

DU-COMM

DuPage Public Safety Communications
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DU-COMM Finance Subcommittee Meeting

Tuesday, August 13, 2024 – 2:00 p.m.

Administrator Guttman called the meeting to order at 2:04 p.m.

1. Roll Call Administrator Michael Guttman City of West Chicago
 Administrator Evan Walter *(arrive 2:08)* Village of Burr Ridge
 Manager James Grabowski City of Elmhurst
 Manager Juliana Maller *(left 2:10, returned 2:18)* Village of Hanover Park
 Director of Finance Tom Dahl Village of Roselle
- Absent Chief Geoff Pretkelis-Bartlett PD; Manager Kathleen Gargano-Village of Hinsdale
- Staff Director Robb, DD Tyler Benjamin, Finance/HR Manager Athitakis, Executive Secretary Regalado

2. Public comment
None.

3. Approval of Minutes
A. June 11, 2024

Manager Grabowski made the motion to approve the June 11, 2024 minutes and Manager Maller seconded. The motion was approved by unanimous voice vote.

5. Old Business
A. DU-COMM Agreement with NWM - Mobile Stroke Unit
Director Robb reported:

- The 3-year agreement is for \$60 per call for DU-COMM agencies and \$70 per call for outside agencies with a 5% annual increase.
- Contractual language updates were reviewed by our attorney.

- B. FYE25 Budget –Review Update
Finance/HR Manager Athitakis reported:

- Personnel
 - The Organizational Chart was reviewed by the Executive Committee.
 - \$447,000 reductions for current budget salary costs with two positions eliminated and another position changed.
 - Appreciate the Finance Subcommittee members sharing organization models.
 - Generally, we submit a budget amendment when the audit is complete.
- Benefits
 - IPBC (Intergovernmental Personnel Benefit Cooperative) had options that allowed us to move dental, vision, and life for additional savings.
 - Focus on employee wellness to reduce costs and claims.
 - Able to budget at 5% increase instead of 12% as in the past.
- Prescient (IT Services)
 - Reviewed costs on salary.com and DuPage Mayors and Manager's Conference HR Work Group IT survey.
 - Some of our agencies outsource their IT services.

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- The memo included illustrates full-time staff, not outsourcing, may see savings in the first year for the salaries for our current level of IT services but when you include the salary steps in year two and three there is a higher cost.
- DU-COMM lost a lot of knowledge when the DDSS left. Rely on MIS knowledge, and we need to not look at just the numbers.
- The MIS team has three full time employees covering 7:00am-6:00pm and are on call (flat fee, not paid overtime).
- During the CrowdStrike incident, MIS was here immediately and DU-COMM was back online by 2:30am (within two hours).
- DU-COMM is very pleased with the level of service received from Prescient personnel.
- Cleaning services
 - Cleaning has not improved since we started these conversations with County.
 - No IGA for cleaning services with County. Working through some animosity that has built up over the last six months.
 - County cleaning staff during the week are part-time and only clean the DU-COMM facility. Weekends are regular County cleaning staff working overtime.
 - Cleaning staff work 5 ½ hours with a 30-minute break and have been recorded on DU-COMM cameras taking hour breaks. We are being charged for that time. We are holding them to hours signed-in working and not assuming 5.5-hour days. County suggested maybe DU-COMM look at other options.
 - The Finance Subcommittee requests staff to look at alternate services.
- Cleaning supplies
 - In reviewing the costs and asking questions, County came back that they have been undercharging us and will be doubling supply costs to \$1,200 month from \$550 month. Working with their staff and management to reduce the immediate impact.
 - Even with their increase, County supplies is a savings to us because we can't purchase to the quantities they can.
- Electricity
 - County invoices DU-COMM but does not list the rate, only usage, or provide a copy of their invoices as back-up to what DU-COMM is charged.
 - There is an IGA agreement for electricity with County.
 - DU-COMM is not charged for electricity for the North side of the building.
 - County goes to bid for electricity services several times a year as needed. County will share what increase they will budget for annual, 6.5% this year, so we may budget accordingly.
 - Requested a copy of the electric bill for usage/rate documentation. County should provide this for our December bill.
- Vehicles
 - DU-COMM has nine vehicles, three to be decommissioned. One truck has a snowplow to be able to remove snow from tower sites ourselves.
 - Budget to replace vehicles every five years. In some instances, many vehicles lasted 6-7 years, and replacements were delayed.
 - County Vehicle Maintenance IGA may possibly need to be reviewed in the future, currently states they will perform all vehicle services. If tires or breaks are needed, the County decides if they want to get quotes. County wants us to only use their services and not quote ourselves with other vendors.
 - Technicians need to bring vehicles home because they may start their day offsite. The vehicles are equipped with radios and equipment. They can reach a location faster than needing to come to the office first for a vehicle. Technicians are on call on a rotating weekly basis and may need to come in even if they are not the technician on call. Some discussion on if the Technicians should be allowed to drive the vehicles home, cost associated with mileage and wear and tear.

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- Vehicle survey information from DuPage Mayor's and Manager Conference HR Work Group provided some information on some of our agencies as to providing vehicles versus allowances.
- Vehicles are included in the employment agreements for the Executive Director and Deputy Director.
- Technicians' vehicles are needed, only review if other vehicles or the shared fleet vehicle are still needed.
- Go to HR Subcommittee to review a stipend option for the Executive Director and Deputy Director instead of a vehicle should it be decided as an option since it was part of their compensation package.

Next Steps: Additional data needed from County for electricity; alternate cleaning service at the appropriate time; HR Subcommittee to review the vehicle stipend option for Director and Deputy Director; budget amendment planned to review at the September Finance Subcommittee meeting; October Finance Subcommittee meeting discuss use of reserves.

6. New Business

A. Prescient Contract

The committee discussed:

- Director Robb stated Prescient is valuable to DU-COMM and understands the cost concerns the Finance Subcommittee have. Packet included comparable of options if hired own IT staff.
- DU-COMM's concern of the onboarding of a new IT team because DU-COMM is such a niche IT situation with so many layers of technology. Who would do the training if the contract was terminated?
- Written Directives should be in place if they are doing their job.
- Very happy with IT services provided, such as the quick action during CrowdStrike and other situations involving Addison that did not impact us, and the recent IT audit shows they met with flying colors.
- An option to reduce cost in year 2 and 3 to swap one employee for an employee with lessor level of training. CAD Administrator and Systems Manager would be very difficult to replace.
- Negotiated down to a 3% increase for the first year. Sign for one-year then go to bid? Or three-year contract and still go to bid but give us time to have contingency plans in place. RFP may bring the cost down. The current contract expires 09/01/2024.
- Suggested GovHR can assist in the RFP process (6-month process) as they provided for a member agency.
- The Finance Committee recommends a one-year contract and start an RFP soon for next year.

B. Radio Change Order

DD Benjamin reported:

- Capital budget includes purchase of DU-COMM internal radios, non-TC use.
- Handheld radios are in the offices, vehicles and TCs have Tactical Merit Team (swat team). Question why Merit does not pay for those?
- We do not need NFPA radios which will lower our radio costs.
- Discussed with ETSB Director Zerwin to modify the order to have cost savings on our radios. Waiting for ETSB response on new lower costs.

C. Office Supplies Preferred Vendor

Finance/HR Manager Athitakis noted:

- Is price comparison needed for office supplies every time an order is placed?
- DU-COMM asks to save time and cost ordering with one vendor.
- Several vendors contacted, overall savings with Staples will guarantee prices for office supplies for one year.
- The Finance Committee had no concerns with Staples as the vendor.

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7. Other Business

8. Adjournment

At 2:56 p.m. Administrator Walter made a motion to adjourn the meeting and Director of Finance Dahl seconded. The motion was approved by unanimous voice vote. Meeting adjourned.

Respectfully submitted,
Kimberly Regalado
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