

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, February 26, 2025 –7:30 a.m.
DU-COMM, 420 N. County Farm Road, Wheaton, IL

At 7:33 a.m. Mayor Brummel called the meeting to order.

1. Roll Call	Mayor David Brummel (Chairman) Mayor Rod Craig (Vice-Chair) Manager David Fieldman (Secretary) Administrator Michael Guttman Manager Scott Niehaus (<i>arrive 7:38</i>) Police Chief Phil Norton President Nick Kosiara Fire Chief Rick Sanborn Jr. Fire Chief Steve Evans Police Chief Dave Schar	City of Warrenville Village of Hanover Park Village of Downers Grove City of West Chicago Village of Lombard Glen Ellyn PD Glenside FPD York Center FPD Winfield FPD Winfield PD
---------------------	---	---

Absent: President Tim Deutsche - Bloomingdale FPD

Staff: Acting Executive 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

Employee Recognition

A. Proclamation 25-003 – Jennifer Kilcourse, Telecommunicator III

Minutes:

B. January 22, 2025 - Minutes

Financials:

C. Monthly Revenue Expenditure Report – January 2025

D. Monthly Bill Listing – January 2025

New Business:

E. Upgrade Comcast Internet Speed to 1GB

F. Purchase of CX300 Communications Service Monitor

G. Surplus Equipment Disposal List

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

6. Committee Reports

A. Chiefs Operating Committee Report - Chief Schar

- Discussed Text-to-911 implementation, including the anticipated timeline for public education.

B. Finance Subcommittee Report – Administrator Guttman

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

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

C. DuPage County ETSB Report – Acting Executive Director Benjamin

Acting Executive Director Benjamin noted

- Draft policy under consideration for a fee schedule for attaching third-party applications and services to ETSB systems, aiming to establish clear and transparent pricing for one-time and ongoing costs.
- Discussion on the potential surcharge for custom standalone services or applications, such as using a town's own tablet or software package instead of the ETSB-provided MDTs, to ensure 9-1-1 surcharge funds are not used to cover these costs.

D. HR/Admin Subcommittee Update – Manager Niehaus

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

7. Staff Reports

A. Acting Executive Director's Report – Tyler Benjamin

Acting Executive Director Benjamin noted

- Updates on the SMS text Written Directive, nearing completion after collaboration with TS Manager Maplethorpe to ensure clarity and alignment between technical and policy aspects.
- Soft opening of the Text-to-911 service, allowing for wireless carrier testing and a gradual rollout to the public, with a coordinated public campaign planned for April, possibly to coincide with Telecommunicator Week.
- The County, especially the ETSB, may broaden the public education campaign to include 2-1-1 and 9-8-8.
- Radio console training for 10 staff members, who will then train the remaining staff.
- Console installation in DU-COMM beginning in March, carefully coordinated to ensure sufficient trained staffing during the transition.

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

MIS Manager Klein reported

- Successful firewall upgrade with minimal downtime (2.5 minutes) and simultaneous cleanup of the alarm network.
- Progress on the automation server for sirens, including simulation testing using historical National Weather Service tornado warnings to validate the system's response, with a presentation planned for Support Services.

Technical Services Manager Maplethorpe reported

- Text to 911 proceeding as Acting ED Benjamin noted
- AXS radio console installation will prepare DU-COMM for Encryption.

C. Administrative Department Report – Angela Athitakis / Christine Groves

Finance Manager Athitakis reported

- Transition to Paycom for payroll processing, including accrual calculations, with two successful payrolls.
- Retirement in May of finance clerk and active search for a replacement with payroll experience.
- All employees received a DU-COMM 50th Anniversary T-shirt that are available for Executive Committee members.

HR Manager Groves reported

- Completion of Wellness sessions for all staff members, with positive employee feedback on the 9-1-1 trained therapist sessions.
- Progress on Personnel Manual and upcoming Performance Evaluations, incorporating a new self-appraisal component.
- Updates on recruitment and hiring, including three new TCs for the next training session, ongoing interviews for open positions, and a revamped career website with automated applicant tracking.

8. Old Business

A. Strategic Plan

Acting Executive Director Benjamin noted

- Latest draft emailed to the Executive Committee, with progress made on formatting and incorporating photographs.

- Plan to present to the Board of Directors in April for formal adoption
- Manager Niehaus emphasized the importance of having guidance in place for decision-making for incoming Board and Executive Committee members.
- Manager Niehaus suggested hosting two workshops for members to familiarize themselves with the plan, one at DU-COMM and one at another centrally located alternative location like Lombard Village Hall.

B. MIS RFP

Finance Manager Athitakis reported

- Mission Critical Partners are on track with the MIS RFP process, having conducted on-site interviews with seven key internal staff members.
- A rough draft is expected by mid-to-late March, with plans to bring it to the Finance subcommittee in April.

9. New Business

A. Communication and Solicitation for Nominating Committee and Board Positions

Manager Niehaus noted

- The need for a nominating committee and proactive communication to encourage volunteers for board positions, drawing inspiration from ILCMA and DMMC's successful approaches.
- Consensus reached to start sending out regular communication (every two to three weeks) requesting interested parties contact Mayor Brummel if they would like to be on the nominating committee and reminders to volunteer for board positions to ensure a member-driven process.

B. Over-hire of Operations Manager

Acting Executive Director Benjamin noted

- Request for approval to over-hire one Operations Manager in preparation for the promotion of an Operations Manager to Senior Manager Operations, with the goal of maintaining staffing levels during an upcoming FMLA leave.
- Discussion on the budget neutrality and the expectation of promoting from within for the Senior Manager position.

Administrator Guttman made a motion to approve one Operations Manager over-hire and Manager Niehaus seconded. Motion approved by unanimous roll call vote.

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 8:02 a.m. Chief Norton made a motion to enter closed session to discuss Collective negotiating matters (5 ILCS 120/2 (c) 2) and President Kosiara seconded. Motion approved by unanimous roll call vote.

Having taken no action, the Executive Committee returned to open session at 08:10 a.m.

10. Other Business

None

11. Adjournment

At 8:11 a.m. Administrator Guttman made a motion to adjourn, and Manager Fieldman seconded. The motion was approved by voice vote. Meeting adjourned.

Respectfully submitted,
Kimberly Regalado
Kimberly Regalado