

DU-COMM

DuPage Public Safety Communications
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EXECUTIVE COMMITTEE MEETING – MINUTES

Wednesday, March 25, 2026 – 7:30 a.m.
DU-COMM, 420 N. County Farm Road, Wheaton, IL

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

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|---------------------|--|---|
| 1. Roll Call | Mayor Scott Levin (Chairman) Mayor Rod Craig (Vice-Chair) Manager David Fieldman (Secretary) President Jim McCarthy (Treasurer) Administrator Evan Walter Police Chief Phil Norton President Nick Kosiara Fire Chief Steve Evans Police Chief David Schar Fire Chief Rick Sanborn Jr. | City of Elmhurst Village of Hanover Park Village of Downers Grove Bartlett FPD Village of Burr Ridge Glen Ellyn PD Glenside FPD Winfield FPD Winfield PD York Center FPD |
|---------------------|--|---|

Absent: Manager Scott Niehaus - Village of Lombard

Staff: Director Robb, Finance Manager Athitakis, HR Manager Groves, MIS Manager Roberts, QA Manager Miller, Technician II David Janiec, Exec Secretary Regalado

Guests: Attorney John Kelly - Ottosen DiNolfo Hasenbalg & Castaldo, Ltd; President Kate Perkins – Warrenville FPD

2. Public Comment

None

3. Recognitions

- A. Proclamation 26-001 – David Janiec Retirement
- B. Proclamation 26-003 – John D’Agostino 25 Years of Service

4. Consent Agenda

Minutes:

- A. December 17, 2025 – Minutes
- B. December 17, 2025 – Closed Session Minutes

Financials:

- C. Monthly Revenue Expenditure Report – January 2026
- D. Monthly Revenue Expenditure Report – February 2026
- E. Monthly Bill Listing – February 2026

New Business:

- F. MSU Radio Programming Services MOU
- G. Surplus Equipment Disposal List

Chief Norton 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.

5. Committee Reports

- A. Chiefs Operating Committee Report - Chief Schar
Chief Schar reported
 - Drones as First Responder (DFR) Program

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

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- DU-COMM working with multiple jurisdictions; deliberate, incremental approach due to technology and operational impacts across Police/Fire.
- Discussion included a county-wide overlapping drone grid, shared pilot coverage, and real-time viewing by any town's command staff; MERIT and PSAP collaboration envisioned.
- MERCI License Issue (Fire Side)
 - State now indicating each jurisdiction must register and pay for MERCI licensing in the CDH coverage area; DU-COMM has issued support letters to approximately 10 fire agencies requesting continued use of DU-COMM's MERCI license; awaiting state response.

B. Finance Subcommittee Report – Administrator Walter
Administrator Walter noted

- Reviewed potential additional risk-management insurance lines; based on case law and counsel input, no additional lines recommended beyond current coverage; no Board action required.

C. DuPage County ETSB Report – Director Robb
Director Robb noted

- Overview of capital expenditures & contingencies (detail line items available upon request). Mobile radios scheduled to arrive mid-April, deployment timing TBD.
- CommandCentral (radio/location awareness): Reevaluation following the Wheaton swatting incident demonstrated operational value (perimeter/situational awareness), useful for IC and responder safety.
- Legislation: HB 4066 (surcharge fund increase) communications sent with witness slip guidance/links; members encouraged to submit as able.
- PAC Appointments: Chief Colin Fleury (West Chicago) re-appointed; Deputy Director Benjamin to continue representing DU-COMM.
- Telecommunicator Week Recognitions: ETSB — April 8, 9:00 AM, County Board — April 14, 10:00 AM.

D. HR Subcommittee Update – HR Manager Groves

- Endorsed approval of the updated Personnel Manual for approval by the Executive Committee.

6. Staff Reports

A. Director's Report – Director Robb

- DPSO: F2 channel (Monday–Friday, 7:00–15:00) for Corrections, Probation, and Court Services, per DuPage Sheriff's Office request to keep main operations channel clear during sensitive incidents; negotiated implementation considering staffing and floor impact.
- Director Robb attended IWCE (International Wireless Communications Expo); met Safer Buildings Coalition to discuss panic buttons & school safety; productive sessions.

B. Operations Report - Deputy Director Benjamin
Director Robb noted

- RapidSOS training early May; targeted go-live thereafter.
- CommsCoach API integration underway for QA trend analysis aligned with DU-COMM practices.
- CESSA (mental-health response) State-mandated training 80% complete; DU-COMM already implemented EMD mental-health protocol. Ongoing coordination with ACDC to align event types and responses; plan to bring approach to Chiefs once PSAPs align.

B. Support Services Department Report – Eric Roberts / Erik Maplethorpe
MIS Manager Roberts noted

- Primary/backup firewall upgrades completed Sunday, March 15 with no downtime (failover method used). Vendor recommends another update due to an issue in current release; agencies will be notified once scheduled.

C. Administrative Department Report – Angela Athitakis / Christine Groves
Finance Manager Athitakis reported

- Fiscal year close activities in progress (end of April); Reserve Policy draft revision on agenda.

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- Workers' Comp Premium audit yielded \$7,600 refund (IPRF) due to reduced overtime despite staffing growth.

HR Manager Groves noted

- Performance appraisals for non-managers completed
- Four new TC trainees onboarded (total 13 on floor; near capacity).
- Polar Plunge: DU-COMM joined Wheaton's Finest, which was recognized Top Cop (fundraising); strong team turnout including midnight TCs.
- Tacos with TCs member agency engagement event: 125 attendees across three time slots; tours and floor observation; positive feedback.
- Staffing: Active headcount now in the 80s (up from 50s when Director Robb joined DU-COMM); overtime down 9% YOY.

7. Old Business

- None

8. New Business

A. Personnel Manual

- Highlights noted: updated by organization and clarifying language; employment law updates; CBA updates (e.g. 80 hrs./week cap); Bullying Prevention Policy added; progressive discipline relocated; job requirements/essential functions clarified; leave basics; photo use; consolidated device/property use policies; social media/code of conduct expectations affirmed.
- Questions on mission wording, arrest/conviction language, short-term leave (≤ 5 days) sourcing (PTO vs. unpaid), and probable cause drug-testing for Managers; management coverage clarified (24/7 Supervisors, process if manager is subject).
- Suggestion to have a redlined first reading for large items with a vote at the next meeting in the future.

President Kosiara moved to approve the Personnel Manual as presented, and Administrator Walter seconded the motion. The motion passed by roll call vote with 9 yes votes and 1 no vote (cast by Chief Norton).

B. Reserve Fund Policy Draft

- Policy Revision: Separate Operations Reserve and Capital Reserve at two months (16.67%) each, for total 33.34% reserve target; aligns with GFOA guidance given DU-COMM's steady cash-flow profile.
- Separation creates \$2,000,000 in additional capital capacity for future technology/capital needs.

Administrator Walter made a motion to recommend the Reserve Fund Policy to the Board of Directors for approval as presented, and President McCarthy seconded. Motion passed by unanimous roll call vote.

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 enter Closed Session.

10. Other Business

- None

11. Adjournment

At 8:21 a.m. President Kosiara made a motion to adjourn, and Manager Fieldman seconded. The motion was approved by unanimous voice vote. Meeting adjourned.

Respectfully submitted,
Kimberly Regalado
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