

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE NORTHWEST CENTRAL DISPATCH SYSTEM, HELD IN THE NORTHWEST CENTRAL DISPATCH SYSTEM TRAINING CENTER, 1975 EAST DAVIS STREET, ARLINGTON HEIGHTS, COOK COUNTY, ILLINOIS, ON THURSDAY, SEPTEMBER 15, 2011.

CALL TO ORDER

Chairman Fritz called the meeting to order at 9:05 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), Chief John Malcolm for Mike Janonis (Village Manager Mount Prospect), Chief Scott Andersen for Reid Ottesen (Village Manager Palatine), Chief Jamie 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

Nick Pecora 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), Chuck Walsh for Steve Schmidt (Elk Grove Village Police Chief), Mike Hish (Hoffman Estates Police Chief), Robert Gorvett (Hoffman Estates Fire Chief), Bob Haas (Inverness Police Chief), Michael Semkiu for John Dahlberg (Mount Prospect Police Chief), John Malcolm (Mount Prospect Fire Chief), Brad Grossman for John Koziol (Palatine Police Chief), Scott Andersen (Palatine Fire Chief), Hank Clemmensen (Palatine Rural 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), James Keegan for Alan Popp (Streamwood Police Chief), Chris Clark (Streamwood Fire Chief).

NWCDS PERSONNEL

Cindy Barbera-Brelle, Executive Director, Carole Urry, Assistant Director-Operations, Barb DeWolf, Finance/HR Manager.

APPROVAL OF MINUTES

Moved by Mr. Norris, seconded by Mr. O'Rourke, to approve the minutes of the July 21, 2011 regular meeting. *Voice Vote: Motion Carried.*

APPROVAL of AUDIT & FINANCIALS

Dan Berg from Sikich, LLP discussed the healthy financial aspects of both NWCDS and NWC911. Bill Dixon asked why Northwest Central Dispatch System and Northwest Central Dispatch 911 were separate entities. Mr. Berg added that it was because structurally, the Boards need to be separate and therefore the finances are separate.

Moved by Mr. Norris, seconded by Mr. Krumstok, to accept the NWCDS Fiscal Year 2011 Audit. *Voice Vote: Motion Carried.*

Moved by Mr. Norris, seconded by Mr. Krumstok, to accept the Fiscal Year 2011 Audit Management Letter and Cindy's Memorandum dated September 8th which included changes made by staff. *Voice Vote: Motion Carried.*

July & August Budget Summary: Savings = \$1,315,284; Savings CD rolled over for one year (8/28/12 Maturity/.5% Interest Rate) = \$1,528,919; Checking = \$340,694; Total Cash Assets = \$3,184,897.

Moved by Mr. Bragg, seconded by Mr. Rummel to accept the July & August Budget Summary. *Voice Vote: Motion Carried.*

Moved by Mr. O'Rourke, seconded by Mr. Bragg to accept the July & August Check Register. *Voice Vote: Motion Carried.*

PERSONNEL UPDATE

Carole reported that staffing has not changed, but we are in the process of testing the approximately 200 applications received in response to the Blue Line ad placed a couple of months ago. The applicants needed to show proof of their typing speed by taking a free typing test at www.typingtest.com. They are also required to take an in-house typing test to prove that they can indeed type. This reduces the number of applications to several hundred from the 200 actually received. The hiring of 2-3 Telecommunicators is projected for November.

JULY STORM UPDATE

Cindy contacted AT&T's 9-1-1 Operations Area Manager to determine what could be done to reduce the number of abandoned calls. One option would be to "busy out" the overflow. Callers would get a busy signal when all trunks (39) are busy. Rockford and Winnebago County currently do this, but this is not a viable option.

Cindy requested that AT&T complete a *right sizing analysis* to determine how many wireline trunks we need today from the Elk Grove and Lombard Tandem offices. If it is determined that we need 8 trunks we'll plan for 9 and the balance of the wireline trunks will be converted to wireless trunks. 2011 year to date, 45% of the 911 calls we are receiving are wireline and 55% are wireless.

Public Education is a critical component. Callers that call 911 and hang up on a call that is ringing, just to call 9-1-1 again is not proper behavior. Instead, it generates an abandoned call and delays their call from being answered. Also, calling the proper authority to report power outages (ComEd) and non-emergent flooding, not 9-1-1, is critical.

Mr. Norris suggested creating a campaign or educational video that our member communities can broadcast on their local cable channels to inform residents. Mr. Fritz commented that Schaumburg currently uses a campaign in their village, educating the public on when & when NOT to call 9-1-1. Chief Dunne asked if Cindy could generate a letter for all the communities so that everyone is on the same page and the information could be promoted in member newsletters. Mr. Bragg agreed that it would be helpful to report that information to their residents via the media channels.

AFG GRANT

The grant application has been completed. Cindy has sent out the narrative sections for review and comment. We are requesting 193 APX7000XE's. The deadline for submittal of application was extended to September 23rd.

IT GOING FORWARD

It is Staff's recommendation, which was supported by IT Directors Sam Ferguson, Village of Schaumburg and Larry Schroth, Village of Palatine, to select Prescient Solutions to provide IT services to NWCDS/NWC911 and to enter into a 3 year agreement. After 1 Year, there is an opportunity to terminate the contract with a 90 day notice. The cost of the contract will be classified as Contractual Services and will be shared between NWCDS (30%) and NWC911 (70%). Should we project that we will be over budget on the bottom line in at Fiscal year end, Cindy will ask the Board to consider a budget amendment at the March meeting.

Moved by Mr. Dixon, seconded by Mr. Rummel to approve Prescient Solutions as the NWCDS/NWC911 IT provider per the contracted agreement.

Roll Call Vote: Motion Carried.

ROLL CALL AYES: 11 – Mr. Bragg, Mr. Carver, Mr. Dixon, Mr. Fritz,
 Chief Malcolm, Mr. Krumstok, Mr. Norris, Mr. O'Rourke,
 Chief Anderson, Mr. Rummel, Chief Dunne.
 NAYS: 0
 ABSTAIN: 0

ALARM MONITORING COMMITTEE

The Committee recommended the following to the Board 1) execute a new Agreement with ADT; 2) phase in the crediting of alarm monitoring fees to the community based on the fees that are generated: 33% in 5/2012, 66% in 5/2013 and 90% in 5/2014 and 10% to be placed in capital account for future equipment.

Arlington Heights, Elk Grove, Mount Prospect and Schaumburg met with ADT representatives yesterday to discuss the implementation of wireless alarms.

Moved by Mr. Rummel, seconded by Mr. Bragg to authorize Cindy to negotiate an agreement with ADT and bring to the Board in November's meeting. *Voice Vote: Motion Carried.*

Mr. Rummel explained that although businesses are not required to go wireless, they are strongly encouraged to do so. Chief Dunne asked about the costs of employees manning the alarms, as well as infrastructure costs involved. Cindy replied that ADT provides, updates and maintains the equipment at no cost to us. There are two dedicated Alarm Board operators who work Monday through Friday with each on an 8-hour shift. Those costs are included in the Center's personnel expenses.

Moved by Mr. Dixon, seconded by Mr. Norris to approve the phased in revenue back to the member communities program. *Voice Vote: Motion Carried.*

FIVE YEAR FORECAST

Cindy discussed the Center's Fiscal Year 2011 revenue and expenses and the Fiscal Year 2012 budget, as well as the projections for the next five years. She also explained how assessments were calculated for member communities.

Authorization to Dispose of Closed Session Meeting Recordings:

The Board can agree to dispose of closed session recordings after 18 months and the recording from 03/10/09, 01/21/10, 03/18/10 and 5/20/10 fall within that date range. The motion to dispose of closed session minutes must be made in open session.

Moved by Mr. O'Rourke, seconded by Mr. Norris to allow for the disposal of the Closed Session meeting recordings dated 03/10/09, 01/21/10, 03/18/10 and 5/20/10. *Voice Vote: Motion Carried.*

CLOSED SESSION

Moved by Mr. Norris, seconded by Mr. O'Rourke to move to a Closed Session for the purpose of Collective negotiating between the public body and its employees, or salary deliberations 5 ILCS 120/2(c)(2).

Roll Call Vote: Motion Carried. Time: 9:58am.

Moved by Mr. Rummel, seconded by Mr. O'Rourke to end the Closed Session and return to Executive Session. *Voice Vote: Motion Carried. Time 10:09 am.*

ADJOURNMENT

Moved by Mr. Norris, seconded by Mr. O'Rourke to adjourn the meeting. *Voice Vote: Motion Carried.* The meeting adjourned at 10.09 am.