

MINUTES OF THE REGULAR JOINT MEETING OF THE NORTHWEST CENTRAL DISPATCH BOARD OF DIRECTORS AND THE NORTHWEST CENTRAL 9-1-1 SYSTEM BOARD, HELD IN THE NORTHWEST CENTRAL DISPATCH SYSTEM TRAINING CENTER, 1975 EAST DAVIS STREET, ARLINGTON HEIGHTS, COOK COUNTY, ILLINOIS, ON THURSDAY, JANUARY 18, 2018.

CALL TO ORDER

Chairman Sam Trakas called the meeting to order at 9:02 A.M.

MEMBERS ATTENDING

Randy Recklaus (Village Manager Arlington Heights), Dane Bragg (Village Manager Buffalo Grove), Ray Rummel (Village Manager Elk Grove Village), Sam Trakas (Village Administrator Inverness), Michael Cassady (Village Manager Mount Prospect), Reid Ottesen (Village Manager Palatine), Al Steffen for Joe Wade* (City Administrator Prospect Heights), Barry Krumstok (City Manager Rolling Meadows), Chief Jim Lamkin for Brian Townsend (Village Manager Schaumburg), Chief Chris Clark for Sharon Caddigan (Village Manager Streamwood).

*Joe Wade arrived at 9:05am

A quorum was present

MEMBERS ABSENT

Hoffman Estates

ALSO ATTENDING

Nick Pecora for Gerald Mourning (Arlington Heights Police Chief), Ken Koeppen (Arlington Heights Fire Chief), Nick Asta for Jim Kreher (Barrington-Countryside Fire Chief), Deputy Chief Michael Szos for Steve Casstevens (Buffalo Grove Police Chief), Michael Baker (Buffalo Grove Fire Chief), Chuck Walsh (Elk Grove Police Chief), Ted Bos (Hoffman Estates Police Chief), Acting Chief Pat Fortunato (Hoffman Estates Fire Chief), Bob Haas (Inverness Police Chief), John Koziol (Mount Prospect Police Chief), Brian Lambel (Mount Prospect Fire Chief), Al Stoeckel (Palatine Police Chief), Scott Anderson (Palatine Fire Chief), Chief Rich May (Palatine Rural Fire Chief), Al Steffen (Prospect Heights Police Chief), John Nowacki (Rolling Meadows Police Chief), Terry Valentino (Rolling Meadows Fire Chief), Jim Lamkin (Schaumburg Police Chief), James Walters (Schaumburg Fire Chief), Ed Valente (Streamwood Police Chief), and Chris Clark (Streamwood Fire Chief).

NWCDS PERSONNEL

John Ferraro, Executive Director; Kevin Diluia, Assistant Director-Operations; Brian Drake, Assistant Director-Support Services; Terri Svec, HR/Finance Manager; Lauri Orwig, Operations Training Manger.

OTHERS ATTENDING

Mick Fleming (JEMC)

PUBLIC COMMENT

None

CONSENT AGENDA

Moved by Mr. Recklaus, seconded by Mr. Ottesen to accept the November 16, 2017 Joint Meeting Minutes (Regular & Closed), the November and December Budget Summaries and the NWC and NWC911 System Check Registers for November (NWC = \$823,737.82; NWC911=\$610,567.63) and December, 2017 (NWC = \$888,009.59; NWC911 = \$437,355.55), the Executive Director's Report, the Assistant Director-Operations Report and the Assistant Director-Support Services Report.

Roll Call Vote: Motion Carried. Time: 9:04am

Roll Call Ayes: Mr. Recklaus, Mr. Bragg, Mr. Rummel, Mr. Trakas, Mr. Cassady, Mr. Ottesen, Al Steffen for Joe Wade, Mr. Krumstok, Chief Lamkin, Chief Clark.

Nays: None

EXECUTIVE DIRECTOR'S UPDATE – John Ferraro

John explained that the meeting packet contains all of his updates, but discussed a few:

UPS – Update:

A third party assessment on our current UPS configuration determined that an additional UPS is needed for the building and a new UPS was approved in the CY2018 budget. An RFP will be going out in the first quarter of 2018.

Telecommunicator Hiring Process:

Two Telecommunicators from the joint testing process with DU-COMM were hired for the current vacancies and will begin January 29th.

NEW BUSINESS

Achievements 2017

John highlighted some of his achievements from the meeting packet, including:

1. New CAD Project and research from representatives from all communities.
2. Added Barrington Countryside Fire Protection District to NWCDS
3. NWCDS completed 7200 hours of training in 2017, with more face-to-face training with our Telecommunicators, improving their performance.
4. We averaged over 100 case reviews monthly, exceeding the National NENA and APCO Standards, with the help of our Quality Assurance Manager, Curt Peddicord.
5. Use of Response Determinants.

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6. Hired a new HR/Finance Manager, Terri Svec. We had our first visit from the Auditors and that went well. They will be back in a few of months.
7. Replaced Schaumburg Radio Tower.
8. Facilities: Repaired and resurfaced the parking lot, upgraded the WIFI, and replaced the humidifiers.

Goals 2018

John reviewed a few of the goals listed in the packet as well:

1. CAD
2. Building- Roof Replacement
3. Skills Review (Kevin Diluia)
4. Radio Lab Clean Up (Brian Drake)
5. Continue monitoring Surcharge money

Roof Replacement/Architect Proposal

The roof replacement was approved for the CY2018 budget under Capital Projects. Wold Architects worked on the building expansion several years ago, so they were brought in to assess the roof and assist in writing the RFP for this project.

Moved by Mr. Ottesen and seconded by Mr. Krumstok to allow Wold to write the RFP for the Roof Replacement Project.

Roll Call Vote: Motion Carried. Time: 9:12am

Roll Call Ayes: Mr. Recklaus, Mr. Bragg, Mr. Rummel, Mr. Trakas, Mr. Cassady, Mr. Ottesen, Joe Wade, Mr. Krumstok, Chief Lamkin, Chief Clark.

Nays: None

OLD BUSINESS

New CAD - MCP/Implementation Contract Approval

John described how hard the CAD Committee worked with the vendors and all of the intricate details that went into the new CAD decision making. The top two CAD contenders each spent a couple of days at NWCDS, showing their products and answering questions. John stated that it would be beneficial to stay with MCP through the implementation of the new CAD transition.

The Board discussed the different CAD vendors and the metrics used to determine which would work best for NWCDS and its member communities They also talked about the different aspects like Records Management, IT, System Design, Upgrades & Maintenance, etc.

Moved by Mr. Ottesen and seconded by Mr. Bragg to approve Mission Critical Partners' proposal dated January 12, 2018, to assist NWCDS and its member communities with the new CAD implementation.

Roll Call Vote: Motion Carried. Time: 9:27am

Roll Call Ayes: Mr. Recklaus, Mr. Bragg, Mr. Rummel, Mr. Trakas, Mr. Cassady, Mr. Ottesen, Joe Wade, Mr. Krumstok, Chief Lamkin, Chief Clark.

Nays: None

The Board also discussed Records Management and how they will be affected throughout the new CAD integration. They talked about pros and cons of consolidation and whether or not that would be beneficial as a whole. Mr. Bragg suggested forming a sub-committee that would include records management personnel to help determine the best direction for Records Management.

Mr. Ottesen proposed pushing off forming a subcommittee until July, after decisions about CAD and its implementation are made and a timeframe is in place. Mr. Bragg agreed to focus on CAD for now and have the Village Managers start to look into Records Management from a policy standpoint.

Mr. Trakas asked if anyone wanted to volunteer to help with contract negotiations. Mr. Ottesen suggested that everyone be available in case John or MCP has any questions or needs help with the process. The group also said Brian Townsend would be a good resource, since he was the Chairperson in 2017 throughout the selection process.

The consensus was for John, MCP, and the NWCDS attorney to proceed with negotiations with the top CAD vendor(s) and bring to a vote at the next Board meeting.

Firstnet

The Governor opted in with Firstnet and AT&T Contract and John stressed that this doesn't mean we have to go with Firstnet, as pricing will be reviewed. Verizon might come out with more competitive pricing due to Firstnet. Additionally, John stated that the Center may be able to reduce costs by sharing tower space owned by NWCDS.

Mr. Rummel asked about a master agreement with Verizon since all or most members are using a Verizon. Brian Drake explained that moving forward, Net Motion will be used to connect remote computers to NWCDS. Net Motion has the ability to choose what's to go over air card or Wifi, giving more control. Mr. Rummel explained that that's what was supposed to happen with Verizon, but it didn't work and his office was hit with a large bill. He is interested in a Master Agreement to help prevent that issue. Brian said that they would consider something in the contract if they do go with a Master Contract.

Everbridge

Work continues on an Everbridge use policy.

Closed Session for the purpose of:

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1) – Executive Director’s Annual Review

Moved by Mr. Bragg and seconded by Mr. Recklaus to enter into a closed session for the purpose listed above.

Roll Call Vote: Motion Carried. Time: 9:39am

Roll Call Ayes: Mr. Recklaus, Mr. Bragg, Mr. Rummel, Mr. Trakas, Mr. Cassady, Mr. Ottesen, Joe Wade, Mr. Krumstok, Chief Lamkin, Chief Clark.

Nays: None

Moved by Mr. Bragg and seconded by Mr. Ottesen to end the Closed Session and return to the regular meeting. **Voice Vote: Motion Carried. Time: 9:56am**

ADJOURNMENT

Moved by Mr. Bragg and seconded by Mr. Ottesen to adjourn the regular joint meeting of the Northwest Central Dispatch System and the Northwest Central 911 System Board. *Voice Vote: Motion Carried.*

The meeting was adjourned at 9:56 am.