

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

Wednesday, January 22, 2025 –7:30 a.m.
DU-COMM, 420 N. County Farm Road, Wheaton, IL

At 8:08 a.m. Mayor Brummel called the meeting to order.

- 1. Roll Call**
- | | |
|--|--------------------------|
| Mayor David Brummel (Chairman) | City of Warrenville |
| Manager David Fieldman (Secretary) | Village of Downers Grove |
| Administrator Michael Guttman | City of West Chicago |
| Manager Scott Niehaus (<i>arrive 8:09</i>) | Village of Lombard |
| Fire Chief Matthew Beyer | Bloomington FPD |
| Police Chief Phil Norton | Glen Ellyn PD |
| President Nick Kosiara | Glenside FPD |
| Fire Chief Rick Sanborn Jr. | York Center FPD |
| Fire Chief Steve Evans | Winfield FPD |
| Police Chief Dave Schar | Winfield PD |
- Absent:** Mayor Rod Craig (Vice-Chair) - Village of Hanover Park
- Staff:** Acting Executive 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; Fire Chief Mark Bozik – Roselle FD

2. Public Comment
None

3. Motorola Award – TS Manager Erik Maplethorpe – *presented at the BOD meeting.*

4. New Business

A. Appointment of Fire Chief Steve Evans, Vice-Chair of Chiefs Operations Committee, to the Executive Committee.

Administrator Guttman made a motion to approve the Appointment of Fire Chief Steve Evans, Vice-Chair of Chiefs Operations Committee, to the Executive Committee and Chief Norton seconded. Motion passed by a roll call vote.

5. Consent Agenda

Employee Recognition – *presented at the BOD meeting.*

- A. Wall of Life Honoree – TC Cheryl Delph-Ruiz
- B. Wall of Life Honoree – TC Jackie Bormann
- C. Wall of Life Honoree – TC Diana Pikul
- D. Wall of Life Honoree – TC Beth Alyse Burton
- E. Proclamation 25-002 – Fire Chief Mark Bozik, Roselle FD

Minutes:

F. December 18, 2024 - Minutes

Financials:

G. Monthly Revenue Expenditure Report – December 2024

H. Monthly Bill Listing – December 2024

Other Business:

I. Semi-annual review of closed session minutes

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

6. Committee Reports

A. Chiefs Operating Committee Report - Chief Schar

- The Committee acknowledged Roselle Fire Chief Mark Bozik's retirement. Winfield Fire Chief Steve Evans was appointed to the Vice-Chairman vacancy.

B. Finance Subcommittee Report – Administrator Guttman

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

C. DuPage County ETSB Report – Acting Executive Director Benjamin

Acting Executive Director Benjamin noted

- Cost approvals were given for the new Winfield Fire Station and a change order for Fire Radios.
- The ETSB received a State's Attorney's opinion about the use of radios bought with 9-1-1 surcharge funds for purposes unrelated to 9-1-1 first responder arrival. ETSB will communicate directly with Agencies about this early this year.

D. HR/Admin Subcommittee Update – Manager Niehaus

Manager Niehaus noted

- Bylaw changes regarding the Acting Executive Director that the HR Committee contributed to were followed in the appointment of the current Acting Executive Director Benjamin.
- The Committee is assisting with wellness initiatives, evaluation forms and training, and a revision to the HR Manual.
- Willowbrook Administrator Sean Halloran is recommended as the new member to fill the HR Committee vacancy.

7. Staff Reports

A. Director's Report – Jessica Robb

Acting Executive Director Benjamin noted

- Labor management regular meetings continue and are productive.

B. Operations Department Report – Tyler Benjamin

Acting Executive Director Benjamin noted

- LEADS seating issues were communicated, and assigned seating will likely be implemented.
- Tightening internet access in the Center was communicated to staff.

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

MIS Manager Klein reported

- The firewall is close to being deployed.
- Backup routers have been purchased and are ready to deploy. The second routers back up nightly and can be connected if any problems arise.
- The kickoff meeting with Mission Critical Partners for the MIS RFP was held, and they will be on-site in mid-February.

Technical Services Manager Maplethorpe reported

- Working through the issues for Text to 911. DU-COMM is unable to transfer a text that is not ours.
- Need to re-apply for our 50 FCC licenses by the end of June 2025. Technical Services Manager Maplethorpe can assist any Agency needing to also re-apply.

D. Administrative Department Report – Angela Athitakis / Christine Groves

Finance Manager Athitakis reported

- The transition to Paycom for payroll services has been delayed to February due to issues with tax and IMRF information transferring correctly.
- The MIS RFP for IT services with Mission Critical Partners is ongoing.

HR Manager Groves reported

- DU-COMM is celebrating its 50th anniversary with a new logo and activities every month for staff.
 - The Committee suggested highlighting the original seven agencies and chart the growth.
- Four new hires have started, and recruitment is continuing.
- The Personnel Manual is under review, and a new Performance Evaluation form is being developed.
- Leadership training for Managers will be held at the end of the month.
- Wellness training sessions for staff with a therapist have started.
- Paycom implementation is ongoing, with applicant tracking and other features to come.

8. **Old Business**

A. Strategic Plan -Update) – on hold

Acting Executive Director Benjamin noted

- The Strategic Plan is almost ready, but there were some errors in the version from the graphic designer

9. **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.

10. **Other Business**

A. The importance of 9-1-1 services was highlighted by Manager Fieldman. The Wall of Life recognition for Beth Alyse Burton was for a life-saving call for a 15-year-old Downers Grove resident who Manager Fieldman has met. It really highlights how vital DU-COMM's services are.

B. Mayor Brummel announced his retirement and thanked the Committee for their work.

- The process for Board Elections was outlined.
- The importance of member involvement in the organization was emphasized.
- The Bylaws regarding the Nominating Committee were discussed, and suggestions for future changes were made - i.e. the committee should have an odd number of members.

11. **Adjournment**

At 8:33 a.m. Chief Norton made a motion to adjourn, and Manager Niehaus seconded. The motion was approved by voice vote. Meeting adjourned.

Respectfully submitted,

Kimberly Regalado

Kimberly Regalado