

DU-COMM

DuPage Public Safety Communications
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EXECUTIVE COMMITTEE MEETING – MINUTES

Wednesday, January 24, 2024 – 7:30 a.m.
DU-COMM, 420 N. County Farm Road, Wheaton, IL

At 8:32 a.m. Mayor Brummel called the meeting to order.

- 1. Roll Call**
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|--|-------------------------|
| Mayor David Brummel (Chairman) | City of Warrenville |
| Mayor Rod Craig (Vice-Chairman) | Village of Hanover Park |
| President Timothy Deutsche (Treasurer) | Bloomingtondale FPD |
| President Brent Frank | Lisle-Woodridge FPD |
| Administrator Guttman | City of West Chicago |
| Manager Scott Niehaus | Village of Lombard |
| Police Chief Phil Norton | Glen Ellyn PD |
| Fire Chief Rick Sanborn | York Center FPD |
| Fire Chief Mark Bozik | Village of Roselle |
- Staff:** Interim Director Krull, Acting DD Benjamin, DD Baarman, Finance/HR Manager Athitakis, Training Coord. Schretter, Exec Secretary Keifer
- Guests:** Attorney Steve DiNolfo, Ottosen DiNolfo Hasenbalg & Castaldo, Ltd., West Chicago Fire Chief Tanner,

2. Public Comment

3. Consent Agenda

Minutes

- A. December 18, 2023 - Minutes
- B. December 18, 2023 - Closed Session Minutes

Financials:

- C. Monthly Revenue Expenditure Report – November and December 2023
- D. Monthly Bill Listing – December 2023

New Business:

- E. Siren Automation Groups
- F. Semi-annual review of closed session minutes pursuant to the (5 ILCS 120/2 (c) 21)
Motion to hold minutes of: 8/27/08, 3/28/12, 4/17/12, 5/22/13, 8/27/14, 11/26/14, 3/25/15, 4/19/16, 3/22/17, 3/21/18, 08/22/18, 11/28/18, 12/12/18, 03/20/19, 07/10/19, 01/15/20, 02/26/20, 04/21/20, 08/26/20, 12/16/20, 02/24/21, 03/24/21, 04/20/21, 12/15/21, 02/23/22, 04/20/22, 08/24/22, 09/28/22, 04/26/23, 05/24/23, 08/23/23, 09/14/23, 09/27/23, 10/18/23, 11/15/23, and motion to authorize the destruction of verbatim records (audio) of closed meetings older than 18 months that meet destruction criteria.

Chief Norton made the motion to approve Consent Agenda 3A, 3B, 3C, 3D, 3E, and Administrator Guttman seconded. The motion was approved by unanimous roll call vote.

4. Committee Reports

- A. Chiefs Operating Committee Report - Chief Bozik
Chief Bozik noted discussion on staffing issues with DPSO membership, discussed portable radio distribution and the related frustrations.

B. Finance Subcommittee Report - Administrator Guttman

Administrator Guttman noted when this subcommittee was formed concerns were raised about past experiences, and he resolved to get direction from the Executive Committee before topics were addressed. The Interim Director brought undervalued third-party contracts to his attention for consideration. He requested flexibility to explore fresh issues/ideas, and will keep the Executive Committee updated, versus bringing each one back for approval. Mayor Brummel noted Administrator's Guttman discretion is valued and trusted, and he has the support of the Executive Committee, and it was agreed.

C. DuPage County ETSB Report - Administrator Guttman

Administrator Guttman noted a short meeting. Last year the ETSB Chair conducted a goal setting exercise and Administrator Guttman shared some concerns, which were endorsed, and many addressed, but the ETSB Chair wants to meet next Monday to discuss the remaining one.

D. HR/Admin Subcommittee Update – Manager Niehaus

Manager Niehaus noted members volunteered to work on the Acting Up pay, and language for the formal process to appoint an Interim Director. The recommendation will require a Bylaws change, which is in process. Working on the HR Manager job description with hope to finalize at the February meeting. Discussed the recent state legislation on paid leave. Attorney Kelly reviewed language for an Interim Director appointment and the Acting Up policy would apply to only management level positions.

Mayor Craig asked about the number of part-time employees and Manager Athitakis noted three part-time TCs and two part-time alarm board operators.

5. Staff Reports

A. Director's Report

Interim Director Krull noted three Bylaws changes to discuss at the February meeting as changes need to be posted 30 days before the April Board vote. Changes noted in the packet document; change to the meeting schedule, costs associated with new membership, and language to give discretion to the Board of Directors regarding the Interim Director, and Attorney Kelly recommended the authority be with the Executive Committee. While the Board of Directors names the Executive Director, the Executive Committee will have the authority to name the Interim, until the Board names a permanent Executive Director. Administrator Guttman noted agreement with the third change if it codifies the Board of Director be given formal notice to attend the meeting to comment and participate in the process, and Interim Director Krull agreed.

B. Operations Department Report

Acting DD Benjamin noted work with Interim Director Krull, to attend a Threat symposium later this week, and will succeed DD Baarman on the ETSB PAC.

Chief Sanborn asked if the recent Purvis outage was on the ETSB side and is there anything he can bring to the FSA meeting tomorrow. DD Baarman noted the CAD interface to Purvis failed. ETSB was notified, and after two hours they rebooted the CAD interface. There are tools the ETSB could put in place to monitor CAD and alert them (SolarWinds), but that has not been done yet. ETSB opened a ticket with Hexagon to get more information but waiting for response.

C. Support Services Department Report

DD Baarman noted the Downers Grove tower move is expected in February and received the FCC licenses for the move. Also received approval to use our frequency for the Fulton Tornado warning siren, with the help of former Director Tegtmeyer. The Fulton siren project requires an antenna replacement before Fulton can switch the radios to the new frequency. Hope to test our frequency in February before the process is automated. Tech Maplethorpe to handle the phone system, but AT&T is focused on ACDC. Weekly meetings started to keep the project on track.

D. Administrative Department Report

Manager Athitakis noted with the five new hires that start on Feb 9, will be at 74 TCs. Many in training. Several other open positions to be addressed in the months ahead. The focus is on hiring TCs and will encourage those that were close to passing the test, to test again. Working on an Auditor RFP for this fiscal year. Mayor Brummel thanked Manager Athitakis for her hard work, as highlighted by Auditor Porter.

6. Old Business

A. DPSO MOU

B. Phone System Conversion

DD Baarman noted the DPSO was here this week to use the fiber in the Sheriff's space. Must ensure it is accounted for in the new membership agreement.

7. New Business

A. Part-Time Staffing

Interim Director Krull noted the memo in the packet and provided a summary on the 7–9-month training needed for TCs. The union contract requires part-timers to be current, or former employees. Two former employees express an interest to work part-time. Currently, four are allowed in the budget and ask for permission to hire more part-time staff if the equivalent between part-time and full-time staff remains within the budget. Manager Niehaus noted the difference between actual (74) and the total authorized (89) staffing, is 15. If split among 20 hours a week it would be 30 part-time positions. When we reach full staffing, the part-time staff will either go full-time, or be cut by seniority. He asked about those interested, and Manager Athitakis noted one left to go to another agency, and now wants part-time work, the other is a former Manager. Chief Norton asked if the contract had anything about a cap on the part-time number, and Manager Athitakis noted in negotiations they wanted a cap, but instead left it at former employees. Mayor Brummel asked if any action was needed, and Interim Director Krull noted just direction. Mayor Craig asked about the ramp-up time, and Interim Director Krull noted the Training Coordinator would develop specific curriculum for each one, but should be about one month for one, and maybe two months for the other.

At 8:56 a.m. Chief Bozik made a motion to enter closed session to discuss Personnel matters (5 ILCS 120/2 (c) 1) and Pending, Probable, or Imminent Litigation (5 ILCS 120/2 (c) 11) and Manager Niehaus seconded. Motion approved by unanimous roll call vote.

Having taken no action, the Executive Committee returned to open session at 09:15 a.m.

8. Executive Closed Session for the purposes of discussing:

A. Semi-annual review of closed session minutes pursuant to the (5 ILCS 120/2 (c) 21).

B. Personnel matters (5 ILCS 120/2 (c) 1)

C. Collective negotiating matters (5 ILCS 120/2 (c) 2)

D. Purchase or lease of real property (5 ILCS 120/2 (c) 5)

E. Pending, Probable, or Imminent Litigation (5 ILCS 120/2 (c) 11)

9. Other Business

10. Adjournment

At 9:15: a.m. President Frank a motion to adjourn, and Manager Niehaus seconded. The motion was approved by voice vote. Meeting adjourned.

Respectfully submitted,

Christine Keifer

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