

DU-COMM

DuPage Public Safety Communications
420 N. County Farm Road, Wheaton, IL 60187
(630) 260-7500 Main
www.ducomm.org



EXECUTIVE COMMITTEE MEETING – MINUTES

Wednesday, July 24, 2024 –following the 7:30 a.m. Board of Directors meeting
DU-COMM, 420 N. County Farm Road, Wheaton, IL

At 8:04 a.m. Mayor Brummel called the meeting to order.

- 1. Roll Call**

David Brummel (Chairman) Mayor Rod Craig (Vice-Chair) President Tim Deutschle (Treasurer) Manager David Fieldman (Secretary) President Nick Kosiara (<i>appointed at 8:06</i>) Administrator Michael Guttman Manager Scott Niehaus Fire Chief Rick Sanborn Jr. Fire Chief Mark Bozik Police Chief Dave Schar	City of Warrenville Village of Hanover Park Bloomingtondale FPD Village of Downers Grove Glenside FPD City of West Chicago Village of Lombard York Center FPD Roselle FD Winfield PD
---	---
- Absent:** Police Chief Phil Norton -Glen Ellyn PD
- Staff:** Director Robb, Consult Krull, DDO Benjamin, Finance/HR Manager Athitakis, Acting Technical Services Manager Maplethorpe, MIS Manager Klein, Exec Secretary Regalado
- Guests:** Attorney John Kelly - Ottosen DiNolfo Hasenbalg & Castaldo, Ltd; Chief Patrick Tanner – West Chicago FPD
- 2. Public Comment**

None
- 3. Consent Agenda**

Minutes:
A. June 26, 2024 Minutes

Financials:
B. Monthly Revenue Expenditure Report - June 2024
C. Monthly Bill Listing - June 2024

New Business:
D. Semi-annual review of closed session minutes pursuant to the (5 ILCS 120/2 (c) 21).
Action Requested: Motion to hold minutes of: 8/27/08, 3/28/12, 4/17/12, 5/22/13, 8/27/14, 11/26/14, 3/25/15, 4/19/16, 3/22/17, 3/21/18, 08/22/18, 11/28/18, 12/12/18, 03/20/19, 07/10/19, 01/15/20, 02/26/20, 04/21/20, 08/26/20, 12/16/20, 02/24/21, 03/24/21, 04/20/21, 12/15/21, 02/23/22, 04/20/22, 08/24/22, 09/28/22, 04/26/23, 05/24/23, 08/23/23, 09/14/23, 09/27/23, 10/18/23, 11/15/23, 12/18/23, 1/24/24, 5/29/24 and motion to authorize the destruction of verbatim records (audio) of closed meetings older than 18 months that meet destruction criteria.

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

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

- The majority of the discussion concerned channel renaming. The Chiefs had a unanimous vote in May to not change the names. ETSB requested a formal vote. The renaming of the channels was posted on the July 9th Operating Committee agenda. After discussion, the vote was to not change the channel names. This is an operational issue and must do what is best for the people on the street.
- Chief Bozik was voted as the Vice-Chair of the committee.

B. Finance Subcommittee Report - Administrator Guttman

Administrator Guttman reported

- The Finance Subcommittee did not meet in July.
- Looking for cost savings as discussed in agenda item 7A.

B. DuPage County ETSB Report - Administrator Guttman

Administrator Guttman noted

- No report.
- Administrator Guttman reviewed DU-COMM bylaws, and a subcommittee member can be removed if not voting in the best interests of the group.

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

Manager Niehaus reported

- HR/Admin Subcommittee did not meet in July.
- HR/Admin Subcommittee member Mera Johnson was on the interview panel for the HR Manager.
- The Healthy Dispatcher will remain an agenda item.

5. Staff Reports

A. Director's Report – Jessica Robb

Director Robb reported

- Director Robb, Attorney Kelly, and Finance/HR Manager Athitakis continue to work on the Mobile Stroke Unit Contract. It is in its third review.

B. Operations Department Report – Tyler Benjamin

DDO Benjamin reported

- DDO Benjamin has begun implementing an employee award recognition system.
- DDO Benjamin is reviewing written directives.
- After the CrowdStrike outage will review contingency plans for another outage.

D. Support Services Department Report

MIS Manager Klein reported

- The siren automation server is installed but in monitor mode. It is running without alarming the sirens to observe the system. Fulton and MIS will deploy when confident in the system.
- CrowdStrike outage-Hanover Park IT personnel shared the CrowdStrike fix, and we were able to share it with ETSB. CAD was up at 3:00am and all DU-COMM servers were up by 5:30am. CrowdStrike is the software provided free through a federal grant.

Manager Fieldman of Downers Grove thanked Manager Klein for his exceptional work on the relocation of the communications tower.

Acting Technical Services Manager Maplethorpe reported

- Channel realignment is back on schedule because the Downers Grove tower move is complete. The first project is to move Glen Ellyn to Fire East.

D. Administrative Department Report – Angela Athitakis

Finance/HR Manager Athitakis reported

- A technician position is open due to an out-of-state move.
- Finance will be moving to Paycom in September. This change will benefit applicant tracking, faster onboarding, and better information from paychecks and benefits.
- The FY24 audit is being completed and will be shared at the September Executive Committee meeting.
- Check fraud-a \$1,500 check was cashed not by the vendor. The bank returned the funds. First time this has occurred.

6. Old Business

A. BOD/Executive Committee Vacancy

Mayor Brummel stated

- The BOD vacancy is still pending because there are two candidates to consider.
- Mayor Brummel appointed President Nick Kosiara to the Executive Committee vacancy. He is recognized for his performance and support of DU-COMM for over twenty-five years.

7. New Business

A. Organizational Changes

Director Robb reported

- The organizational chart reflects where personnel are needed.
- Administrative work has changed with the addition of the DPSO. LEADS and ICF inquiries have increased. An administrative assistant could complete these tasks.
- Add a Quality Assurance Manager position to allow OMs to have better awareness of the floor and not perform QA.
- Eliminate the DD of Support Services position because ETSB runs many of the technical systems now. MIS Manager Klien and Acting Technical Services Manager Maplethorpe have been reporting directly to Director Robb.
- Recommend Erik Maplethorpe as the Technical Services Manager. He has shown his dedication, skill set and leadership.
- Add an additional level of oversight between the DDO and OMs, this position will assist the DDO with leading the OMs and project management related to the Operations Floor.
- Change the title of Training Coordinator to Training Manager for continuity.
- The changes offer \$447,000 savings.

Mayor Craig made a motion to approve filling the Technical Services Manager position with current staff and allow the hiring process for the additional operations positions-Administrative Assistant, Quality Assurance Manager, Senior Manager Operations and title change of Training Coordinator to Training Manager. Manager Niehaus seconded. Motion passed 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. None

10. Adjournment

At 8:32 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
Kimberly Regalado