

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, August 28, 2024 –7:30 a.m.
DU-COMM, 420 N. County Farm Road, Wheaton, IL

At 7:30 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 Administrator Michael Guttman Manager Scott Niehaus Police Chief Phil Norton (<i>arrive 7:37</i>) Fire Chief Rick Sanborn Jr. (<i>arrive 7:33</i>) Fire Chief Mark Bozik Police Chief Dave Schar	City of Warrenville Village of Hanover Park Bloomington FPD Village of Downers Grove Glenside FPD City of West Chicago Village of Lombard Glen Ellyn PD York Center FPD Roselle FD Winfield PD
---------------------	--	--

Absent: None

Staff: Director Robb, DD Benjamin, Finance/HR Manager Athitakis, Technical Services Manager Maplethorpe, MIS Manager Klein, Exec Secretary Regalado

Guests: Attorney John Kelly - Ottosen DiNolfo Hasenbalg & Castaldo, Ltd

2. Public Comment
None

3. Consent Agenda

Employee Recognition

- A. Wall of Life Honoree – TC Robert Beuse
- B. Wall of Life Honoree – TC Jasmine Wilson
- C. Proclamation 24-003 – Nicholas Kosiara, President Glenside FPD

Minutes:

- D. July 24, 2024 Minutes

Financials:

- E. Monthly Revenue Expenditure Report – July 2024
- F. Monthly Bill Listing - July 2024

Other Business:

- G. MSA Mobile Stroke Unit
- H. 800 PD Backup DFSI Gateway
- I. Surplus Equipment Disposal List

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

4. Committee Reports

- A. Chiefs Operating Committee Report - Chief Schar
Chief Schar reported the committee discussed

Bartlett FPD • Bartlett PD • Bloomington 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

- How the CrowdStrike outage response was handled.
- ETSB requested adding tickets for GIS not tracking emergency vehicles.
- Fire Ops discussed channel naming and Police Ops did not meet.

B. Finance Subcommittee Report – Administrator Guttman

Administrator Guttman reported the subcommittee

- Reviewed staff suggestions to save money for the upcoming budget.

C. DuPage County ETSB Report – Administrator Guttman

Administrator Guttman noted

- Administrator Guttman's temporary 27-month appointment to the ETS Board has ended. Director Robb is to be appointed to the ETS Board.
- OMA discussion concerning the many ETSB subcommittees. The Attorney General recommends recording minutes. ETSB needs additional resources for recording these minutes.
- Redistribution of surcharge changes-Keep an eye on what the funds are used for, possibly fund radios in the future?
- Manager Niehaus reminded the Executive Committee that the BOD in July took a formal vote to communicate to ETSB DU-COMM's decision not to rename radio channels.
- DU-COMM PAC representatives resigned. Chief Fleury, West Chicago PD, was appointed as the Police PAC representative and Chief Clark, Glen Ellyn Fire, was appointed as the Fire PAC representative.

D. HR/Admin Subcommittee Update – Manager Niehaus

Director Robb reported

- The Bullying Prevention Policy draft was reviewed. It will be reviewed with the new HR Manager.
- Elements of the Strategic Plan were reviewed. The Healthy Dispatcher report is part of the Strategic Plan and is noted with an *. Eight specific elements are being addressed in the Strategic Plan.
- The Healthy Dispatcher report was shared with the BOD immediately after the July meeting with no additional feedback from the BOD.

5. Staff Reports

A. Director's Report – Jessica Robb

Director Robb noted

- Christine Groves, HR Manager starts Thursday.
- QA, OM and Radio Technician applications are being reviewed (including national interest).
- Cutover date for the phone system is 10/22, which will begin text to 9-1-1. An education campaign with DU-COMM, ACDC and ETSB will communicate how to use this feature to the communities.

B. Operations Department Report – Tyler Benjamin

DD Benjamin reported

- Operations Admin Assistant Shannon Schorie starts on Thursday. This position will help remove clerical responsibilities from the DD and OMs, which will allow for focus on managing the Center.
- Glen Ellyn Fire was cutover to Fire East.
- One TC2 was certified and two more will be certified in September.
- Working on the memo to ETSB concerning channel naming conventions.

E. Support Services Department Report – Scott Klein / Erik Maplethorpe

MIS Manager Klein reported

- Weather Siren-installed and running in monitor mode. Want to see if the system works as directed by testing in two live tornado warnings before making the system live.
- CrowdStrike-DU-COMM being down as well as CAD caused MIS to make changes. Two laptops are updated on a weekly basis and can be used if the system is down. Director Robb recognized MIS for their excellent work in getting the systems running within two hours. Hanover Park shared a fix with MIS, who were able to share that information with the rest of the county.

Technical Services Manager Maplethorpe reported

- Phone System will be installed on 10/22. Motorola will be on site for three weeks prior.

- Microwaves-West Chicago Fire Protection District resource of the use of their drone assisted in locating where towers need to be placed.
- STARCOM outages in the month of July are examples of how the VHF and 800 channels provide radio backup.
- Glen Ellyn was moved to Fire East as planned. Phase 2 of the channel realignment will begin.

D. Administrative Department Report – Angela Athitakis

Finance/HR Manager Athitakis reported

- The focus is onboard planning of the HR manager.
- Paycom system is set to start in October with HR support having the application process less paper based.
- Applicants to date - 16 QA, 20 OM, and 9 Tech. Half of the applicants are qualified for the position they apply for.
- FY26 budget work begins. All new department heads will begin reviewing the budget the end of September.
- FY24 Audit Draft will be in the September EC meeting and BOD meeting in October.

6. Old Business

A. NHTSA Summit – Informational Update

Director Robb stated

- Information provided about the event.
- The TCs are excited to participate in a national event.

7. New Business

A. Strategic Plan Outline – Rough Draft

Director Robb reported

- The Strategic Plan is a rough outline. The DU-COMM Department Heads are impressed by the work of Consultant Krull in the short amount of time. The document is inspiring but more of an outline and not a plan for execution.
- Director Robb would like to include more content, an introduction, conclusion, and next steps.
- Director Robb reviewed other 9-1-1 strategic plans and found our outline needing a mission statement and core values, which have not been updated yet.
- Several ETSB related portions will be reviewed with Director Zerwin to work collaboratively.
- The outline will be brought to the All-Agency meeting on September 16th and the BOD in October to approve the draft outline.
- Early October meetings in Lombard and DU-COMM are planned for BOD members to review and discuss the outline prior to the October BOD meeting.

B. Forest Preserve

The Committee discussed

- Ideas are needed on how to make the cost structure work for small and different types of groups wanting to work with DU-COMM.
- Administrator Guttman stated the Bylaws reference membership and not looking to change the Bylaws.
- Possibly a contract for smaller agencies and see how it works. Review case by case.
- A contract would be revenue without membership (non-voting member).
- The Forest Preserve can start one way, collect data and see if it needs to change.
- Director Robb visited the Argonne National Laboratory, and they spoke of a possible interest of working with DU-COMM.
- Need to be fully staffed to add agencies.
- There are contract models: Cook County, Crystal Lake (SEECOM) and Glenview (GPSDC). Director Robb will meet with PSAPs to review their cost structure.
- The Sheriff's Office would want the Forest Preserve on their backup channel, not on their main channel.
- Feedback from the Sheriff's Office is good. They are a full member and need to have representation on a committee.
- Staff will research with no deadline (contract formats, cost of operations, etc.) After data is collected it can be reviewed by an ad hoc committee.

C. Prescient Contract

The Committee discussed

- The Finance Subcommittee memo and staff recommendations are in the packet.
- The Finance Subcommittee recommends a 1-year contract and staff request a 3-year contract.
- The Prescient contract has not gone to RFP (request for proposal) in 18 years. See the need to be fiscally responsible and have the data.
- The Prescient contract is the largest personnel cost for DU-COMM at \$1.6 million for 3 years.
- DU-COMM has many technology-based projects right now and 18 years of historical knowledge is beneficial.
- DU-COMM is in the business of saving lives and need to prevent system problems affecting the ability to dispatch (rough road with new company).
- Happy with the Prescient services we have and have seen through crisis how they have helped other agencies through the years also.
- Discussed contract vs. internal employees but the contract bars us from bringing current MIS employees on as DU-COMM personnel. Having the contract with a company allows for more staff to be brought in if needed instead of limited to three employees.
- Can't write an RFP with a contract expiring in three years, some vendors may not respond.
- Establish what the market cost is for IT services with no intention to remove the MIS services.
- Not required to contract with the lowest bidder of an RFP because IT is a professional service. Review the current workload, current relationship and not just the lowest cost.

Manager Niehaus made a motion to approve the 1-year Prescient Contract as presented with preparation of an RFP comprehensive of decision making and not solely based on cost by a third party and Manager Fieldman 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 8:40 a.m. Chief Norton made a motion to adjourn, and Administrator Guttman seconded. The motion was approved by voice vote. Meeting adjourned.

Respectfully submitted,
Kimberly Regalado
Kimberly Regalado