

**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, JULY 21, 2011.**

**CALL TO ORDER**

Chairman Fritz called the meeting to order at 9:03 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, Barb DeWolf, Finance/HR Manager.

**APPROVAL OF MINUTES**

Moved by Mr. O'Rourke, seconded by Mr. Dixon, to approve the minutes of the May 19, 2011 regular meeting. *Voice Vote: Motion Carried.*

### **PERSONNEL UPDATE**

Carole reported that two employees were terminated, one as a result of his inability to master the training. An ad was placed in the Blue Line and testing will begin in the next few weeks to hire two or three Telecommunicators this fall.

### **SIREN ACTIVATION PROCEDURES**

On 7/11 several representatives from our member agencies met to review the Center's policy for activating tornado sirens. The committee recognized the dilemma that we were in considering conflicting messages that we might receive between the National Weather Service (NWS) and AccuWeather.

Going forward we are going to lean toward going with the NWS warnings, with input from AccuWeather. If the NWS issues a Tornado Warning and AccuWeather indicates that we are going to be hit with storms, but they don't think they will include tornados – we would activate sirens based upon the NWS warning – with input from AccuWeather as to what NWCDS towns will be affected by the storms.

If the NWS issues a **blanket Tornado Warning** that covers a large portion of any of the counties we serve but doesn't mention any NWCDS town specifically, the OM will contact AccuWeather to help fine-tune the towns that may be affected by the storm. Once the town(s) the storm may affect have been determined, the tornado sirens will be activated for the towns named by AccuWeather, as well as other NWCDS towns that border the affected communities. If Streamwood is the town named, Hoffman Estates and Schaumburg sirens would be activated as well. AccuWeather may indicate the storms are going to affect Tinley Park and Orland Park and then no activations would be made.

If the NWS issues a Tornado Warning that specifically names a NWCDS town in the path of the storm, the sirens for that town will be activated as well as other NWCDS towns that border the affected community. As time permits – AccuWeather will be contacted to determine if more NWCDS towns than were named by the NWS may also be affected.

If the NWS issues a new Tornado Warning with updated info that specifically names another one of our towns, the sirens will be activated again using the above criteria. In the case of the June 21<sup>st</sup> storm – at 2015 the NWS statement mentioned Streamwood; at 2038 a new statement mentioned Mount Prospect --- under the new guidelines two sets of siren activations would have been made.

As new situations present themselves, the committee will reconvene to discuss and possibly tweak procedures if needed.

Mr. Ottesen asked Cindy to put the new procedures in writing so that the Managers can bring a consistent message back to their communities. Cindy agreed.

**ALARM MONITORING AGREEMENT**

The Committee met with ADT on June 3<sup>rd</sup> and they are working together on the fee structure. An additional meeting is expected to be scheduled in August or September.

**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.

On a positive note, due to February's blizzard NWCDS did apply for a FEMA grant to cover additional expenses and was awarded \$5,331.39.

**DISCUSSION/ACTION**

**Financial Management Operations Manual**

After input from the member communities, the Ethics section of the Financial Management Operations Manual was expanded to include additional exemptions.

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

**Streamwood/Motorola Site Lease**

Cindy requested formalization of the electronically authorized (received the week of June 20<sup>th</sup>) approval to execute the Streamwood Site Motorola Agreement.

Moved by Mr. Norris, seconded by Mr. Dixon to approve the Streamwood/Motorola agreement. *Voice Vote: Motion Carried.*

**May & June Budget Summary & Check Register**

May & June Budget Summary: Savings = \$1,360,067; Savings CD (8/27/11 Maturity/.5% Interest Rate) = \$1,528,919. The reinvestment of the CD's will be explored. Checking = \$59,277 and Total Cash Assets = \$2,948,262.

May & June Check Register (emailed to Board Members), along with the transaction journal of for Credit Card purchases.

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

**CLOSED SESSION**

Moved by Mr. Krumstok, seconded by Mr. O'Rourke to move to a Closed Session for the purpose of:

A. Collective negotiating between the public body and its employees, or salary deliberations 5 ILCS 120/2(c)(2).

- B. Appointment, employment, Compensation, discipline, performance, or dismissal of employees of the public body 5 ILCS 120/2(C)(1)
- C. 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)(1)

*Roll Call Vote: Motion Carried. Time: 9:27am.*

Moved by Mr. Rummel, seconded by Mr. O'Rourke to end the Closed Session and return to Executive Session. *Voice Vote: Motion Carried. Time 9:54 am.*

### **OTHER BUSINESS**

Mr. O'Rourke announced that Chris Clark is the new Chief of the Streamwood Fire Department and Mr. Rummel announced that Bill Balling is now the Interim g Chief of the Elk Grove Fire Department.

Mr. Ottesen commented that this is Chief Falardeau's last meeting, as he will be retiring from of the Palatine Fire Department August 1st.

### **ADJOURNMENT**

Moved by Mr. Ottesen, seconded by Mr. Rummel to adjourn the meeting. *Voice Vote: Motion Carried. The meeting adjourned at 9:56 am.*