maintain current coverage as presented and President Kosiara seconded. Motion passed by unanimous roll call vote.

## C. Radio Funding

- Clarification was provided that ETSB will no longer fund radios; member agencies must budget for future purchases.
- Director Robb will notify member agencies of their need to fund future radio purchases.
- There is a concern regarding the ETSB reallocation of funds that were previously budgeted for radios - specifically, where those funds are now being directed.
- Concerns were raised about ETSB's reluctance to fund radios despite FCC guidelines allowing it.

## 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)

At 8:04 a.m. President McCarthy made a motion to enter closed session to discuss Personnel matters (5 ILCS 120/2 (c) 1) and President Kosiara seconded. Motion approved by unanimous roll call vote.

The Executive Committee returned to open session at 8:16 a.m.

## 11. Other Business

### A. DU-COMM 2026 Meeting Calendar – March date

Director Robb requested the March Executive Committee meeting be moved from March 18<sup>th</sup> to March 25<sup>th</sup> to allow her to present on School Safety at the International Wireless Communication Expo (IWCE).

Administrator Walter made a motion to approve moving the March 18<sup>th</sup> Executive Committee meeting to March 25<sup>th</sup> as presented and President Kosiara seconded. Motion passed by unanimous voice vote.

### B. Increase 9-1-1 Surcharge

Attorney Kelly provided a handout regarding funding 9-1-1 services in Illinois.

- A legislative push is underway to increase the 9-1-1 surcharge from \$1.50 to \$2.50 per line, with CPI-based adjustments.
- A survey of Illinois 9-1-1 dispatch centers found centers are funded 41% by 9-1-1 surcharge fees and 59% by member agencies/communities.
- The last surcharge increase was in 2017.
- Chairman Levin will bring it to the DuPage Mayors and Managers Committee.

## 12. Adjournment

At 8:17 a.m. President Kosiara made a motion to adjourn, and Administrator Walter seconded. The motion was approved by unanimous voice vote. Meeting adjourned.

Respectfully submitted,  
*Kimberly Regalado*  
Kimberly Regalado