

DU-COMM

DuPage Public Safety Communications
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EXECUTIVE COMMITTEE MEETING – MINUTES

Wednesday, August 27, 2025 – 7:30 a.m.
DU-COMM, 420 N. County Farm Road, Wheaton, IL

At 7:31 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 8:15</i>) | Village of Downers Grove |
| President Jim McCarthy (Treasurer) | Bartlett FPD |
| Administrator Evan Walter | Village of Burr Ridge |
| Manager Scott Niehaus | Village of Lombard |
| President Nick Kosiara | Glenside FPD |
| Fire Chief Steve Evans | Winfield FPD |
| Police Chief David Schar | Winfield PD |
| Fire Chief Rick Sanborn Jr. | York Center FPD |
- Absent:** Police Chief Phil Norton - Glen Ellyn PD
- Staff:** Director Robb, Deputy Director Benjamin, Finance Manager Athitakis, HR Manager Groves; Technical Services Manager Maplethorpe, MIS Manager Roberts, Exec Secretary Regalado
- Guests:** Attorney Steve DiNolfo - Ottosen DiNolfo Hasenbalg & Castaldo, Ltd.; ETSB Director Linda Zerwin (*left 7:59*)

2. Public Comment
None

3. Consent Agenda

Minutes:

- A. July 23, 2025 – Minutes
- B. July 23, 2025 – Closed Session Minutes

Financials:

- C. Monthly Bill Listing – July 2025

New Business:

- D. VHF Receive Site Renewal
- E. Darien IGA

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

6. Committee Reports

A. Chiefs Operating Committee Report - Chief Schar
Chief Evans reported

- Updates on committee/subcommittee changes.
- Key discussion: radios, IGAs, affidavits, and ETSB talk group access.

B. Finance Subcommittee Report – Administrator Walter
Administrator Walter noted

- Membership solicitations ongoing.

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

- The September meeting is cancelled.

C. DuPage County ETSB Report – Director Robb

Director Robb noted

- The meeting was shortened due to the CRC ribbon cutting.
- Finance update: interest earnings of \$1.5M noted.
- Policies were tabled due to lack of time.
- Discussion about whether **DU-COMM should be classified as a customer of ETSB** – to be decided at next ETSB board meeting.
- GIS validations rolled out; DU-COMM will proceed collaboratively.

D. HR Subcommittee Update – Manager Niehaus

- No report.

7. Staff Reports

A. Director's Report – Jessica Robb

- The Prescient Candidate for the open position performed strongly on technical testing; DU-COMM visit planned.

B. Operations Department Report – Tyler Benjamin

Deputy Director Benjamin reported

- The SMO (Senior Manager – Operations) process is complete and a final selection will be made today. A very difficult decision as all candidates out preformed.
- RapidSOS
 - The software is used for a variety of services: school alarms and cameras, apple watches, senior fall monitoring, etc. and was discussed with the Union.
 - Will discuss with the ETSB because they own the system.

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

Technical Services Manager Maplethorpe reported

- Channel Realignment Fire West to Fire North is scheduled to be completed in October.
- Console audio and logout issues.
 - Software was upgraded and issues have slowed down.
 - Tornado siren system: automation via polygons active, but manual activation remains essential. Issues with console reliability may cause **5–7-minute delays** in manual emergency siren activation.
 - ACDC and DU-COMM are the only dispatch centers in Illinois with these consoles.
 - Motorola has escalated the problem to Tier 3 (highest).

MIS Manager Roberts reported

- Personnel transition is ongoing. Candidate performed well during the technical interview and has a tour of DU-COMM scheduled.

E. Administrative Department Report – Angela Athitakis / Christine Groves

Finance Manager Athitakis reported

- The FY25 Audit will be finalized in September and will be presented to the BOD in October.
- Retro pay from the Union contract (May–June 2025) due by the end of September.

HR Manager Groves reported

- The 50th Anniversary Open House is scheduled for September 7th.
- A September TC class (4 candidates) is scheduled to begin on September 19th.
- A recruitment video was filmed featuring DU-COMM staff.

8. Old Business

A. Fire Radio IGA

- Fire contract with ETSB under review.
- Goal: one master agreement (mirror Police IGA) with each agency signing a certification.

- Concerns raised regarding affidavit language and potential liability.
- Discussions ongoing with State's Attorney's office (Mark Winistorfer) and ETSB Director Linda Zerwin.
- Target resolution date: Monday following meeting to allow for release of radios.
- Some departments have already executed separate IGAs; proposal is to unify under single agreement.

9. **New Business**

A. Suggestion to review DU-COMM's legal structure – possibly incorporate as a corporation for liability protection.

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 7:59 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 President Kosiara seconded. Motion approved by unanimous roll call vote.

The Executive Committee returned to open session at 8:00 a.m.

11. **Other Business**

A. Tornado Siren Reliability: discussion of backup procedures and communication with municipalities.

B. Notification protocols: recommendation to include City Managers in failure alerts, not just Chiefs.

C. Concern raised over radio deployment delays; urgency emphasized by Fire and Police Chiefs. Proposal for special call meeting to finalize IGA and release radios.

D. Staffing: Currently down 27 telecommunicators (includes the 10 additional added FYE26 when DuPage County Sheriff joined), but overtime hours trending downward. Staffing improvements allow for training and reduced mandates.

12. **Adjournment**

At 8:17 a.m. President McCarthy 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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