

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, SEPTEMBER 20, 2018.

CALL TO ORDER

Chairman Sam Trakas called the meeting to order at 9:03 A.M.

MEMBERS ATTENDING

Randy Recklaus (Village Manager Arlington Heights), Dane Bragg (Village Manager Buffalo Grove), Ray Rummel (Village Manager Elk Grove Village), Jim Norris (Village Manager Hoffman Estates) Sam Trakas (Village Administrator Inverness), *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 Chris Clark for Sharon Caddigan (Village Manager Streamwood).

A quorum was present

*Michael Cassady arrived at 9:04AM

MEMBERS ABSENT

NONE

ALSO ATTENDING

Ken Koeppen (Arlington Heights Fire Chief), Assistant Chief Nick Asta for Jim Kreher (Barrington-Countryside Fire Chief), Steve Casstevens (Buffalo Grove Police Chief), Mike Baker (Buffalo Grove Fire Chief), Richard Mikel (Elk Grove Fire Chief), John Koziol (Mount Prospect Police Chief), Brian Lambel (Mount Prospect Fire Chief), D/C Dave Daigle for Al Stoeckel (Palatine Police Chief), Scott Anderson (Palatine Fire Chief), Terry Valentino (Rolling Meadows Fire Chief), D/C Bill Wolf for Jim Lamkin (Schaumburg Police Chief), Jim Walters (Schaumburg 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, NWCDS Training Manager; Christine Zatz, Office Manager.

OTHERS ATTENDING

Mick Fleming (JEMC), D/C Andrew Larson (Arlington Heights Fire).

PUBLIC COMMENT

None

CONSENT AGENDA

Moved by Mr. Ottesen, seconded by Mr. Bragg to accept the July 19, 2018, Joint Meeting Minutes (Regular & Closed), the July and August Budget Summaries and the NWC and NWC911 System Check Registers for July (NWC=\$856,713.12; NWC911=\$450,583.27) and August (NWC = \$1,324,440.35; NWC911 = \$547,559.35), the Executive Director's Report, the Assistant Director-Operations Report, the Finance/HR Manager's Report and the Assistant Director-Support Services Report.

Roll Call Vote: Motion Carried. Time: 9:07 am

Roll Call Ayes: Mr. Recklaus, Mr. Bragg, Mr. Rummel, Mr. Norris, Mr. Trakas, Mr. Cassidy, Mr. Ottesen, Mr. Wade, Mr. Krumstok, Mr. Townsend, and Chief Clark for Ms. Caddigan.

Nays: None

EXECUTIVE DIRECTOR'S UPDATE – John Ferraro

Halogen Replacement

After much research and 4-years of use, the HR program Halogen needs to be replaced. It is expensive, requires many man hours to utilize simple functions, and is a program made for larger organizations. Deputy Director Diluia has found two programs – Power DMS for Written Directive management and sign off and Guardian Tracking for employee documentation and performance appraisals. Both programs combined are less expensive than Halogen and are more user-friendly and efficient.

National Center for Missing and Exploited Children (NCMEC)

Several years ago, NWCDS became a certified partner with the missing kids readiness program through NCMEC. It was time to recertify, requiring all staff members to participate in a multi-hour, on-line training course.

RapidSOS

As reported at the last Joint Board and Executive Committee meetings, Apple/iOS is set to deliver enhanced location information on 9-1-1 calls utilizing technology by RapidSOS. I, together with Deputy Directors Drake and Diluia, attended a joint APCO/NENA meeting on September 6, 2018 and viewed a demonstration from RapidSOS. We continue to work with our current phone vendor, Comtech, to be ready for this enhancement.

In the meantime, our Telecommunicators will use the free 3rd-party application called *Rapid Lite*, which helps with enhanced location information. At this time, Rapid Lite is only compatible with Apple IOS 12, but an Android version is in the

works. It's a tool for the Telecommunicators. If a Telecommunicator is having trouble locating a caller, they can plug the phone number into the application and see if enhanced location information is available.

NEW BUSINESS

NWCDS/NWC911 CY2019 Budget

Moved by Mr. Ottesen and seconded by Mr. Bragg to approve the NWCDS/NWC911 Calendar Year 2019 Budget, and open it for discussion.

A budget subcommittee comprised of Mike Cassady - Village Manager of Mount Prospect, Randy Recklaus – Village Manager of Arlington Heights, and Brian Lambel – Fire Chief of Mount Prospect, was provided drafts of the budgets to review on August 22, 2018, and met on August 30, 2018, for discussion.

Changes were made to the amount of positions reimbursed by the NWC911 budget to offset the member assessments, but to still comply with the newly adopted reserve fund balance policy.

Northwest Central Dispatch System – Changes for CY2019

Expenses increased by 2.78%, but with reimbursements from the NWC911 budget, including newly reimbursed Telecommunicator III and Telecommunicator IV positions, member assessments went down .84% overall. The funding formula of 50% phone calls and 50% case assignments was applied. Rolling Meadows' assessment went down 9.59% and was the largest decrease. Streamwood's assessment went up 3.24% and was the largest increase.

John pointed out the following highlights from the budget:

- The current labor contract expires on December 31, 2018.
- Health insurance premiums increased 5% for HMO, 6% for PPO coverage, and 3% for dental/life.
- IMRF employer contributions decreased by 15.04% or a decrease of about \$132,000 from 2018. The contribution rate changed from 11.78% to 9.64%.
- Cellular phones increased by 24.06%, because 10 emergency cell phones were added to the plan for the center for a level of redundancy that did not previously exist.
- Liability insurance is increasing by 12.94% with current provider VFIS. Gallagher was investigated as a potential less expensive option, but after review chose not to cover NWCDS.
- NWCDS capital projects include a portion of the CAD/RMS/Mobile Data project, building window replacements, training room A/V upgrades, and a space needs study for centralized records. At the end of CY2019, the capital reserve fund balance will be at \$1,171,671, which meets the policy of not falling below \$1,000,000 between NWCDS and NWC911.

NWC911 –Changes for CY2019

As stated, in order to keep member assessments down, in CY2019, NWC911 will reimburse for one additional Telecommunicator III position and one additional Telecommunicator IV position. This is the main reason that the NWC911 budget for CY2019 increased by 12.55%.

The highlights from the NWC911 CY2019 Budget include:

- Several line items increased under network connectivity to accommodate the necessary speeds and bandwidth for the new CAD/RMS/Mobile Data system. Overall there is an increase of over \$27,000.
- By agreement in 2016, payments to ID Networks for CAD and Mobile Data maintenance were eliminated. That agreement terminates on January 1, 2019. Since we are not going live with the new system until November of 2019, month-to-month maintenance in the amount of \$15,216 will be paid to ID Networks for ongoing maintenance. This was a separate negotiation in order to make sure we have some support, if needed.
- The security camera system line item was increased to include two point-to-zoom cameras.
- Some of the microwaves for the radio system need some parts replacement from general wear and tear and this line item was increased from \$1,530 to \$13,500.
- Capital projects for NWC911 for CY2019 include a large CAD/RMS/Mobile Data payment to Motorola, other CAD equipment and related expenses, 50% of the startup costs for Image Trend fire records, UPS batteries, and replacement of hardware and workstations for the 9-1-1 phone system. After these projects, the capital reserve fund balance will be \$1,284,563, which is in line with our policy.

The Board discussed both budgets and agreed with the fiscally conservative approach.

Moved by Mr. Ottesen and seconded by Mr. Bragg to approve the NWCDS/NWC911 Calendar Year 2019 Budget.

Roll Call Vote: Motion Carried. Time: 9:24 am

Roll Call Ayes: Mr. Recklaus, Mr. Bragg, Mr. Rummel, Mr. Norris, Mr. Trakas, Mr. Cassidy, Mr. Ottesen, Mr. Wade, Mr. Krumstok, Mr. Townsend, and Chief Clark.

Nays: None

John thanked HR/Finance Manager Terri Svec, along with Brian Drake and Kevin Diluia for their help on the CY2019 Budget.

Union contract expiration on December 31, 2018

Some of the current Union Board members are not comfortable with using IBB to renew the Union Contract. The quarterly Labor/Management meetings have been going well and we are awaiting a proposal and/or meeting date with the Union to move forward on contract negotiations.

OLD BUSINESS

New CAD/RMS/Mobile Date – Update

John stated that monthly reports will continue, along with the Project Milestones. He thanked all who have volunteered and helped with the progress and decision-making.

He reminded Members that each community will be responsible for items like laptop computers, in-car printers and bar-code readers. Brian Drake will be setting up vendors here at NWCDS, to show these items in the near future.

CAD IT Group - Meeting Summary

The CAD IT Group continues to meet and have agreed to keep CAD or Mobile Clients on local works stations, as opposed to running them in a virtual Network, which is more expensive. Additionally, Mobile Client licenses would be more efficient than CAD Clients with the Police and Fire Departments.

Radio IP vs. NetMotion: The IT CAD Selection committee did side by side comparison testing of both Netmotion and RadiolIP. They found that RadiolIP, as long as it is properly provisioned, will be a better solution with more failover options. The consensus amongst the group was to allow each agency to do what is best for their agency; Therefore, NWCDS will continue to host a RadiolIP solution, and NWCDS will pay for the server and client licenses/maintenance. EG, PA & HE offered to help setup a standard configuration for each agency. If any communities want to continue to use Net Motion, or other solutions, it will be at their cost, but NWCDS will make IT rack space available.

Image Trend – Contract Approval

Moved by Mr. Bragg and seconded by Mr. Cassady to approve the Image Trend contract as outlined in the meeting packet.

John stated that members of the subcommittee had input on the language, as did the NWCDS attorney.

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

Roll Call Ayes: Mr. Recklaus, Mr. Bragg, Mr. Rummel, Mr. Norris, Mr. Trakas, Mr. Cassady, Mr. Ottesen, Mr. Wade, Mr. Krumstok, Mr. Townsend, and Chief Clark.

Nays: None

**NWCDS Centralized Police Records Feasibility Committee – Meeting
Summary**

As directed by the NWCDS/NWC911 Joint Board, a committee was formed to discuss the feasibility of centralizing records at NWCDS, or at the very least to encourage more standardization amongst the communities. The committee was comprised of Village Managers, a Police Chief, three records representatives, two support services employees, and two NWCDS employees. Meetings will now continue monthly beginning in November for further research and discussion. The committee is currently working on a “job list” for records personnel.

ADJOURNMENT

Moved by Mr. Krumstok, and seconded by Mr. Cassady 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 9:53 am.