

DU-COMM

DuPage Public Safety Communications
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EXECUTIVE COMMITTEE MEETING – MINUTES

Wednesday, July 23, 2025 – following the 7:30 a.m. Board of Directors Meeting.
DU-COMM, 420 N. County Farm Road, Wheaton, IL

At 8:21 a.m. Mayor Levin called the meeting to order.

- 1. Roll Call**
- | | |
|---|--------------------------|
| Mayor Scott Levin (Chairman) | City of Elmhurst |
| Mayor Rod Craig (Vice-Chair) | Village of Hanover Park |
| Manager David Fieldman (Secretary) <i>(left 9:34)</i> | Village of Downers Grove |
| President Jim McCarthy (Treasurer) | Bartlett FPD |
| Administrator Evan Walter | Village of Burr Ridge |
| Manager Scott Niehaus <i>(left 9:34)</i> | Village of Lombard |
| Police Chief Phil Norton | Glen Ellyn PD |
| President Nick Kosiara | Glenside FPD |
| Fire Chief Rick Sanborn Jr. | York Center FPD |
| Fire Chief Steve Evans | Winfield FPD |
| Police Chief David Schar | Winfield PD |
- Absent:** None
- Staff:** Director Robb, Deputy Director Benjamin, Finance Manager Athitakis, HR Manager Christine Groves; Technical Services Manager Maplethorpe, QA Manager Miller, Exec Secretary Regalado
- Guests:** Attorney John Kelly - Ottosen DiNolfo Hasenbalg & Castaldo, Ltd.; President Timothy Deutschle – Bloomingdale FPD; Chief Matthew Beyer – Bloomindale FPD; Manager Mark Franz – Village of Glen Ellyn *(left 8:54)*

- 2. Public Comment**
None

- 3. Consent Agenda**

Minutes:

- A. June 18, 2025 – Minutes
- B. June 18, 2025 – Closed Session Minutes

Financials:

- C. Monthly Revenue Expenditure Report – June 2025
- D. Monthly Bill Listing – June 2025

New Business:

- E. Nokia Router Support and Software Subscription
- F. Portable Radio Purchase
- G. Mobile Radio Purchase
- H. Semi-annual review of closed session minutes
- I. Surplus Equipment Disposal List

President Kosiara made a motion to approve the Consent Agenda items A, B, C, D, E, F, G, H, I and Manager Fieldman seconded. Motion passed by unanimous roll call vote.

- 6. Committee Reports**
A. Chiefs Operating Committee Report - Chief Schar

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

Chief Schar reported

- The DuPage County Sheriff Cyber-attack was discussed.
- Additional June Chiefs meeting topics will be discussed at this meeting.

B. Finance Subcommittee Report – Finance Manager Athitakis

- No report.

C. DuPage County ETSB Report – Director Robb

Director Robb noted

- ETSB Radio System IGA
 - There is a current IGA for Police radios (expires 2028) but Police Agencies were requested to sign a new IGA and affidavit individually.
 - Fire agencies do not have a Radio IGA. The Committee agrees there should be a group IGA like the current Police IGA.
 - DU-COMM's Attorney John Kelly reviewed the ETSB's proposed Fire agency IGA, and it mirrors the Police IGA.
 - Attorney Kelly does not recommend signing the affidavit. It differs from the IGA by stating if there is misuse of the radios they may be turned off.
 - The Committee has requested Attorney Kelly speak to the Assistant State's Attorney and Director Robb to approach the ETSB about a group Fire IGA, not individual.

D. HR Subcommittee Update – Manager Niehaus

- No report.

7. **Staff Reports**

A. Director's Report – Jessica Robb

- Report discussed at BOD. No further update.

B. Operations Department Report – Tyler Benjamin

Deputy Director Benjamin reported

- RapidSOS-a budgetary request was made to the ETSB.
- CommsCoach was purchased for quality assurance and training but can't be implemented until we have an ETSB interface.

C. Support Services Department Report – Eric Roberts / Erik Maplethorpe

Technical Services Manager Maplethorpe reported

- The upgrade to solve the phone system issues will be applied to ACDC first. DU-COMM's upgrade has not been scheduled yet.
- Motorola will update software at each console to fix auto signoff and speaker issues.

Technical Services Manager Maplethorpe reported for MIS Manager Roberts

- Transitioning with Scott Klien's departure.

E. Administrative Department Report – Angela Athitakis / Christine Groves

Finance Manager Athitakis reported

- The FY25 Audit draft will be reviewed by the Finance Subcommittee in September.

HR Manager Groves reported

- A September TC class is scheduled.
- TC has been promoted to Operations Manager (OM).
- The Senior Manager Operations (SMO) position will be filled internally.
- 2024 Performance Evaluations are complete.
- Our documentation system, Guardian Tracking, has been upgraded.

8. **Old Business**

- None

9. **New Business**

DU-COMM

A. Application to access Talk Groups issued by STARCOM21 to DuPage County ETS
TS Manager Maplethorpe explained the State requires a STARCOM21 user to have an MOU with the agency assigned to the talk groups. DU-COMM can offer ETSB access to DU-COMM controlled talk groups in return. DU-COMM seeks sponsorship from the member agencies to facilitate the process.

Manager Niehaus made a motion to approve seeking sponsorship letters from all agency Chiefs and submit the application for Talk Group access in the Board's name and Chief Norton seconded. Motion passed by unanimous voice vote.

B. Finance Subcommittee Chairperson

Manager Niehaus made a motion to appoint Administrator Walter as the Finance Subcommittee Chairperson and Chief Evans seconded. Motion passed by unanimous voice vote.

C. Billable Hours

The Committee discussed

- CommsCoach was discussed at the last ETSB meeting.
 - DU-COMM received an MOU for the project with a bill for ETSB time and efforts.
 - For example: DU-COMM, a PSAP is being billed by ETSB for discussing the CommsCoach project. Charging by the hour for an Administrative Assistant to add the item to an agenda.
 - CommsCoach is an allowable use of 911 surcharge funds.
 - If ETSB is billing for working on Public Safety Projects, should DU-COMM request to bill ETSB also?
 - DU-COMM does not charge ETSB for TS Manager Maplethorpe's assistance in radio projects, etc.
 - DU-COMM has an Administrative Assistant that spends hours weekly proofing ETSB's GIS data, we do not charge for his time
 - DU-COMM has staff able to implement the CommsCoach project but are not allowed access.
 - The Committee would like clarification on how a PSAP is considered an outside agency in their current policy.
 - ETSB has proposed a change to their policy to include anything the ETSB didn't pay for, even if it's an allowable cost, even if it's owned by PSAP, it can be billed.
 - The Executive Committee does not approve this invoice.

10. 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)

At 9:35 a.m. President McCarthy made a motion to enter closed session to discuss Pending, Probable, or Imminent Litigation (5 ILCS 120/2 (c) 11) and Administrator Walter seconded. Motion approved by unanimous roll call vote.

The Executive Committee returned to open session at 9:41 a.m.

11. Other Business

- None

12. Adjournment

At 9:42 a.m. Chief Norton made a motion to adjourn, and President Kosiara seconded. The motion was approved by unanimous voice vote. Meeting adjourned.

Respectfully submitted,
Kimberly Regalado
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