

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, JULY 21, 2011.

CALL TO ORDER

Mr. Fritz called the meeting to order at 9:56 A.M.

MEMBERS ATTENDING

Bill Dixon (Village Manager Arlington Heights), Dane Bragg (Village Manager Buffalo Grove), Ray Rummel (Village Manager Elk Grove Village), Jim Norris (Village Manager Hoffman Estates), Curt Carver (Village Administrator Inverness), Mike Janonis (Village Manager Mount Prospect), Reid Ottesen (Village Manager Palatine), Commander Al Steffen for Anne Marrin (City Manager 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

Gerald Mourning (Arlington Heights Police Chief), Deputy Chief Bernie Lyons for Glenn Ericksen (Arlington Heights Fire Chief), Steve Schmidt (Elk Grove Village Police Chief), Bill Balling (Elk Grove Village Interim Fire Chief), Mike Hish (Hoffman Estates Police Chief), Robert Gorvett (Hoffman Estates Fire Chief), Bob Haas (Inverness Police Chief), John Dahlberg (Mount Prospect Police Chief), John Malcolm (Mount Prospect Fire Chief), John Koziol (Palatine Police Chief), Bob Falardeau (Palatine Fire Chief), Hank Clemmensen (Palatine Rural Fire Chief), Commander Al Steffen for Jamie Dunne (Prospect Heights Police Chief), Dave Scanlon (Rolling Meadows Police Chief), Ron Stewart (Rolling Meadows Fire Chief), Dave Schumann (Schaumburg Fire Chief), Lieutenant Michael Smith for Brian Howerton (Schaumburg 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. Ottesen, seconded by Mr. Bragg, to approve the minutes of the May 19, 2011, Regular Meeting. *Voice Vote: Motion Carried.*

CAD SYSTEM PROJECT

The CAD Technical Team and Cindy met over the last week individually and with ID Networks to discuss the impending CAD System implementation. They collectively determined that ID Networks will not be able to deliver a fully viable system in the November 1st time frame they had been originally designated. Not wanting to rush into going live with a system that still needs some work, the implementation will be delayed. The new schedule is as follows:

2012

1/9-1/13	Train the Trainer
1/16-1/20	Preparation of Training Documentation (scheduled as needed)
1/23-1/27	ProQA
1/30-2/24	TC CAD Training
3/6	Go Live

IDNetworks and the System's Technical Team are continuing to work on functionality and the various interfaces. There has been a very positive and cooperative working effort on the project. IDNetworks will be on site next week to install the CAD Server and return the week of 8/8 with Radio IP. They are still on track to work with two pilot agencies (Mount Prospect Police Department and Arlington Heights Fire Department) to install the latest Radio IP and Mobile Data clients in their units.

RADIO SYSTEM REPLACEMENT PROJECT

Motorola Design Review meeting scheduled for August 30th.

SITE PROJECTS

Streamwood – 66 Veneto Court

- The Board approved the Motorola agreement electronically and will be formalizing the approval of the agreement at today's Board meeting.
- The position of the Shelter on the Water Tower site has been finalized.
- Work with the engineering firm to update the site plan etc. for Village permit submittal is in progress.
- The Shelter configuration was finalized and the PO was issued earlier this week.
- Village is requiring a brick finish to be consistent with an existing shelter located on the site and to address aesthetics within the Townhouse development. Money was saved on the UPS and Generators by drop shipping them to the shelter manufacturer and on site preparation with the location change of the shelter, the brick work will likely eat up those savings.
- Working on the NICOR application to bring gas to the site for the generator. An easement question was resolved with the help of the Village.

Buffalo Grove – Vernon

- Currently a mobile only site will be new voice radio site.
- Village permit to upgrade electric and install UPS and Generator approved.
- Work scheduled to start 8/15.

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- Structural Analysis of Tower in progress.

Elk Grove (Higgins Park aka Centex)

- Exploring the possibility of installing a new monopole at the site, working with the Village.
- This would save upfront application and engineering fees payable to TowerCo and would eliminate an increase in the monthly rent which will go from \$360 to \$1860.

Palatine – Smith Street Water Tower

- Board will be considering HVAC proposal at today's meeting.
- Village permit to be prepared and submitted for electrical changes, installation of UPS, generator, HVAC and antennas.

Arlington Heights - WYLL

- Collocation/Re-configuration agreement submitted to American Tower.
- We have never paid rent for this site. I suspect that that will change in the future.

Arlington Heights – Davis Street

- The Board will be considering the electric changes and installation of the UPS at today's meeting. It will not need an additional generator, as it uses the existing generator on the property.

Schaumburg – Schaumburg PD

- Structural Analysis of Tower in progress to make sure that additional dishes can be supported.

Hoffman Estates - Safeco

- We will be scheduling a meeting with Hamilton Partners (building management company) and will be working with engineers to prepare antenna site drawings for their consideration. This rent may increase as well.

RADIO SYSTEM SUBSCRIBER UNITS

RFQ issued on June 21st to 9 manufacturers (EF Johnson Technologies, Harris Corporation, Icom America, Inc., Kenwood USA Corporation, Motorola Solutions, Inc., Relm Wireless Corporation, Mid-West Tait Radio Communications, Technisonic Industries Ltd., Thales Communications, Inc.) that had successfully tested their radios and met the requirements of the P25 Compliance Assessment Program (P25CAP) which certifies that their radios can work on the Motorola infrastructure.

Responses were due back on 7/18 and were received from Motorola Solutions, Relm Wireless Corporation and Thales Communications, Inc. We're in the process of analyzing the proposals and will provide a price list and will be scheduling radio demonstrations.

DAVIS STREET TOWER REPLACEMENT PROJECT

Continued installation work to run feedline and move antennas scheduled for this week was cancelled due to the forecast of high heat.

RADIO SYSTEM MICROWAVE CONNECTIVITY PROJECT

License Applications for the 11 GHz licenses were submitted to the FCC and we are finalizing the bill of materials for installation of the radios and antennas.

FIRE STATION ALERTING PROJECT

The Fire Station Alerting Committee is continuing to gather information on the US Digital Designs and Westnet's First-In alerting systems. Buffalo Grove and Hoffman Estates volunteered to have each vendor develop a design for their stations and have been working with them on that project.

SB2063 – PREPAID WIRELESS LEGISLATION

Passed both Houses on 5/25 and was sent to the Governor 6/23. There is every indication that he will sign the legislation.

GRANT OPPORTUNITIES – AFG

Mount Prospect has volunteered to sponsor the Assistance to Firefighter Grant on behalf of our region for the maximum available based on our population. We are eligible to apply for \$1,000,000. The grant application period is expected to be announced shortly. The grant will be for radios. Mount Prospect is precluded from submitting a separate grant application, but all other member communities can ask for grant money, as long as it's not for radios.

Mr. Norris asked if it would help to have letters of endorsement for support. Cindy said she would let him know once the Grant is made available and she receives the instructions.

FISCAL YEAR 2011 AUDIT

Sikich, LLP completed field work the week of July 4th. Work continues on the MD&A and we are reviewing the draft of the Annual Financial Reports received yesterday. Sikich will make a presentation at the September Board Meeting.

ANNEXATIONS

Newly annexed property owners should be alerted to the fact that it can take up to a week before the electronic systems that drive 9-1-1 are fully up-to-date with the new address information that supports the display of ANI/ALI information. If the citizen has to call 9-1-1, they may need to explain that they were recently annexed. They should be encouraged to place a 9-1-1 test call to the Center 7 to 10 days after the annexation.

APPROVAL OF FINANCIALS

May & June Budget Summary: Savings = \$1,920,254; Savings CD (8/27/11 Maturity/.5% Interest Rate) = \$1,274,099; Checking = \$127,866; Total Cash Assets = \$3,322,219.

May & June Check Register: Moved by Mr. Norris, seconded by Mr. Dixon to approve the May and June Budget Summary and Check Register. *Voice Vote: Motion Carried.*

DISCUSSION/ACTION ITEMS

Financial Management Operations Manual

Moved by Mr. Ottesen, seconded by Mr. Bragg to approve the Financial Management Operations Manual. *Voice Vote: Motion Carried.*

Radio Site HVAC

Increased HVAC requirements for the radio system tower sites to support the installation of the radio and microwave systems require the replacement of aging and undersized HVAC Systems. Seven (7) of the ten (10) sites require that existing systems need to be replaced. Each of the systems are slightly different and initially the Higgins Park (Elk Grove Village) and Smith Street (Palatine) sites will be the first to be replaced in conjunction with the installation of the UPS Systems and Generators.

The technical staff researched manufacturers and selected Marvair to meet our HVAC requirements. Competitive quotes were requested from Allied Air Conditioning & Heating Corp., Mercury Mechanical Corporation and Ram Mechanical Services, Inc. to provide and install the systems.

Allied	Mercury Mechanical	Ram Mechanical
12,738	12,600	13,370

Staff is recommending the selection of Mercury Mechanical to supply and install the HVAC Systems for Higgins Park and Smith Street. \$155,103.01 the Trunked Radio System budget is available from FY11 and will be used to fund this \$12,600 project.

Moved by Mr. Ottesen, seconded by Mr. Rummel to approve Mercury Mechanical for the installation of the HVAC system at Higgins Park and Smith Street, not to exceed \$12,600. *Roll Call Vote: Motion Carried.*

Radio Site Electric – Davis Street

Staff is requesting that the Board consider approving a sole source contract for Preferred Electric, the Center's electrical contractor, to complete the following scope of work to install the UPS System and to prepare the Davis Street site for the installation of the radio and microwave systems at a cost of \$21,900. \$142,503.01 budgeted for Trunked Radio System projects is available from FY11 and will be used to fund this \$21,900 project.

Moved by Mr. Carver, seconded by Mr. Rummel to approve Preferred Electric for the installation of the UPS System and to prepare the Davis Street Site. *Roll Call Vote: Motion Carried.*

Renewal of Everbridge Mass Notification System Agreement

Cindy was contacted by our Account Manager earlier this month to discuss the renewal of our agreement. Everbridge is offering 3 free months of service if we execute the 3-

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Year renewal by August 31st. This equates to a savings of \$31,900 over the term of the agreement. Staff is recommending renewal of the Agreement.

Although there was some discussion at the Executive Committee meeting, and Mr. Bragg commented that his community was also having challenges with Everbridge, it was decided that additional training will help the system run smoother for the communities who have been having some problems with the Everbridge announcements. Additional training schedule to be announced.

Moved by Mr. Krumstock, seconded by Mr. Dixon to approve the renewal of the Everbridge Mass Notification System Agreement. *Roll Call Vote: Motion Carried.*

OTHER BUSINESS

Mr. Ottesen announced that Chief Bob Falardeau will retire as Palatine Fire Chief on August 1, 2011, after 32 years of service.

ADJOURNMENT

Moved by Mr. Krumstok, seconded by Mr. Rummel to adjourn the meeting. *Voice Vote: Motion Carried.* Meeting adjourned at 10:19 am.