

# DU-COMM

**DuPage Public Safety Communications**  
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## EXECUTIVE COMMITTEE MEETING – MINUTES

Wednesday, February 28, 2024 – 7:30 a.m.  
DU-COMM, 420 N. County Farm Road, Wheaton, IL

At 7:30 a.m. Mayor Brummel called the meeting to order.

### **1. Roll Call**

Mayor David Brummel (Chairman)  
Mayor Rod Craig  
Manager David Fieldman  
President Tim Deutschle  
Administrator Michael Guttman  
Manager Scott Niehaus  
Fire Chief Rick Sanborn  
Police Chief Dave Schar

City of Warrenville  
Village of Hanover Park  
Village of Downers Grove  
Bloomington FPD  
City of West Chicago  
Village of Lombard  
York Center FPD  
Winfield PD

**Staff:** Director Robb, Consultant Krull, Acting DDO Benjamin, Finance/HR Manager Athitakis, Acting Technical Services Manager Maplethorpe, Exec Secretary Regalado

**Guests:** Attorney Erika Thomas - Ottosen DiNolfo Hasenbalg & Castaldo, Ltd.,

Mayor Brummel made the motion to remove Consent Agenda item 3B and Chief Sanborn seconded. The motion was approved by unanimous voice vote.

### **2. Public Comment**

### **3. Consent Agenda**

#### **Minutes:**

- A. January 24, 2024 Minutes
- B. January 24, 2024 Closed Session Minutes

#### **Financials:**

- C. Monthly Revenue Expenditure Report - January 2024
- D. Monthly Bill Listing - January 2024

#### **New Business**

- E. Surplus Equipment Disposal List

Administrator Guttman made the motion to approve Consent Agenda items 3A, 3C, 3D, 3E, and Manager Fieldman seconded. The motion was approved by unanimous voice vote.

### **4. Committee Reports**

- A. Chiefs Operating Committee Report - Chief Schar

Chief Schar stated they discussed the Sheriff's Office consolidation and radios for fire departments. Watching Springfield for the encryption bill status.

- B. Finance Subcommittee Report - Administrator Guttman

#### **1. Mobile Stroke Unit**

Administrator Guttman noted the Mobile Stroke Unit pays less than member agencies and recommends increasing fees. The Mobile Stroke Unit pays \$30 per call compared to our member agencies paying \$45 per call. Consultant Krull shared the agreement originated in 2016 with no price increase in eight years. The Unit serves six DU-COMM agencies and ten agencies outside DU-COMM. Recommend a 3-year agreement at \$90 a call with a yearly escalator of five percent or CPI, whichever is higher. The Mobile Stroke Unit responds with the fire department and is doing great work saving many lives. Manager Niehaus suggested the committee waits to hear the response back from Northwest Central DuPage before the committee makes their decision.

C. DuPage County ETSB Report - Administrator Guttman

Administrator Guttman noted discussion on fire radios, increasing the ETSB Executive Director's spending limit to \$15,000 similar to DuPage County department heads, and quorum issues in needing a super majority vote.

D. HR/Admin Subcommittee Update - Manager Niehaus

Manager Niehaus noted Bylaw Amendments will be voted on in April. The HR Manager job description is complete and are currently looking at the proper salary range. This position may interest the private sector. Manager Niehaus is encouraged about labor management meetings with proactive operations in the center. Director Robb will discuss the next steps of the Healthy Dispatcher in March.

**5. Staff Reports**

A. Director's Report – Jessica Robb

Director Robb noted it is good to be back and appreciates the support and well wishes of the Board, as well as the support of Consultant Krull for taking such good care of DU-COMM and continuing her support. Consultant Krull introduced Erik Maplethorpe as the Acting Technical Services Manager, who has 4 ½ years' experience at DU-COMM. This coverage was needed due to Matt Baarman's resignation. The DDO position was posted internally because of the talent within DU-COMM. The interview team will be Director Robb, Consultant Krull (remotely), Finance/HR Manager Athitakis, and Manager Fieldman. Consultant Krull discusses Professional Development every other week at the OM's meeting (DU-COMM Operations Managers). Director Robb will work with the Union on the Peer-to-Peer program. The website is complete, but we are working on some problems with forms running in the background. Consultant Krull discussed the need for the Fire Channel Realignment due to Fire Chiefs speaking of missed radio traffic and dispatchers listening to two channels. Eliminating Fire Channel West will be tested for 30 days. Consultant Krull will meet with Bartlett and Hanover Park to discuss moving to Fire North during the trial.

B. Operations Department Report – Tyler Benjamin

Acting DDO Benjamin noted work is going well on the Sheriff Office consolidation. He has been appointed to the ETSB Policy Advisory Committee. Severe weather last night revealed operational areas in need of improvement (siren activation could have been sooner). It was the Operations Manager's first time supervising a weather event alone and was supported remotely by the DDO and Director.

C. Support Services Department Report

Acting Technical Services Manager Maplethorpe noted AT&T needs to complete tasks for the phone system update. Fulton is currently programming the weather sirens. Weather sirens had to be activated yesterday due to the weather. Consultant Krull noted the sirens will be an automated process alarmed by area. This is a big help in removing the human factor. TSM Maplethorpe noted the STARCOM tower microwave upgrade continues to be postponed.

D. Administrative Department Report – Angela Athitakis

Finance/HR Manager Athitakis reported DU-COMM is currently staffed with 74 TCs. Twelve TC interviews are scheduled this week and thirteen are scheduled in March. The DDO open position was posted internally. We continue to review other open positions. Finance-Auditor proposals were due, and two auditors responded. The Finance Subcommittee will review the proposals at their next meeting.

**6. Old Business**

A. DuPage County Sheriff's Office Membership – Update

Consultant Krull stated the Sheriff's Office requested an updated proposal with some changes they have requested. Administrator Guttman sent the IGA and the resolution to be signed by the Sheriff's Office. The final proposal will be shared at the Chief Operations and Executive Board meetings in March before it is voted on by the Board of Directors at the April meeting.

B. Phone System Conversion

Update shared in the Support Services Department Report.

**7. New Business**

A. Bylaws Amendment

Consultant Krull noted the Bylaws were amended to allow for a deferred payment option, meeting dates not to be listed and instead determined by the Board of Directors annually, and the Executive Committee will name the Interim Director in the absence of an Executive Director. Manager Niehaus noted if the Executive Board approves the proposal today the Board of Directors will vote for approval at the April 24<sup>th</sup> meeting. The amendment must be available for review 30 days prior to that meeting.

Administrator Guttman made the motion to approve the Bylaws Amendment, and Manager Niehaus seconded. The

motion was approved by unanimous roll call vote.

## B. Strategic Plan

Director Robb shared the need for an updated strategic plan that reviews the structure, staffing, and opportunities for growth at DU-COMM. Director will be working with Consultant Krull on the plan.

## C. Consultant contract

Manager Niehaus noted Consultant Krull's original GovHR contract as a consultant and mentor has a \$125 (\$35 GovHR / \$90 Krull) hourly rate. The level and quality of her work has provided a much more intense scope of services over the contracted pay scale. Manager Niehaus recommends a pay increase to \$147 (\$42 GovHR / \$105 Krull) effective today until April 30<sup>th</sup>, the end of the budget year. Manager Niehaus asks to extend the contract starting May 1, 2024 - August 31, 2024 with a minimum of 20 hours a week at \$147 (\$42 GovHR / \$105 Krull) including travel expenses if needed be recommended to the Board of Directors.

Manager Fieldman made the motion to amend the rate of pay to \$147 an hour for Consultant Krull's current GovHR contract, and Chief Schar seconded. The motion was approved by unanimous roll call vote.

Manager Fieldman made the motion to recommend the GovHR contract for Consultant Krull in FYE 25 to move to the Board of Directors for approval, and Manager Niehaus seconded. The motion was approved by unanimous roll call vote.

## 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**

## 10. **Adjournment**

At 8:17 a.m. Mayor Brummel made a motion to adjourn, and Manger Fieldman seconded. The motion was approved by voice vote. Meeting adjourned.

Respectfully submitted,  
*Kimberly Regalado*  
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