

DU-COMM

DuPage Public Safety Communications

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www.ducomm.org



DU-COMM Finance Subcommittee Meeting

Tuesday, October 8, 2024 – 2:00 p.m.

Administrator Guttman called the meeting to order at 2:02 p.m.

- | | | |
|--------------|-------------------------------|-------------------------|
| 1. Roll Call | Administrator Michael Guttman | City of West Chicago |
| | Chief Geoff Pretkelis | Bartlett PD |
| | Administrator Evan Walter | Village of Burr Ridge |
| | Manager Juliana Maller | Village of Hanover Park |

Absent Manager James Grabowski - City of Elmhurst; Manager Kathleen Gargano - Village of Hinsdale;
Director of Finance Tom Dahl - Village of Roselle

Staff Director Robb, Finance Manager Athitakis, Executive Secretary Regalado

2. Public comment
None.

3. Approval of Minutes
A. August 13, 2024

Administrator Walter made the motion to approve the August 13, 2024 minutes and Manager Maller seconded. The motion was approved by voice vote.

5. Old Business
A. MIS / IT RFP - Update
Director Robb reported:

- Consulted for an RFP with Bid Lab. The Bid Lab Overview was in the packet. The fee is \$300 per hour for the first 50 hours.
- Waiting for a response from MGT (GovHR).
- The committee suggested 7 Layer Solutions as an additional resource.
- Administrator Guttman noted an RFP for Prescient IT (MIS) has not been completed in the past. The current contract will expire in September 2025.

6. New Business
A. Alarm Credit / Rebate FY24act
Finance Manager Athitakis reported:

- The Alarm Credit Summary in the packet lists the average alarms and revenue by agency received in FYE24 to be rebated back in FYE25.
- Agencies listed will see a credit on their next invoice (2/1/2025).
- Equity to contributions of revenue is listed.
- Finance Manager Athitakis asked if additional documentation is wanted.

- B. Contract Agency Options
Director Robb reported:

- Researching alternative funding formulas for organizations that don't fit our traditional membership-based formula.

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- Director Robb met with Cook County E-911. Their funding is based on several factors, one being employee cost. One telecommunicator is needed for every 5,000 residents. Five employees are needed to open a radio band.
- The Forest Preserve is a Monday-Friday organization. The best cost scenario is sharing a channel. The DPSO requested a channel to work on solely. The Forest Preserve could be added to the DPSO backup channel, if DPSO agrees.
- On November 8, Director Robb will meet with Glenview Public Safety Dispatch (GPSDC) to review their funding model.
- A meeting with Northwest Central Dispatch (NWCDs) will be scheduled also to pull as many examples as possible.

C. Reserve Balance

Finance Manager Athitakis noted:

- The GFOA recommendation is to hold two months of operating funds in reserve.
- If the reserve is higher than 35%, above the two months of operating funds, the reserve balance is planned to go back to agencies (rebate).
- Received ETSB funds but had the expense of employee retro pay.
- \$2.6 million in reserves and need \$3.1 million to meet the 2 months, so there will not be a rebate for agencies.

D. FYE26 Budget & FYE25 Revised Budget

Finance Manager Athitakis noted:

- The FYE26 budget is in the preliminary planning stage.
- All staff members participating in the budget process this year are new to the process.
- The revised FYE25 Budget will include the GovHR costs, which were not originally in the budget, but approved by the BOD.
- A detailed draft budget will be shared next month.
- There are no decisions that need to be made today.
- The HR Subcommittee is reviewing vehicles for Administration as compensation/benefit related.
- DU-COMM is requesting cleaning service quotes.
- Finance Committee requests: staffing positions history (budget and actual) when staffing changes/savings.

7. Other Business

8. Adjournment

At 2:28 p.m. Administrator Walter made a motion to adjourn the meeting and Manager Maller seconded. The motion was approved by a unanimous voice vote. Meeting adjourned.

Respectfully submitted,

Kimberly Regalado

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