

DU-COMM

DuPage Public Safety Communications
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EXECUTIVE COMMITTEE MEETING – MINUTES

Wednesday, March 27, 2024 – 7:30 a.m.
DU-COMM, 420 N. County Farm Road, Wheaton, IL

At 7:34 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 | Village of Hanover Park |
| Manager David Fieldman | Village of Downers Grove |
| President Tim Deutschle | Bloomington FPD |
| President Brent Frank | Lisle-Woodridge FPD |
| Administrator Michael Guttman | City of West Chicago |
| Fire Chief Rick Sanborn | York Center FPD |
| Fire Chief Mark Bozik | Roselle FD |
| Police Chief Dave Schar | Winfield PD |
- Staff:** Director Robb, Consultant Krull (virtual), Finance/HR Manager Athitakis, Acting Technical Services Manager Maplethorpe, MIS Manager Klein, Exec Secretary Regalado
- Guests:** Attorney John Kelly - Ottosen DiNolfo Hasenbalg & Castaldo, Ltd., Fire Chief Patrick Tanner – West Chicago

2. Public Comment

3. Consent Agenda

Employee Recognition:

- A. Proclamation 24-001 – Lisa Beguhl, Telecommunicator II

Minutes:

- B. February 28, 2024 Minutes
C. January 24, 2024 Closed Session Minutes

Financials:

- D. Monthly Revenue Expenditure Report - February 2024
E. Monthly Bill Listing - February 2024

New Business

- F. Surplus Equipment Disposal List
G. Cambium Microwave Purchase
H. VHF Fire Selex Base Station Purchase

Manager Fieldman made the motion to approve Consent Agenda items 3A, 3B, 3C, 3D, 3E, 3F, 3G, 3H 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 shared the fire subcommittee's frustration with the ETSB's radio distribution. There is no clear direction of when radios will be distributed or the process. There was discussion that ETSB will set a policy to not replace radios in the future. All agencies are content and have no issues on the Fire Channel realignment.

B. Finance Subcommittee Report - Administrator Guttman

Administrator Guttman noted the Finance Subcommittee did not meet last month. The auditor contract will be

voted upon at this meeting. The proposed contract has a \$30,000 cost savings and can be terminated at any time with no fees.

B. DuPage County ETSB Report - Administrator Guttman

Administrator Guttman shared the ETSB has a new public member, a retired DuPage Sheriff Deputy.

C. HR/Admin Subcommittee Update – Finance/HR Manager Athitakis

Finance/HR Manager Athitakis shared the subcommittee has been working on finalizing the HR Manager position. The group reviewed salary comparisons and the position will be posted the beginning of April.

5. Staff Reports

A. Director's Report – Jessica Robb

Director Robb shared the need for the quality assurance position to be filled. The team conducted six internal interviews for the DDO position. The Sheriff's consolidation members were invited to attend the Police Ops Subcommittee meeting today. An operations meeting is scheduled on April 2 for DU-COMM and the Sheriff's Department. Strategic planning meetings are scheduled for the latter part of April requesting input for the future direction of DU-COMM. The Peer-to-Peer program was discussed with the union and peer members. Attorney Kelly approved the confidentiality agreement for program participants. HR Generalist Glos will oversee the program and training has been scheduled for mid-June for the TCs to participate with ACDC. The Mobile Stroke Unit meeting is scheduled for April 11th. The Healthy Dispatcher will be onsite on April 8th to discuss the survey with staff. Mayor Brummel thanked Consultant Krull for continuing her valuable input in supporting DU-COMM.

B. Operations Department Report – Tyler Benjamin

Update included in the packet.

C. Support Services Department Report

MIS Manager Klein shared the automation equipment for the weather sirens will be complete in four weeks. MIS works on the Sheriff Consolidation project. Prescient IT will be conducting the MIS audit. The completed report will be shared with DU-COMM and MIS to use to improve MIS services.

Acting Technical Services Manager Maplethorpe noted no update on the phone system upgrades. Weather sirens are solely working on the new frequency. The StarComm microwave update ran into a hardware issue and may need the dish replaced.

Mayor Craig questioned the railroad monitors being installed to monitor for longer freight time. MIS Manager Klein shared DU-COMM met with Bartlett, the train, and representatives from the monitoring system. The system will provide a website for DU-COMM and Agencies to view, eventually plan to tie into CAD to help first responders. The tool being available depends on how quickly they can install the sensors.

D. Administrative Department Report – Angela Athitakis

Finance/HR Manager Athitakis reported staff currently at 72 TCs, one trainee left which is not uncommon. Sixty-eight TCs will be certified by October. Nine candidates have been given offers and an additional eighteen candidates passed the testing with interviews scheduled in April. After the DDO position is filled, the Operations Manager position will be posted internally. A reminder to share a proclamation, thank you, etc. for TC week before April 14. The fiscal year closes at the end of April.

6. Old Business

A. Proposed Bylaw Change Update

Attorney John Kelly noted the BOD had received two suggestions from Manager Michael Dzugan and Mayor David Pileski to move the interim director location in the bylaws and to limit the position to 90 days. If the Executive Committee accepts the changes, then it is outside of 30 days' notice. He suggests moving to the BOD and they can wave the 30 days or hold until the July meeting. Attorney Kelly will redraft the amendments and Director Robb will share the revised document with the BOD, so they can act on it at the April meeting.

7. New Business

A. DuPage County Sheriff's Office (DPSO) – Approval of DuPage County Sheriff's Office Membership May 1, 2024

Director Robb shared the Chiefs Operations Committee approved the membership. Director Robb noted the IGA is to be reviewed in early April at the Public Safety Board and County Board.

Administrator Guttman made the motion to recommend the DuPage County Sheriff's Office Membership on May 1, 2024 move to the Board of Directors for approval, and Manager Fieldman seconded. The motion was approved by unanimous roll call vote.

B. Auditor Contract

Finance/HR Manager Athitakis recapped the proposal can be cancelled at any time during the four-year period with no penalty, flexible and helpful staff, and a \$30,000 cost difference.

President Frank approved the Auditor contract with Lauterbach & Amen, and Chief Bozik 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

- A. Actions from closed session, if needed. The Executive Committee did not go into closed session.

10. Adjournment

At 8:05 a.m. Mayor Craig made a motion to adjourn, and Administrator Guttman seconded. The motion was approved by voice vote. Meeting adjourned.

Respectfully submitted,
Kimberly Regalado
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