

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, JANUARY 20, 2011.

CALL TO ORDER

Reid Ottesen called the meeting to order at 9:00 A.M.

MEMBERS ATTENDING

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

A quorum was present

MEMBERS ABSENT

Prospect Heights

ALSO ATTENDING

Glenn Ericksen (Arlington Heights Fire Chief), Terry Vavra (Buffalo Grove Fire Chief), Steve Schmidt (Elk Grove Village Police Chief), David Miller (Elk Grove Village Fire Chief), Mike Hish (Hoffman Estates Police Chief), Bob Gorvett (Hoffman Estates Fire Chief), John Dahlberg (Mount Prospect Police Chief), John Malcolm (Mount Prospect Fire Chief), John Koziol (Palatine Police Chief), Bob Falardeau (Palatine Fire Chief), Ron Stewart (Rolling Meadows Fire Chief), Brian Howerton (Schaumburg Police Chief), Dave Schumann (Schaumburg Fire Chief), Norm Malcolm (Streamwood Fire Chief).

NWCDS PERSONNEL

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

APPROVAL OF MINUTES

Moved by Mr. Carver, seconded by Mr. Dixon, to approve the minutes of the November 12, Workshop Meeting. *Voice Vote: Motion Carried.*

Moved by Mr. Bragg, seconded by Mr. O'Rourke, to approve the minutes of the November 18, regular meeting. *Voice Vote: Motion Carried.*

PERSONNEL UPDATE

One Telecommunicator was terminated in December for misconduct over use of sick time and three are currently in training. At this time, the staff is stable with three vacancies.

2010 ACCOMPLISHMENTS

- Implemented Emergency Fire Dispatch (EFD) Protocols
- Installed Security Fencing System
- Replaced Original HVAC System
- Replaced one of the Center's UPS Systems
- Enhanced Center's Evacuation Plan, adding MP EOC as a Transition Location
- Selected Manufacturer and Contractor to Replace 30+ year old Davis Street Tower
- Selected Vendor to Replace Existing Radio Systems

STATISTICS 2009 vs. 2010

- 253,472 Police, Fire and EMS Calls for Service – Decrease of 14,820 calls from 2009.
- 911 and 10-Digit Emergency Calls = 357,534 an Increase of 23,227 calls from 2009.
- All Telephone Calls (includes Comm. Center Admin, Alarms and Radio) = 504,639, an Increase of 16,190 from 2009.
- 9-1-1 Landline calls decreased by 5,328 and 9-1-1 Wireless calls increased 19,676 over 2009; this represents an increase in 9-1-1 calls of 5.2%.

TRAINING

We logged 6,895 training hours in 2010, up 595 hours from 2009. Training is a combination of in-house and outside training covering a wide range of topics including EFD and EMD, Equipment and Geography Familiarization.

2011 TRAINING FOCUS

- CAD
- Pro QA (EMD/EFD software management tool)
- EFD and EMD
- Skills Assessment
- Anti-Harassment
- MAYDAY Procedures
- Geography Familiarization
- Evacuation/Backup Center Procedures
- Severe Weather/Siren Activation

Alarm Monitoring System Agreement

The ADT Contract expires February 15th. I am exploring other options for alarm monitoring going forward, that includes the Center owning the monitoring equipment, if it is financially beneficial and with Board approval. Cindy indicated that she hadn't previously considered moving away from the ADT model, since there are very few companies that offer the same service, until she recently met with another provider.

Exploring other options will require additional research and it may be best to extend the current agreement, instead of entering into a new agreement, until the research can be completed and all other options are explored. Cindy will be meeting with ADT today.

It will be prudent to determine the plans each community has for alarms going forward and the impact there may be on the Center's revenue which has a direct impact on assessments.

	Direct Connect	Radio Connect	Digital Dialers	Exempt Alarms	Total Alarms
AH	290	0	1	21	312
BG	118	269	0	24	411
EG	191	0	19	15	225
HE	0	437	0	25	462
IN	0	0	0	0	0
MP	185	0	12	9	206
PA	116	441	1	67	625
PH	0	0	1	0	1
RM	106	184	1	11	302
SC	0	0	0	0	0
SW	2	178	0	7	187
System	0	0	0	7	7
Total	1008	1509	35	186	2738

Counts as of 12/31/10

FINANCIAL PRACTICES ANALYSIS

Met with Dan Berg from Sikich and Board's Sub-Committee (Reid Ottesen, Jim Norris and Scott Anderson from BG) to discuss the Center's financial practices, policies and controls.

Subsequent to the meetings the Center has implemented the following practices:

- Director Sign Off on Payroll Worksheets, including edit report.
- Director Sign Off on Monthly Bank Reconciliations to include gap testing.

- Director's Expense Reports submitted to the Chairman of the Board for approval.
- Submittal of Monthly Check Register to Board.
- The Center is also in the process of updating our financial policies.

Moved by Mr. Krumstok, seconded by Mr. Dixon to direct the Chairman and Executive Director to meet with Sikich to further analyze the Center's financial practices, and to authorize a contract not to exceed \$5,000. *Voice Vote: Motion Carried.*

Discussion/Action

November & December Budget Summary

Savings = \$1,307,153; Savings CD (8/27/11 Maturity/.5% Interest Rate) = \$1,520,827; Checking = \$242,884; Total Cash Assets = \$3,070,864.

Moved by Mr. Carver, seconded by Mr. O'Rourke to approve the November and December Budget Summaries and Check Registers. *Voice Vote: Motion Carried.*

FISCAL YEAR 2012 BUDGET

- **FY12 Budget Highlights**
 - FY12 budget is a .53% decrease over the FY11 Budget
 - Combined with a 3.17% decrease on off-setting revenue the assessment increase is .95%.
 - It's interesting to note that 7 of 9 communities are paying less in assessments for FY12 than they did in FY07.
 - Rolling Meadows assessment increase is due to their increase in 2010 telephone calls (5,170) over 2009.
 - The Budget includes no administrative salary increases.
 - It includes the reclassification of a GIS Analyst to CAD System Manager.
 - A vacancy factor of 4 was used.
 - Health Insurance premiums increased 7.75% for the PPO and 12.76% for the HMO.
 - With a provider change Dental Insurance premiums decreased 2.8%.
 - \$175,000 from the \$625,400 Insurance Reserve is being used to offset premium increases.
 - ADT monitoring fees will remain at FY11 levels.
 - Palatine Rural's fees will increase .95%.

Moved by Mr. Norris, seconded by Mr. Fritz to approve the Fiscal Year 2012 budget. *Voice Vote: Motion Carried.*

CLOSED SESSION

Moved by Mr. Carver, seconded by Mr. Norris 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); appointment, employment, compensation, discipline, performance, or dismissal of employee of public body 5

ILCS 120/2(c)(1); discussion of minutes of meetings lawfully closed under the Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 5 ILCS 120/2(c)(21). *Roll Call Vote: Motion Carried.* Time 9:28 am.

Moved by Mr. Norris, seconded by Mr. Carver to end Closed Session and return to Open Session. *Roll Call Vote: Motion Carried.* Time 9:52 am.

Moved by Mr. Norris, seconded by Mr. Carver to approve the Closed Session minutes for July 15, September 16 and November 18, 2010, and to not release them. *Voice Vote: Motion Carried.*

Moved by Mr. Norris, seconded by Mr. Krumstok to approve the Executive Director's recommendation on administrative leave. *Voice Vote: Motion Carried (Ayes 9/Nays 1).*

VICE CHAIRMAN VACANCY

Moved by Mr. Norris, seconded by Mr. Krumstok to nominate Mr. Fritz to fill the Vice Chairman vacancy. *Voice Vote: Motion Carried.*

GRANT OPPORTUNITIES

Cindy is regularly checking grant websites for new funding opportunities. Mr. Ottesen asked everyone to provide Cindy with the information about their grant resource person so that we can pool our resources together, working as a whole unit, even if each community requests individual grants. Sharing the information will help all member communities.

ADJOURNMENT

Moved by Mr. Dixon, seconded by Mr. Bragg to adjourn the meeting. *Voice Vote: Motion Carried.* The meeting adjourned at 9:57 am.