

DU-COMM

DuPage Public Safety Communications
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EXECUTIVE COMMITTEE MEETING – MINUTES

Wednesday, May 29, 2024 –7:30 a.m.
DU-COMM, 420 N. County Farm Road, Wheaton, IL

At 7:32 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-Chair) | Village of Hanover Park |
| President Tim Deutschle (Treasurer) | Bloomingtondale FPD |
| Administrator Michael 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 | Roselle FD |
| Police Chief Dave Schar | Winfield PD |
- Absent:** Manager David Fieldman (Secretary) - Village of Downers Grove; President Brent Frank - Lisle-Woodridge FPD
- Staff:** Director Robb, Consultant Krull (virtual), Finance/HR Manager Athitakis, DDO Benjamin, Acting Technical Services Manager Maplethorpe, MIS Manager Klein, Exec Secretary Regalado
- Guests:** Attorney Steve DiNolfo - Ottosen DiNolfo Hasenbalg & Castaldo, Ltd

2. Public Comment

3. Consent Agenda

Minutes:

A. April 24, 2024 Minutes

Financials:

B. Monthly Revenue Expenditure Report - April 2024

C. Monthly Bill Listing - April 2024

Chief Bozik made a motion to approve the Consent Agenda items A, B, C and Chief Norton seconded. Motion passed by unanimous roll call vote.

4. Committee Reports

A. Chiefs Operating Committee Report - Chief Bozik

Chief Bozik reported

- ETSB Fire radios have been distributed for a week trial. It is positive to see radios moving forward.
- Naming conventions for DU-COMM channels to standardize across the county was discussed. Summary of the discussion, the group didn't see an operational benefit, costly, time consuming, counterproductive, and creates confusion. Chiefs believe this is an operational issue that ETSB should not be involved in. Unanimous vote to leave the naming conventions as is, but it must move to the ETSB PAC for approval.

Chief Schar stated

- Further discussion is needed because many Police Chiefs support the naming change.

B. Finance Subcommittee Report - Administrator Guttman

1. Mobile Stroke Unit

Bartlett FPD • Bartlett PD • Bloomingtondale 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

Administrator Guttman reported

- The Finance Committee has not met for several months due to the Sheriff consolidation.
- The Mobile Stroke Unit sent a counter proposal to be reviewed.
- The committee will be discussing the FY25 budget.
- DC Steve Demas is retiring, and Bartlett Police Chief Pretkelis will be joining the committee.

B. DuPage County ETSB Report - Administrator Guttman

Administrator Guttman noted he is very pleased with Director Robb's mobilization of the Chiefs support.

C. HR/Admin Subcommittee Update

Manager Niehaus reported

- Interviews for the HR Manager are scheduled.
- The committee reviewed the Healthy Dispatcher summary, identifying nine key takeaways. The topic will remain on the agenda for future discussion.
- The DU-COMM organizational chart is a new topic identified at the strategic planning meetings. The committee reviewed vacant positions to see if titles need to be amended.

5. Staff Reports

A. Director's Report – Jessica Robb

Director Robb reported

- Thirty-four applicants have applied for the HR manager position, with six to eight moving forward to the interview process.
- There was a slight delay for the Sheriff's 9-1-1 phonelines moving to DU-COMM because we did not want to add technical challenges with the crisis of the loss of TC Monigold. The cutover the following week was successful. DU-COMM met with the DPSO two weeks post cutover, and everything was positive with a few administrative tasks to address. Two additional TCs have been assigned day shift Monday-Friday to ensure a successful transition.
- The Healthy Dispatcher's full report was received and will be shared with the committee today.

B. Operations Department Report – Tyler Benjamin

DDO Benjamin reported

- Training Coordinator Schretter and himself are in constant contact with the Sheriff's Office to ensure success. DPSO Chief Papa had no complaints just questions on how to complete tasks.
- Fire North and West are still patched, and OMs are watching for problems. Hanover Township is toned again and there have been no issues.
- Thankful to Chiefs for TC week and for their support of DU-COMM's loss of TC Kirsten Monigold.

D. Support Services Department Report

MIS Manager Klein reported

- MIS is working through the audit recommendations presented to the committee in April. Patching and configuration changes are complete. Independent documents are being consolidated into a single plan.
- Siren automation had been planned to be live before the storm season but has been delayed due to Fulton server and software issues. The server is expected by mid-June.

Acting Technical Services Manager Maplethorpe reported

- Channel realignment has been organized into two projects. 1. Move Glen Ellyn to Fire East 2. Move all transmitters from Fire West to Fire North. DU-COMM has the FCC licensing and only needs to physically move the transmitters.

D. Administrative Department Report – Angela Athitakis

Finance/HR Manager Athitakis reported

- Thankful to agencies for their support in the passing of Kirsten Monigold, a 23-year employee. Agencies sent comfort dogs to the Center. Director Robb requested 988 counselors to be available to speak to staff members at the Center.
- Current staffing: 69 dispatchers, 4 new staff starting this week, and 6 starting in July, 10 open positions and an additional 10 for DPSO. The HR Manager position interviews will begin June 19-24. The Administrative Assistant Operations position was just posted, and three people have applied.

- Finance audit started. The Finance Clerk returns this Friday. The FY25 budget will be reviewed by the Finance Subcommittee and moved to the Board of Directors.

6. Old Business

A. DuPage County Sheriff's Office (DPSO) Consolidation

Director Robb reported

- Planned meetings with Deputies and TCs together to provide feedback.
- Director Robb will discuss what boards DPSO can join and formally ask DPSO to attend the June 26 Executive Board meeting.

Chief Schar and Chief Bozik noted

- DPSO Chief Papa attended the DU-COMM Chiefs Operations meeting and the DuPage Chiefs meeting.

7. New Business

B. Strategic Plan SWOT

Director Robb reported

- The SWOT analysis diagram displays the strategic planning is aligned with DU-COMM's strengths, weaknesses, opportunities, and threats.
- Next steps are to share the draft with stake holders to ensure their ideas, suggestions, and concerns were captured. The document will be updated if needed. Then create measurable and attainable goals.

Consultant Krull noted

- The plan is a solid way of moving forward.

At 8:05 a.m. Mayor Craig made a motion to enter closed session to discuss Personnel matters (5 ILCS 120/2 (c) 1) and Administrator Guttman seconded. Motion approved by unanimous roll call vote.

A. Annual Review – Director

Discussed in closed session

The Executive Committee returned to open session at 8:34 a.m.

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)

9. Other Business

A. Actions from closed session, if needed.

Administrator Guttman made a motion to recommend to the Board of Directors a 4.25 % increase retroactive to May 1, 2024 for Director Robb and Chief Norton seconded the motion. The motion was approved by unanimous roll call vote.

10. Adjournment

At 8:36 a.m. Chief Norton made a motion to adjourn, and Chief Bozik seconded. The motion was approved by voice vote. Meeting adjourned.

Respectfully submitted,

Kimberly Regalado

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