

DU-COMM

DuPage Public Safety Communications

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FIRE OPERATIONS SUBCOMMITTEE MINUTES

Thursday, February 20, 2025 – 8:00 Hours

DU-COMM, 420 N. County Farm Road, Wheaton, IL 60187

1. Call to Order

Chief Fors called the meeting to order at 08:00 hours.

DC Brian Becker	Bartlett	Chief Rick Sander	Lombard
Chief Matthew Beyer	Bloomingtondale	DC George Hyland	Lombard
Chief Rob Schultz	Carol Stream	Chief Kevin Fleege	Oak Brook
DC Jason Kanzia	Carol Stream	Chief Johnny Turkovich	Oak Brook Terrace
Chief Dave Godek	Clarendon Hills	Chief Tim Smeltzer	Roselle
Chief James Lahanis	Darien-Woodridge	DC Matt Coppock	Roselle
Chief Scott Spinazola (arrive 8:05)	Downers Grove	DC Brandon Mitsuka	Villa Park
Chief Richard Dufort	Elmhurst	Chief Jeffery Keefe	West Chicago
DC Steve Reynolds	Elmhurst	DC Ric Ciszewski	West Chicago
Chief Chris Clark	Glen Ellyn	Chief Rob Brill	Wheaton
Chief Rich Cassady	Glenside	DC Pete Vassios	Wheaton
DC Jeff Buccola	Glenside	Chief Steve Evans	Winfield
Chief Eric Fors (Chair)	Hanover Park	Chief Rick Sanborn, Jr.	York Center
Chief J. Pindelski	Hinsdale	DC Bret Mowery	York Center
DC Scott Gray	Lisle-Woodridge		

Absent: Chief Andy Dina – Warrenville

Staff: Acting Executive Director Tyler Benjamin, Training Manager Amanda Schretter; MIS Manager Scott Klein, TSM Erik Maplethorpe, QA Manager Ryan Miller, Executive Secretary Kim Regalado

2. Approval of Meeting Minutes:

A. January 16, 2025

Deputy Chief Mitsuka made a motion to approve the January 16, 2025 minutes, and Chief Keefe seconded. Motion approved by unanimous voice vote.

3. Peer Review

- None.

4. Reports

A. Staff

Acting Executive Director Benjamin noted:

- Text-to-911
 - TS Manager Erik Maplethorpe obtained the final information needed for Text-to-911.
 - The Text-to-911 functionality will be soft-launched soon, allowing wireless carriers to test the service.
 - A public education campaign on using Text-to-911, 911, 211, and 988 will be launched later, possibly in April, coinciding with Telecommunicator Week.
 - The Written Directive for Text-to-911 is almost finalized.
- Strategic Plan
 - Delayed due to problems with formatting from the graphic designer.
 - Acting Executive Director Benjamin was able to edit the PDF version and not rely on the graphic designer to make the changes.
 - The Strategic Plan most likely will be reviewed by the Executive Committee next week with the Board of Directors approval at the April meeting.

MIS Manager Klein reported:

- PulsePoint AED
 - The PulsePoint AED interface with ProQA was successfully tested, and training for TCs on using the interface is being developed.
 - The app can be used by the general public and Agency Fire Marshals register the AED locations.
 - During a call, the system will automatically query the AED registry and provide information to the TC if an AED is available nearby.
- Automated Tornado Sirens
 - Progress was made on the automated tornado sirens, with the ability to simulate sirens and test their activation based on previous warnings.

Technical Services Manager Maplethorpe reported:

- Fire West to Fire North Project
 - Inside work and 48-volt installations for new cell transmitter sites are ongoing. On track for implementation.

Training Manager Schretter noted:

- A new fire trainee passed the evaluation.
- Two trainees started radio training, and one started phone training.
- A former employee will start recertification training, including EMD, EME, and CPR.
- Radio Console training for TCs will be held on February 26th, with the goal of completing training by mid-March.

B. ETSB

Acting Executive Director Benjamin noted:

- Fee Schedule
 - The ETSB is developing a fee schedule for agencies adding third-party software that connects to CAD, which could result in new expenses for some agencies.
 - This is due to the need for ETSB to repair interfaces between CAD and third-party software after upgrades, which they believe cannot be funded by 9-1-1 funds.
 - The fee schedule will outline the costs associated with connecting and maintaining third-party apps and services.
- New CAD System RFP
 - The ETSB is in the beginning stages of an RFP for a new CAD system, with interviews being conducted by Delta Works.
 - Acting Executive Director Benjamin inquired about system control and the ability to make changes without affecting ACDC during his interview.

C. MABAS Divisions (2, 10, 12, 13, 16)

- None.

D. Apparatus Changes

- A reminder was given to submit Help Tickets to DU-COMM for any apparatus changes.

5. Committees

A. Fire Standardization Committee

Chief Spinazola noted:

- The Fire Standardization Committee will discuss outstanding items, including overrides and committee attendance.
- The meeting follows the Fire Operations Subcommittee meeting and all are welcome to attend.

B. Fire Focus

- The Fire Focus Committee will meet today to discuss the rollout of new radios, including alias lists, templates, and the use of hazard zones.
- An alternative template for fire radios with hazard zone programming has been approved, but agencies are not required to use hazard zones. Gives agencies the ability to evaluate and train on the hazard zones. Hazard zones do not need to be programmed in your primary zones.

- Motorola is still working on improvements to the hazard zone functionality, with more changes expected in 2026.
- The committee aims to finalize radio configurations and begin rolling out equipment within the next month or two.
- The radios have delayed shut down (approximately 30 minutes) to protect against accidentally turning it off in the field. You do not need to wait for it to reboot when turned back on.
- Fire Chiefs will need to sign off if they want hazard zones in their radios and complete a fleet map that includes the aliases you want in your radio.
- Contact Chief Fors or Chief Clark if you have any questions.

6. Old Business

A. Mayday – Discussion

The Committee discussed

- Definition of Emergency Traffic: The Written Directive labeled "Emergency Traffic" will be changed to "Emergency Communication" to encompass both emergency traffic and Mayday situations.
- Mayday Policy Attachments: The committee will decide whether to keep MABAS division-specific Mayday policies attached to the MABAS12 policy. The attachments are intended to provide TCs with background information on how fire companies handle Mayday situations, but it's unclear if they are beneficial.
- Telecommunicator Mayday Checklist: The Mayday checklist for TCs will be updated to align with the current MABAS division policies.
- Automatic Alarm Level Upgrade: The current DuPage County Mayday policy does not include an automatic upgrade to another alarm level in the event of a Mayday. This will be reviewed, with consideration given to the IMAT situations that are handled differently across MABAS divisions.
- Switching to IFERN: The policy states that TCs will switch to IFERN for Mayday situations, but this will be reviewed as it might not be the best approach for all situations.
- Alarm Level Definitions: The definitions of alarm levels in the Mayday policy will be clarified, as the current language is outdated and may cause confusion.
- The committee will seek feedback from TCs, Training, and Operations before making any changes to the policy.

B. High Rise

Chief Fors noted

- The tactical dispatching DU-COMM policy is under review.
- Feedback from DU-COMM is needed to determine the direction of the review.
- The review may also need to go to Fire Standardization.
- A conversation was started with TS Manager Erik Maplethorpe to see if there could be a technical solution from Support Services to help boost radio signals in the event of a high-rise or escalated alarm with radio issues.

C. Use of Channel Guides/Box Cards

The Committee discussed

- Purpose of Box Cards: The committee discussed whether TCs should continue to access box cards, which were previously used to identify unusual equipment needs.
- 20-Minute Checklist: The 20-minute checklist was created to standardize common equipment requests, and agencies were responsible for training their personnel on any additional needs.
- Updating Box Cards: If box cards are to be retained, they need to be updated with current information. Many are outdated, which can cause confusion and errors in dispatching resources.
- CAD Down Procedures: The committee discussed the use of box cards in CAD down situations, but it was clarified that a separate CAD down card exists and should be used instead.
- Special Equipment Requests: The committee discussed how to handle special equipment requests if box cards are eliminated. Options include relying on the 20-minute checklist, incident commanders requesting specific equipment, or standardizing a new process.
- Accuracy of Information: Concerns were raised about the accuracy of information in box cards and how to ensure that they are kept up to date if continue to be used. Suggestion to put in PowerDMS for agencies to review.
- Standardization: The committee emphasized the importance of standardization in processes and documentation to avoid confusion and errors.
- The committee will seek feedback from DU-COMM on the implications of changing the use of box cards and how

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to best address any concerns and discuss in Fire Standardization.

C. EMS Box Cards

The Committee discussed

- A training bulletin was in the packet prepared by Training Manager Schretter and OM Pirog. It is the standardized response that is programmed into CAD.
- MABAS 10 review if changes are needed.
- The bulletin can be shared before the next Fire Ops meeting if there are no changes.
- Acting Executive Director Benjamin will email the Fire Chiefs who will need to share with their personnel.
- The Committee requested a list of members in the DU-COMM Fire Chiefs group email to clarify what personnel receive the email.

7. New Business

- None.

8. Other Business

Chief Spinazola noted the need for Chiefs to get more information directly from ETSB staff. It was agreed that Director Robb will be asked to consider how/if DU-COMM can assist with this upon her return.

9. Adjournment

Chief Sander made a motion to adjourn the meeting and Chief Keefe seconded. The motion was approved by voice vote. Meeting adjourned at 09:14 hrs.

The next Fire Operations Subcommittee meeting is March 20, 2025 – 8:00 a.m. at DU-COMM.

Respectfully submitted,

Kimberly Regalado

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