

**MINUTES OF THE REGULAR MEETING OF THE SYSTEM BOARD OF THE NORTHWEST CENTRAL 9-1-1 SYSTEM, HELD IN THE NORTHWEST CENTRAL DISPATCH SYSTEM TRAINING CENTER, 1975 EAST DAVIS STREET, ARLINGTON HEIGHTS, COOK COUNTY, ILLINOIS ON THURSDAY, NOVEMBER 17, 2011.**

**CALL TO ORDER**

Mr. Fritz called the meeting to order at 9:25 am.

**MEMBERS ATTENDING**

Bill Dixon (Village Manager Arlington Heights), Dane Bragg (Village Manager Buffalo Grove), Chief Schmidt for Ray Rummel (Village Manager Elk Grove Village), Jim Norris (Village Manager Hoffman Estates), Chief Haas for Curt Carver (Village Administrator Inverness), Mike Janonis (Village Manager Mount Prospect), Reid Ottesen (Village Manager Palatine), Chief Dunne for Anne Marrin (City Administrator Prospect Heights), Barry Krumstok (City Manager Rolling Meadows), Ken Fritz (Village Manager Schaumburg), Gary O'Rourke (Village Manager Streamwood).

A quorum was present

**MEMBERS ABSENT**

None

**ALSO ATTENDING**

Richard Niedrich for Gerald Mourning (Arlington Heights Police Chief), Glenn Ericksen (Arlington Heights Fire Chief), Steve Balinski (Buffalo Grove Police Chief), Terry Vavra (Buffalo Grove Fire Chief), Steve Schmidt (Elk Grove Village Police Chief), Scott Miller for Chief Balling (Elk Grove Fire Chief) Mike Hish (Hoffman Estates Police Chief), Bob Haas (Inverness Police Chief), John Dahlberg (Mount Prospect Police Chief), John Malcolm (Mount Prospect Fire Chief), John Koziol (Palatine Police Chief), Scott Andersen (Palatine Fire Chief), Jamie Dunne (Prospect Heights Police Chief), Dave Scanlan (Rolling Meadows Police Chief), Ron Stewart (Rolling Meadows Fire Chief), Brian Howerton (Schaumburg Police Chief), Dave Schumann (Schaumburg Fire Chief), Alan Popp (Streamwood Police Chief), Chris Clark (Streamwood Fire Chief).

**NWCDS PERSONNEL**

Cindy Barbera-Brelle, Executive Director, Carole Urry, Assistant Director-Operations.

**APPROVAL OF MINUTES**

Moved by Mr. Krumstok, seconded by Mr. Bragg, to approve the minutes of the September 15, 2011, Regular Meeting. *Voice Vote: Motion Carried.*

**SEPTEMBER & OCTOBER BUDGET SUMMARY**

Moved by Mr. Krumstok, seconded by Mr. Ottesen to approve the September & October Budget Summary. *Voice Vote: Motion Carried.*

**SEPTEMBER & OCTOBER CHECK REGISTER**

Moved by Mr. Krumstok, seconded by Mr. O'Rourke to accept the September and October Check Register. *Voice Vote: Motion Carried.*

**NWC911 SYSTEM STAFF REPORTS**

**Executive Director's Report – Cindy Barbera-Brelle**

**CAD System Project**

ID Networks continues working on site on system functionality, specifically security, mapping, CAD commands, screen layouts, interfaces and the query builder. They have been working with Staff on testing the various components and addressing issues identified during testing. A March 6<sup>th</sup> cutover is still expected.

**Mobile Data Project**

The upgrade of mobile clients and the installation of maps and testing of AVL (if applicable) are scheduled to begin the week of November 21<sup>st</sup>

**Radio System Replacement Project**

The System is projected to be staged at Motorola the 1<sup>st</sup> Quarter 2012; field installation is scheduled for the 2<sup>nd</sup> Quarter 2012, which will be followed by coverage testing. Cutover to the new system is projected for the 4<sup>th</sup> Quarter 2012/1<sup>st</sup> Quarter 2013.

**Preparation of Radio System Sites:**

**Streamwood – 66 Veneto Court**

The foundation is scheduled to be poured today and the shelter delivered to the site the week of 11/29.

**Elk Grove (Higgins Park aka Centex)**

The generator was installed on 11/10.

**Arlington Heights – Davis Street**

The HVAC installed on 11/11. The electrical quote was received following the Safeco walk through and we are waiting for the line drawing for the Safeco Management team.

**Subscriber Units and Accessories**

Subscriber and accessory orders have been received and are in the process of being verified and finalized. We are eleven (11) radios away from the next discount level which would provide approximately \$153.00 additional off per radio.

Managers will be contacted to determine how they want to pay for their community's radios. Several options will be available, pay in full, finance (NWCDS will be securing the financing) or a combination of the two. Motorola is offering \$82,000 as an additional incentive if we place the subscriber order by December 31, 2011. Cindy would like to use the \$82,000 to contract Chicago Communication to program the radios. Motorola has confirmed the price validity for future purchases of APX products and accessories.

For two years following the date the subscriber order is placed, there will be a 30% discount on APX products and a 31% discount on accessories. For the 3<sup>rd</sup> through 5<sup>th</sup> year after the date the subscriber order is placed there will be a 25% Discount on APX products and accessories.

#### **Davis Street Tower Replacement Project**

All antennas and microwave dishes with the exception of the US Cellular antennas have been moved to the new tower.

#### **Radio System Microwave Connectivity Project**

The materials to install the microwave radios at six sites have been ordered. A two phase project is planned with initial installations started this fall and the final installations started next spring.

#### **Fire Station Alerting Project**

A Committee meeting has been scheduled for November 18, following the Fire Liaison Committee Meeting.

#### **Disposal of Equipment**

The System has three (3) 12-year old, 20 KW Onan generators with run time ranging between 330 and 422 hours being replaced in preparation for the new radio system. In accordance with the NWC911 System's Financial Management Operations Manual, the Executive Director can dispose of various items in the order listed: (1) Offer to sell or donate items to NWCDS/NWC911 member departments having need for them. (2) Sell by bid or auction to the general public if the item has an apparent value of more than \$100. (3) Donate to other governmental or charitable agencies. (4) Scrap or recycle.

#### **911 Surcharge Contribution Projections**

The table below defines the 5 year projected Surcharge contributions for Inverness, Schaumburg and Streamwood.

9-1-1 Surcharge Contribution Projections - 5 Year Forecast

	FY11 ACTUAL	FY12 BUDGETED	FY13 PROJECTED	FY14 PROJECTED	FY15 PROJECTED	FY16 PROJECTED	FY17 PROJECTED
<b>Inverness</b>							
Operating Surcharge	\$16,053	\$15,597	\$15,161	\$14,736	\$14,324	\$13,923	\$13,533
voIP Surcharge	\$205	\$829	\$845	\$861	\$877	\$894	\$911
Reserve Surcharge	\$23,803	\$23,127	\$22,433	\$21,760	\$21,107	\$20,475	\$19,860
<b>Schaumburg</b>							
Operating Surcharge	\$255,136	\$248,573	\$241,116	\$233,882	\$226,866	\$220,060	\$213,458
voIP Surcharge	\$31,179	\$41,468	\$42,256	\$43,059	\$43,877	\$44,710	\$45,560
Reserve Surcharge	\$378,305	\$368,574	\$357,517	\$346,791	\$336,388	\$326,296	\$316,508
<b>Streamwood</b>							
Operating Surcharge	\$0	\$0	\$0	\$0	\$0	\$0	\$0
voIP Surcharge	\$88	\$1,140	\$1,162	\$1,184	\$1,207	\$1,230	\$1,253
Reserve Surcharge	\$22,010	\$21,660	\$21,010	\$20,380	\$19,769	\$19,176	\$18,600

**NEW BUSINESS**

Streamwood Intergovernmental Agreement

Moved by Mr. Dixon, seconded by Mr. Norris to approve the Streamwood Intergovernmental Agreement. *Voice Vote: Motion Carried.*

Palatine Intergovernmental Agreement

Moved by Mr. Dixon, seconded by Mr. O'Rourke to approve the Palatine Intergovernmental Agreement. *Voice Vote: Motion Carried.*

Higgins Park, Elk Grove Radio Site, TowerCo Amendment to Site License Agreement

Moved by Mr. Ottesen, seconded by Mr. Dixon to approve the Amendment to Site License Agreement. *Voice Vote: Motion Carried.*

Wireless Carrier Reimbursement Fund Distribution

Section 35 (e) of the Wireless Emergency Telephone Safety Act requires the Illinois Commerce Commission (ICC) to annually review the balance in the Wireless Carrier Reimbursement Fund, and transfer surplus funds to the Wireless Service Emergency Fund (WSEF). This transfer resulted in NWC911 receiving a check in an amount of \$134,739.13.

Moved by Mr. Ottesen, seconded by Mr. Dixon to approve the Allocation of the Wireless Carrier Reimbursement Fund to be transferred to the Radio System Reserve Fund. *Voice Vote: Motion Carried.*

Motorola Subscriber Agreement

Motorola has offered \$82,000 as an additional incentive if we place the subscriber order by December 31, 2011.

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Moved by Mr. Ottesen, seconded by Mr. O'Rourke to authorize the Board Chairman to execute the Subscriber and Accessory Purchase and Finance Agreements, subject to attorney approval. *Voice Vote: Motion Carried.*

**OTHER BUSINESS**

Chief Schumann announced that Streamwood Police Chief Al Popp will be retiring this year. Deputy Chief Jim Keegan will become the new Chief of Police. Chief Popp thanked Cindy and her administrative staff, the Village Managers, and specifically Gary O'Rourke for their guidance, support and cooperation.

Mr. Bragg thanked Cindy, Carole and Sue for their support with Everbridge.

**ADJOURNMENT**

Moved by Mr. Krumstok, seconded by Mr. O'Rourke to adjourn the meeting. *Voice Vote: Motion Carried.* The meeting adjourned at 9:45 am.