

# DU-COMM

## DuPage Public Safety Communications

420 N. County Farm Road, Wheaton, IL 60187

(630) 260-7500 Main

www.ducomm.org



---

### DU-COMM Finance Subcommittee Meeting Notes

Tuesday, February 10, 2026 – 2:00 p.m. Virtual Meeting

Administrator Walter called the virtual meeting to order at 2:03 p.m.

- |              |                                                                               |                                   |
|--------------|-------------------------------------------------------------------------------|-----------------------------------|
| 1. Roll Call | Administrator Evan Walter                                                     | Village of Burr Ridge             |
|              | Manager Kathleen Gargano                                                      | Village of Hinsdale               |
|              | Finance Director Tanya Walker                                                 | City of Oakbrook Terrace          |
|              | Director of Finance Tom Dahl                                                  | Village of Roselle                |
|              | Asst. Administrator Andie Trucco                                              | Village of Woodridge              |
|              | President Jim McCarthy                                                        | Bartlett Fire Protection District |
| Absent       | Chief Mike DeVries – Downers Grove PD                                         |                                   |
| Staff        | Deputy Director Benjamin, Finance Manager Athitakis, Exec. Secretary Regalado |                                   |

#### 2. Approval of Minutes

##### A. November 10, 2025

Manager Gargano made the motion to approve the November 10, 2025 minutes and Assistant Administrator Trucco seconded. The motion was approved by a unanimous voice vote.

#### 3. Old Business

##### A. ETSB Billing – future 2026 meeting review

- Item remains on agenda but deferred until Director Robb returns.
- Discussions are anticipated in March or April.

##### B. Reserve Balance

- Current Reserve Policy: 35% of operating budget.
- Current reserve level: 34.24%.
- Discussion points:
  - Historical practice: previously implied 25% reserve. Agency consolidation fees grew the reserve funds to need a Reserve Policy.
  - GFOA (Government Finance Officers Association) recommendation: 2 months (~16.67%).
  - Current reserves include \$2M balloon payment due in 2028 for facility lease.
  - Capital reserves currently \$5.5M; annual capital spend averages \$800K–\$1M.
  - Future revenue shortfalls: Technology not dialing a phone for 9-1-1 services results in not qualifying for 9-1-1 surcharge use.
  - Suggestion to reduce policy to 30% and allocate excess to critical infrastructure funds (e.g., radio replacement, technology upgrades).
  - Consensus:
    - Maintain two-month operating reserve (16.67%).
    - Additional reserves up to 33.33% allocated to capital.
    - Excesses above 33.33% reviewed for assignment or refund.
- Amend reserve policy as follows:
  - Two-month operating reserve (16.67%).
  - Additional reserves up to 33.33% for capital.

# DU-COMM

---

- Excess above 33.33% subject to Finance Committee review.

Administrator Walter made the motion to amend the reserve policy to 33.33% and Director of Finance Dahl seconded. The motion was approved by a unanimous voice vote.

## 4. New Business

### A. Insurance Coverage Level Options

- Gallagher recommendation: increase umbrella liability from \$10M to \$15M (+\$25K cost).
- Cyber liability currently \$2M; some municipalities at \$3M.
- Staff recommendation: no change at this time.
- Committee agreed to table decision pending legal counsel input.

## 5. Other Business

### A. Request records retention/shredding vendor recommendations.

### B. Future agenda items: ETSB Billing, Insurance Coverage, Alarm Fee Planning

### C. March Finance Subcommittee meeting is cancelled. The next meeting is scheduled for April 14.

## 6. Adjournment

At 2:47 p.m. President McCarthy made a motion to adjourn the meeting and Director of Finance Dahl seconded. The motion was approved by a unanimous voice vote. Meeting adjourned.

Respectfully submitted,

*Kimberly Regalado*

Kimberly Regalado