

DU-COMM

DuPage Public Safety Communications
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EXECUTIVE COMMITTEE MEETING – MINUTES

Wednesday, December 18, 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 |
| President Nick Kosiara | Glenside FPD |
| Fire Chief Rick Sanborn Jr. | York Center FPD |
| Police Chief Dave Schar | Winfield PD |
- Absent:** President Tim Deutschle (Treasurer) - Bloomingdale FPD; Police Chief Phil Norton - Glen Ellyn PD; Fire Chief Mark Bozik - Roselle FD
- Staff:** Director Robb, Deputy Director Benjamin, Finance Manager Athitakis, HR Manager Groves, Technical Services Manager Maplethorpe, MIS Manager Klein, Exec Secretary Regalado
- Guests:** Attorney John Kelly - Ottosen DiNolfo Hasenbalg & Castaldo, Ltd

- 2. Public Comment**
None

- 3. Consent Agenda**

Employee Recognition

A. Proclamation 24-004 – Fire Chief Patrick Tanner, West Chicago FPD

Minutes:

B. November 19, 2024 - Minutes

C. November 19, 2024 – Closed Session Minutes

Financials:

D. Monthly Revenue Expenditure Report – November 2024

E. Monthly Bill Listing – November 2024

Other Business:

F. JCSS Master Alarm Agreement Renewal

G. Village of Woodridge MOU Amendment

H. Acting Executive Director Appointment

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

- 4. Committee Reports**

A. Chiefs Operating Committee Report - Chief Schar

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

B. Finance Subcommittee Report – Administrator Guttman

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

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

C. DuPage County ETSB Report – Director Robb

Director Robb noted

- Changes were made to the ETSB board makeup and quorum requirements by the County Board.
- The quorum for most business was lowered from nine to seven members.
- A supermajority of eight members is still required for certain actions, such as budget approvals and major purchases.
- The purchasing power of the ETSB Director has increased from \$5,000 to \$20,000.
- A purchase resolution of \$200,836.99 to Motorola Solutions for the encryption plan was approved.
- Chief Tanner noted concern for a statement made at the ETSB meeting regarding the Fire Chiefs holding up the progress of mobile radios.

D. HR/Admin Subcommittee Update – Manager Niehaus

Manager Niehaus reported

- No report. The committee did not meet in December.
- Two individuals have expressed interest in filling the vacancy on the HR subcommittee.

5. Staff Reports

A. Director's Report – Jessica Robb

Director Robb noted

- The Text-to-911 phone cutover was discussed.
- DUCOMM has yet to sign off with the state on the cutover due to unresolved issues.
- Text-to-911 activation has been delayed until early 2025 because of these issues.
- The ETSB is attempting to hold the vendors accountable for the outstanding issues.

B. Operations Department Report – Tyler Benjamin

DD Benjamin reported

- The LEADS (Law Enforcement Agencies Data System) cutover on December 3rd was discussed.
- The rerouting functionality for towns that close their desks overnight is no longer working as it was with the new LEADS system.
- The state is investigating the issue.
- In the meantime, manual rerouting is being used, which requires a TC assigned to a particular seat.

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

MIS Manager Klein reported

- The Tornado siren server is still up and running in monitor mode.
- Disaster recovery and incident response plans are being developed.
- Redundant routers are being deployed at all core tower sites.
- The firewall replacement is expected to begin in January. JCI has ordered equipment needed before replacement begins.

Technical Services Manager Maplethorpe reported

- Issues with the phone system were discussed, including problems with ANI/ALN information, call control issues, and Rapid SOS integration.
- Progress is being made on channel realignment for Fire West to Fire North.
- The ETSB is moving forward with the AXS radio consoles, with installation expected in the first quarter of 2025. There are concerns that need to be addressed

D. Administrative Department Report – Angela Athitakis / Christine Groves

Finance Manager Athitakis reported

- The focus has been on the transition from Paylocity to Paycom for payroll services.
- Training for employees on the new system has been ongoing.

HR Manager Groves reported

- The personnel manual is being updated, with a draft expected to be ready for committee review in January or February.

6. Old Business

A. Funding Formulas (Forest Preserve) – on hold

Director Robb noted

- A meeting will be held with Brent Reynolds at Glenview to discuss their IGA system and funding formulas.

B. Strategic Plan -Update) – on hold

Director Robb noted

- The strategic plan is complete on paper and is being finalized by a graphic designer.
- It is expected to be ready for review and approval in January.

C. MIS RFP

The Executive Committee discussed

- The MIS RFP (Request for Proposal) was discussed, and it was recommended to go with Mission Critical Partners because of their experience with our industry's technology.
- Questioned RFP budget funds-There are \$6,000 budgeted funds in FY25 and \$10,000 budgeted funds in FY26.

Administrator Guttman made a motion to approve Mission Critical Partners as the MIS RFP firm for an amount not to exceed \$38,545 and to include funds necessary in a budget amendment and Mayor Craig seconded. Motion passed by unanimous roll call vote.

7. New Business

A. Written Directive Nuisance Caller

- The directive was drafted in response to recent issues with nuisance callers.
- The directive includes safeguards to ensure that authorization to disregard a nuisance call does not last past the existing shift.
- Attorney Kelly reviewed the Written Directive prior to the clause advising the caller we will disconnect was added.
- DD Benjamin will ask Police Chief Norton if he has any questions on the Written Directive due to his absence today and request the Executive Committee review this Written Directive.

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 7:58 a.m. Mayor Craig made a motion to adjourn, and Manager Fieldman seconded. The motion was approved by voice vote. Meeting adjourned.

Respectfully submitted,

Kimberly Regalado

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