

**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, MAY 17, 2018.**

**CALL TO ORDER**

Chairman Sam Trakas called the meeting to order at 9:08 A.M.

**MEMBERS ATTENDING**

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

A quorum was present

**MEMBERS ABSENT**

NONE

**ALSO ATTENDING**

Ken Koeppen (Arlington Heights Fire Chief), Assistant Chief Nick Asta for Jim Kreher (Barrington-Countryside Fire Chief), D/C Michael Szos and D/C Scott Eisenmenger for Steve Casstevens (Buffalo Grove Police Chief), D/C Bill Wagner for Michael Baker (Buffalo Grove Fire Chief), Chuck Walsh (Elk Grove Police Chief), Ted Bos (Hoffman Estates Police Chief), Assistant Chief Tom Mackie for Pat Fortunato (Hoffman Estates Fire Chief), Bob Haas (Inverness Police Chief), John Koziol (Mount Prospect Police Chief), Al Stoeckel (Palatine Police Chief) Scott Anderson (Palatine Fire 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), Jim Walters (Schaumburg Fire Chief), and Chris Clark (Streamwood Fire Chief).

**NWCDS PERSONNEL**

John Ferraro, Executive Director; Kevin Diluia, Assistant Director-Operations; Terri Svec, HR/Finance Manager; Christine Zatz, Office Manager.

**OTHERS ATTENDING**

Mick Fleming (JEMC), Matt Beran of Lauterbach & Amen, LLP

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

Moved by Mr. Ottesen, seconded by Mr. Bragg to accept the March 22, 2018 Joint Meeting Minutes (Regular & Closed), the March and April Budget Summaries and the NWC and NWC911 System Check Registers for March (NWC = \$795,767.84; NWC911=\$469,008.23) and April, 2018 (NWC = \$1,018,883,87; NWC911 = \$983,643.10), the Executive Director's Report, the Assistant Director-Operations Report and the Assistant Director-Support Services Report.

***Roll Call Vote: Motion Carried. Time: 9:09am***

**Roll Call Ayes:** Chief Koeppen, Mr. Bragg, Chief Walsh, Mr. Norris, Mr. Trakas, Chief Koziol, Mr. Ottesen, Mr. Wade, Mr. Krumstok, Mr. Townsend, Chief Clark.

**Nays:** None

**EXECUTIVE DIRECTOR'S UPDATE – John Ferraro**

**Technology Day**

Technology Day will be at Harper College on June 12, 2018. The vendor list includes different laptop/tablet providers (including Panasonic), Firstnet (AT&T) and Verizon, Near Map, Motorola (showing things like body cameras and other integrations with the new CAD), Hip Link (direct paging notification) and more. Emails were sent out and there is an official registration in that email. A tentative schedule of events will be released soon. The idea is to have a vendor "floor" where one-on-one conversations can take place similar to a conference. Additionally, in another room, vendors will have about 30-minutes to present and allow for questions. The vendors have agreed to provide lunch and John asked everyone to sign up via the email for a head count.

**Telecommunicator of the Year 2018:**

John announced that Mark Percudani has won Telecommunicator of the Year by a vote of his peers. Mark began working for NWCDS in December of 2015. His tremendous work ethic and easy-going attitude make him an asset to NWCDS. John congratulated Mark on this achievement.

**April 8th – 14th was National Public Safety Telecommunicator Week.**

During the week we honored the valuable work of the 9-1-1 Telecommunicators. John thanked all of the departments who contributed to TC Week, helping make the week special.

**UPS/Battery Replacement:**

The NWCDS/NWC911 Joint Board approved the UPS and battery replacement at the March 22, 2018, meeting. Both projects have been completed.

**Navigator Conference 2018:**

Several NWCDS employees were chosen to present at the Navigator Conference this year. John expressed how proud he was of NWCDS being “out in front” presenting on topics ranging from EMD/EFD (emergency medical/fire dispatch) to Customer Service, quality assurance, and wellness. The annual conference helps NWCDS stay on top of trends so that we can remain accredited. Presenting has the added cost-savings benefit of complimentary conference fees, travel, and partial accommodations.

**Evacuation Training:**

Evacuation training was conducted with employees at the end of April. The training involved actually going to the Schaumburg PD and a complete review of the plan.

**Phone Issue Action Items:**

Multiple meetings and correspondence occurred with AT&T to ensure that the Resolution Center has a better understanding of our plan to first transfer 9-1-1 to Cook County (and then Schaumburg in the event of an evacuation). AT&T assures us that they have improved their work flows.

Comtech met with our IT reps from Prescient to examine the network design on May 8-9. Recommendations were made to the switch configuration, which will prevent single points-of failure in the future.

A meeting was held with Prescient, including our account representative, to ensure more involvement from Prescient in regards to the 9-1-1 network configuration.

**NEW BUSINESS**

**Check Write-Off Policy**

The Board of Directors of NWCDS/NWC911 recognize the importance of monitoring the Accounts Payable process to ensure that disbursement transactions have adequate oversight over outstanding checks. The goal of an Outstanding Check policy is to resolve disbursements which have not cleared the bank in a timely manner and to maintain compliance with all applicable unclaimed property laws.

Moved by Mr. Krumstok and seconded by Mr. Bragg to approve the Check Write-off Policy as outlined in the meeting packet. *Voice Vote: Motion Carried.*

**NWCDS/NWC911 CY2017 Audit**

Matt Beran of Lauterbach & Amen, LLP, thanked Terri Svec for her hard work on the Audit and stated that we once again received an unmodified opinion on the report, which is the highest rating it can receive.

Moved by Mr. Bragg and seconded by Mr. Krumstok to accept the NWCDS and NWC911 Calendar Year 2017 Audit, as outlined in the meeting packet. *Voice Vote: Motion Carried.*

**NWCDS/NWC911 5-year Projection**

The five (5) year projections for the NWCDS and NWC911 budgets are included in the packet. Some highlights include:

**NWCDS**

- We are predicting four (4) retirements during CY2020 and CY2021, which will require funding to a Retirement Health Savings (RHS) account for post-employment benefits.
- Based on trends with the IPBC, we assumed a four percent (4%) increase in health insurance annually.
- For member assessments, the total call volume and case assignments were used from 2017. It is important to note that fluctuations in call volume (which cannot be predicted) can impact individual member communities from budget year-to-year.
- IMRF advised our employer rate was reduced from 11.78% to 9.64% for CY2019.
- Capital projections were made including items for the building, such as window replacement and a gate upgrade.

**NWC911**

- The surcharge increase was included in the May 2018 revenue received from the State of Illinois for January 2018. The distribution was explained to include some “catch up” money, so the actual amount that will be received every month is still an estimate. Conservatively, we estimated surcharge revenue at seven and a half million dollars (\$7,500,000), or about six hundred twenty-five thousand (\$625,000) a month, which is an increase of nearly twenty-five percent (25%). If the actual revenue meets or exceeds these estimates, adjustments can be made to what is reimbursed in the NWCDS budget by the NWC911 budget to help control member community increases from year-to-year.
- Beginning in CY2021, CAD/Law Records/Mobile Data maintenance is included in the projection in the average amount of about five hundred twenty-five thousand dollars (\$525,000) annually. In CY2021, the radio loan of more than one million dollars (\$1,000,000) annually will be paid off.
- Beginning in CY2019, there will be a nearly 50% increase in payments to Comcast for connectivity to each member community for the new CAD system.
- Capital projections were made, including the need for a hardware refresh for the Comtech 9-1-1 phone system.

Mr. Ottesen questioned why the increase is up 2.3%, but the assessments are going up about 3.5%. Terri explained that this is projected from last year's call/case data because we don't yet have data for this year. Also, as this is just a projection, John explained that we were just being conservative with our estimates.

**NWCDS CY2018 Budget Amendment to Capital Roof Project for \$43,065**

Moved by Mr. Bragg and seconded by Mr. Norris to approve the amendment to the CY2018 NWCDS Capital Projects Budget Account #1R-7596 (Building Improvements – Roof Replacement) from \$150,000 to \$193,065 to enable NWCDS to accept the lowest responsible bidder and enter into a contract with the selected roofing contractor to complete the project as planned. If the additional funds cannot be covered by savings in other areas of the budget, the funds would be covered from the NWCDS reserves, reducing the reserves balance reflected in the CY2018 Capital Improvement Plan budget from \$1,582,021 to \$1,538,956.

***Roll Call Vote: Motion Carried. Time: 9:40am***

**Roll Call Ayes:** Chief Koeppen, Mr. Bragg, Chief Walsh, Mr. Norris, Mr. Trakas, Chief Koziol, Mr. Ottesen, Mr. Wade, Mr. Krumstok, Mr. Townsend, Chief Clark.

**Nays:** None

**Bennett & Brosseau Roofing, Inc/Contract for Roof**

Earlier in the year, the Joint Board approved using Wold/Ruck/Pate (Planners, Architects, and Engineers) to assist in the RFP and construction processes for the roof replacement. The RFP was released on March 20, 2018. Three construction firms submitted bids on the project. References were completed on the lowest bidder, Bennett and Brosseau Inc. Fred Schuster from Wold/Ruck/Pate recommends going with the lowest bidder (see his letter also in this meeting packet). The price will be approximately \$194,000, which includes repairs and replacement.

Moved by Mr. Norris and seconded by Mr. Ottesen to approve Bennett and Brosseau Roofing, Inc. to be contracted to complete the roof project.

***Roll Call Vote: Motion Carried. Time: 9:42am***

**Roll Call Ayes:** Chief Koeppen, Mr. Bragg, Chief Walsh, Mr. Norris, Mr. Trakas, Chief Koziol, Mr. Ottesen, Mr. Wade, Mr. Krumstok, Mr. Townsend, Chief Clark.

**Nays:** None

**OLD BUSINESS**

**New CAD – Update**

John announced that the Provisioning Server will be delivered next week. This is the working server that will be programmed and loaded with GIS data, which will then be transferred to our new CAD servers once they are in place. This delays the warranty until our actual CAD servers are in place.

John reiterated that when it comes to decision making for the new CAD, the representatives from each department will begin that process and if more input is needed, decisions will be made in the monthly group meetings. If necessary, the Chiefs will be asked to make final decisions, with the push for better standardization to make the system as operationally efficient as possible.

Mr. Townsend praised John for his work and organization for the CAD Kickoff meeting held at the Schaumburg Police Department on May 8<sup>th</sup>.

Regarding fire records, some departments may want to stay with Firehouse and others prefer to move to Image Trend. Pricing options are included in the meeting packet and the Police and Fire Chiefs expect to have a decision by the July Executive Committee meeting. There was a discussion about having all eleven fire departments go in the same direction for standardization.

**Firstnet – Update**

Everyone still feels that a “wait and see” approach is what’s best until Technology Day when those in attendance can see AT&T and Verizon’s solutions.

**ANNOUNCEMENT**

Mr. Trakas congratulated Mick Fleming on his Five Phases Award.

**ADJOURNMENT**

Moved by Mr. Bragg and seconded by Mr. Norris 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 9:52 am.