

DU-COMM

DuPage Public Safety Communications
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EXECUTIVE COMMITTEE MEETING – MINUTES

Wednesday, June 26, 2024 –7:30 a.m.

DU-COMM, 420 N. County Farm Road, Wheaton, IL

At 7:31 a.m. Mayor Craig called the meeting to order.

- 1. Roll Call**

Mayor Rod Craig (Vice-Chair) President Tim Deutschle (Treasurer) President Brent Frank Administrator Michael Guttman Manager Scott Niehaus Police Chief Phil Norton Fire Chief Rick Sanborn Fire Chief Mark Bozik Police Chief Dave Schar	Village of Hanover Park Bloomington FPD Lisle-Woodridge FPD City of West Chicago Village of Lombard Glen Ellyn PD York Center FPD Roselle FD Winfield PD
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- Absent:** Mayor David Brummel (Chairman) - City of Warrenville; Manager David Fieldman (Secretary) - Village of Downers Grove
- Staff:** Director Robb, Consultant Krull (Virtual), DDO Benjamin, Finance/HR Manager Athitakis, Acting Technical Services Manager Maplethorpe, MIS Manager Klein, Exec Secretary Regalado
- Guests:** Attorney Meganne Trela - Ottosen DiNolfo Hasenbalg & Castaldo, Ltd; Chief Patrick Tanner – West Chicago FPD
- 2. Public Comment**

None.
- 3. Consent Agenda**

Recognition:
A. Proclamation 23-002 – Brent Frank, President Lisle-Woodridge FPD

Minutes:
B. May 29, 2024 Minutes
C. May 29, 2024 Closed Session Minutes

Financials:
D. Monthly Revenue Expenditure Report - May 2024
E. Monthly Bill Listing - May 2024

New Business:
F. Surplus Equipment Disposal List

Manager Niehaus made a motion to approve the Consent Agenda items A, B, C, D, E, F and Administrator Guttman seconded. Motion passed by unanimous roll call vote.
- 4. Committee Reports**

A. Chiefs Operating Committee Report - Chief Bozik
Chief Bozik reported

 - The meeting was routine with discussion about radios and radio renaming. Radio renaming will be discussed in new business.

B. Finance Subcommittee Report - Administrator Guttman

Administrator Guttman reported

- The Mobile Stroke Unit negotiations will be discussed in the Director's report.
- The committee reviewed the FYE25 budget to reduce expenditures.
- The July meeting is cancelled.

B. DuPage County ETSB Report - Administrator Guttman

Administrator Guttman noted a routine meeting.

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

Manager Niehaus reported

- Interviewed seven candidates for the HR Manager position. HR/Admin Subcommittee member Mera Johnson was on the interview panel.
- The committee reviewed the Healthy Dispatcher full report regarding employee culture.
- The DU-COMM organizational chart was reviewed with modified positions.
- The July meeting was cancelled.

5. Staff Reports

A. Director's Report – Jessica Robb

Director Robb reported

- The three final HR Manager candidates will have a second interview with Director Robb.
- The Mobile Stroke Unit has tentatively agreed to Du-COMM's countered offer of \$60 fee for DU-COMM agency calls and \$70 for an outside agency. Currently the average is \$30 per call.

B. Operations Department Report – Tyler Benjamin

DDO Benjamin reported

- Staffing has had difficult weekends due to planned time off. The DPSO's second position will be scheduled during the busiest hours for probation, transport, hospital watches, etc. to help reduce long hours and short turnarounds.
- Interviewed six candidates for the Administrative Assistant-Operations vacant position.

D. Support Services Department Report

MIS Manager Klein reported

- MIS IT audit work will be completed by the end of July.
- The siren automation server will be delivered in July. Siren automation should be live at the end of July.

Acting Technical Services Manager Maplethorpe reported

- The phone system upgrade does not have a date, but we are making progress. ACDC will be upgraded first.
- Channel realignment has been separated into two projects. 1. Move Glen Ellyn to Fire East (expect to complete by the end of July) 2. Move all transmitters from Fire West to Fire North.
- The STARCOM switches upgrade has been rescheduled, hopefully for July.

D. Administrative Department Report – Angela Athitakis

Finance/HR Manager Athitakis reported

- Posted Operations Manager position internally with a July 9, 2024 deadline.
- TC staffing has not changed.
- Finance FY24 audit continues.
- The Finance Subcommittee reviewing the FY25 budget to reduce expenditures.

6. Old Business

A. Strategic Plan SWOT

Director Robb reported

- Data was shared with all stakeholders after the May Executive Committee meeting but received very little feedback.
- Will share five priorities with measurable goals and next steps to all stakeholders.
- The scheduled Town Hall meeting will share information with all internal personnel to explain how the plan impacts them.

- Plan should be completed for the October Board of Directors meeting.

7. New Business

A. Radio Renaming

The committee discussed

- The impact on operations is recapped in the renaming memo to the Chiefs included in the packet.
- Renaming will create the need for all TCs to be retrained unnecessarily which will affect new employee onboarding and the need for more overtime.
- At the May Chief Operations meeting DU-COMM looked for informal guidance. DU-COMM Chiefs did not support the renaming of channels.
- The July Chiefs Operations Committee meeting will have an official vote for channel renaming. Encourage all Chiefs to attend.
- ETSB PAC representatives should represent their groups consensus, not personal opinions.
- DU-COMM leadership and Chiefs have changed since this renaming plan was created.
- The planned ACDC pilot program has been abandoned.
- This plan came through ETSB instead of DU-COMM's committees despite involving operations.
- What problem is this change solving? This change will create potential issues.

B. CAD Upgrade

Director Robb reported

- Director Robb shared an After-Action report (included in the packet) with all agencies.
- The center experienced multiple instances of CAD station freezing and/or crashing post cutover.
- No CAD historical data for one week.
- ACDC experienced problems also.

C. BOD/Executive Committee Vacancy

Director Robb reported

- The Bylaws state Mayor Brummel appoints a replacement to serve until the April 2025 election.
- A representative is needed for the Executive Committee and the Board of Directors.
- Appointment needs to be a Fire representative. The Director sent a memo inquiring if there is interest in serving on the Board of Directors.

D. NHTSA National Summit

Director Robb reported

- Former DU-COMM Director Tegtmeyer would like DU-COMM to host the national symposium in mid-November 2025.
- Expect 75 in attendance.
- Will request feedback from the Union.
- Chief Schar volunteered to be a liaison for the conference.

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. Agency membership request

Director Robb noted

- Chief Peterson of the DuPage Forest Police requested a quote for DU-COMM dispatch services.
- The DuPage Forest Police (24 officers) do not respond after hours and look to restore teamwork with the DuPage Sheriff's Office.
- DU-COMM is not able to add agencies currently with the recent addition of the DPSO.
- Form a benchmark date for additional agencies to join.

10. Adjournment

At 8:42 a.m. Manager Niehaus 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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