

**MINUTES OF THE REGULAR MEETING OF THE EXECUTIVE COMMITTEE 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**

Chief Dave Schumann called the meeting to order at 8:04 A.M.

**MEMBERS ATTENDING**

Gerald Mourning (Arlington Heights Police Chief), Deputy Chief Bernie Lyons for Glenn Ericksen (Arlington Heights Fire Chief), Steve Balinski (Buffalo Grove Police 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), Commander Mike Smith for Brian Howerton (Schaumburg Police Chief), Dave Schumann (Schaumburg Fire Chief), Chris Clark (Streamwood Fire Chief).

A quorum was present.

**MEMBERS ABSENT**

Streamwood Police Department

**NWCDS PERSONELL**

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

**APPROVAL OF MINUTES**

Moved by Chief Balinski, seconded by Chief Falardeau, to approve the minutes of the May 19, 2011 Regular Meeting. *Voice Vote: Motion Carried.*

**UPDATE – PERSONNEL**

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.

**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 revised implementation 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 30<sup>th</sup>.

**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.
- 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 MICROWAVE CONNECTIVITY PROJECT**

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

**RADIO SYSTEM SUBSCRIBER UNITS**

RFQ issued on June 21<sup>st</sup> 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.

**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.

### **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.

The Liaison Committees have been advised of the changes.

Discussion ensued about county-wide notifications and city-wide notifications, as well as what communities are being affected and whether or not they need their sirens activated. There doesn't seem to be one specific source to determine the best activation method to use but, the Center will err on the side of caution.

### **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

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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.

### **ALARM MONITORING AGREEMENT**

The Committee met with ADT on June 3<sup>rd</sup> and are working together on the fee structure. They will be scheduling another meeting in the future.

### **HARPER COLLEGE MOU**

Cindy is in the process of finalizing the Harper College Memorandum of Understanding. She will be asking Palatine, Rolling Meadows FD and Palatine Rural FPD to review it in advance of bringing it back to the Committee for consideration.

### **BARLETT IJIS AGREEMENT**

Bartlett has executed the IJIS Agreement and we are working on their connectivity to our server.

### **OTHER BUSINESS**

Everbridge: Chief Schmidt commented that the system did not seem to be working properly and that his residents were getting several of the same informational phone calls. They admitted that some of the problems were their error, but not all of them. Chief Falardeau and Chief Balinski also admitted that they have been having problems.

Mount Prospect announcements that were sent did not generate any problems and they did not have any complaints. In some cases sending them without asking residents for confirmation seems to work best. This leads to the conclusion that it may be user error and that more training is needed for the system to run smoothly.

Cindy will schedule more training sessions on various days and times to allow more education and 'hands-on' use. Everbridge may also be asked to meet with us.

Chief Schumann announced that Chris Clark is the new Chief of the Streamwood Fire Department and Bill Balling is now the Interim Chief of the Elk Grove Fire Department.

Chief Bob Falardeau will be retiring from of the Palatine Fire Department August 1st.

### **ADJOURNMENT**

Moved by Chief Malcolm, seconded by Chief Dahlberg, to adjourn the meeting. *Voice Vote: Motion Carried.* The meeting was adjourned at 8:47 A.M.