

DU-COMM

DuPage Public Safety Communications

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www.ducomm.org



DU-COMM Finance Subcommittee Meeting

Tuesday, June 11, 2024 – 2:00 p.m.

Administrator Guttman called the meeting to order at 2:00 p.m.

- | | | |
|--------------|---|-------------------------|
| 1. Roll Call | Administrator Michael Guttman | City of West Chicago |
| | Administrator Evan Walter (arrive 2:05) | Village of Burr Ridge |
| | Manager James Grabowski | City of Elmhurst |
| | Manager Juliana Maller | Village of Hanover Park |
| | Manager Kathleen Gargano (arrive 2:05) | Village of Hinsdale |
| | Director of Finance Tom Dahl | Village of Roselle |
| Absent | Chief Geoff Pretkelis-Bartlett PD | |
| Staff | Director Robb, Consultant Krull (virtual), Finance/HR Manager Athitakis, Executive Secretary Regalado | |

2. Deputy Chief Steve Demas retired to Arizona and Chief Geoff Pretkelis will serve on the Finance Subcommittee.

3. Public comment

4. Approval of Minutes

A. February 13, 2024

Manager Grabowski made the motion to approve the February 13, 2024 minutes and Manager Juliana 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 agreement has not been examined in a number of years and the program has expanded to Kane County and 12 additional communities but does not serve all of DuPage County.
- Negotiate to increase the current \$30 per call charge to \$90 per call. DU-COMM agencies pay \$45 a call. NWM countered to increase it to \$50 a call with a true up for calls over 800. The Mobile Stroke Unit had 853 calls last year.
- NWM has no voting rights, nor are on DU-COMM boards.
- NWM requests a monthly invoice, but DU-COMM prefers invoicing annually.
- The Mobile Stroke Unit provides a beneficial service and agencies do not want them to look elsewhere.
- The Mobile Stroke Unit is pleased with DU-COMM services.
- The committee recommends continuing to negotiate with \$75 per call and yearly escalator of 5% for the three-year contract or possibly renegotiate if new agencies outside of DU-COMM added.

6. New Business

A. FYE25 Budget – Detail Review

1. FYE25 Operations Budget
2. FYE25 Capital Budget
3. FYE25 Capital Replacement Schedule

DU-COMM

4. FYE25 Alarm Budget
5. FYE25 Tower Budget

Director Robb noted the organizational structure changes recommended:

- Do not fill DD Support Services and have MIS Manager and Acting Technical Service Manager report to the Director. ETSB now operates a majority of our IT. Do not see the value of filling a position when the current managers are delivering such a high quality of service.
- Fill Quality Assurance position from increased Operations Managers (OM) in FYE25 budget.
- Create an Assistant DD Operations position to oversee operations management, training, and quality assurance. This change will increase floor supervision and free the managers from some administrative tasks. This will reduce the number of OM positions from twelve to eight (seven are currently filled) plus the QA position.
- Create a second and fill the open Administrative Assistant Ops position to assist in Subpoena and FOIA tasks that have increased since adding the Sheriff's Office.
- The committee requested a color-coded flow chart and check out FOIA software that might help reduce the need for the second Administrative Assistant.

Finance/HR Manager Athitakis reported:

The five areas staff will focus on that have the largest expenses, besides the personnel changes discussed.

- Payroll
 - 4.5 % pay increase effective 5/1/24-4/30/25.
 - 89% of the budget is salary cost.
 - FYE25 began with less staff than budgeted. No real savings as pay overtime for staffing unfilled open positions.
- Expenses
 - Benefits have a 12% savings for dental, vision, and life insurance with changes already working on for July 1, 2024
 - MIS Prescient contract requested a 7% increase and was budgeted for 3%. Counteroffer of 5% increase. The contract is for 3 full-time staff members. During the CAD upgrade, an MIS representative was onsite at 3AM to answer any questions. They are experts on DU-COMM systems. Question if contract somewhere else will receive less skilled people. Finance/HR Manager Athitakis will review other agencies' IT staff salaries.
 - Cleaning services and supplies had a 40% increase after the initial move in year, with a 20% increase the following year. Currently County employees used, but terrible service. Have had our own service in the past.
 - Electricity from the County is billed twice a year. Maybe locked in IGA for electricity. DU-COMM is a 24-hour facility and uses a lot of electricity. There was a 32% increase after the initial move in year, with a 40% increase the second year. Possible to work with their finance department to review electric supply costs.
 - Eight vehicles are in the capital budget, but gas and maintenance affect the operations budget. Four techs go to 62 sites. Technicians have vans, a pick-up truck, and a pick-up truck with a plow for tower sites and when called out in storms. The Director has an Expedition and the DDO has an Explorer. Most meetings are no longer off-site and positions with vehicles are required to live within 30 minutes of the building. The committee asked if staff can be compensated in another way (car stipend, reimbursable mileage). The committee questions do all need a vehicle? Can they come to the site to pick up a vehicle unless 1-2 that are on call
- Revenue
 - Revenue comes from the agencies, no revenue to increase.

DU-COMM

- The Sheriff joined which normally would be a savings, but this adds 10 TCs salary to the budget. This committee will need to discuss if we reduce all shares in the revised budget in October, any savings to reserves, or what to do with the small savings.
- ETSB IGA funds are not guaranteed each year.

The committee will meet in August to review updates on these areas of the budget.

7. Other Business

8. Adjournment

At 2:45 p.m. Manager Grabowski 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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