

**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, NOVEMBER 21, 2013.**

**CALL TO ORDER**

Chairman Chief Schmidt called the meeting to order at 8:03 A.M.

**MEMBERS ATTENDING**

Commander Andrew Whowell for Gerald Mourning (Arlington Heights Police Chief), Glenn Ericksen (Arlington Heights Fire Chief), Deputy Chief Steve Husak for Steve Casstevens (Buffalo Gove Police Chief), Steve Schmidt (Elk Grove Village Police Chief), Deputy Chief Scott Miller for Rich Mikel (Elk Grove Village Fire Chief), Mike Hish (Hoffman Estates Police Chief), Jeff Jorian (Hoffman Estates Fire Chief), Bob Haas (Inverness Police Chief), Mike Semkiu (Mount Prospect Police Chief), John Malcolm (Mount Prospect Fire Chief), John Koziol (Palatine Police Chief), Scott Andersen (Palatine Fire Chief), Hank Clemmensen (Palatine Rural Fire Chief), Jaime Dunne (Prospect Heights Police Chief), Dave Scanlan (Rolling Meadows Police Chief), Scott Franzgrote (Rolling Meadows Fire Chief), Dave Schumann (Schaumburg Fire Chief), Jim Keegan (Streamwood Police Chief), Chris Clark (Streamwood Fire Chief).

A quorum was present.

**MEMBERS ABSENT**

Buffalo Grove Fire Department, Schaumburg Police Department

**NWCDS STAFF**

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

**APPROVAL OF MINUTES**

Moved by Deputy Chief Husak, seconded by Chief Haas to approve the minutes of the September 19, 2013, Regular Meeting. *Voice Vote: Motion Carried.*

**CAD SYSTEM PROJECT**

There are 22 contract and scope of work items that remain to be completed. Representatives from five Fire Departments participated in a Preplan webinar yesterday. IDN is continuing to work on Contract items and other functional problems that we have reported.

**CAD System SQL Rebuild**

Prescient is working with IDN's to rebuild the SQL databases. It is our contention that the current installation is likely contributing to the CAD System performance issues. We are in the process of scheduling the rebuild for early December.

### **MOBILE DATA PROJECT**

There are 10 items that remain to be completed with 6 of these related to documentation and 4 tied to Final System Acceptance. IDN delivered a new User Guide on November 1<sup>st</sup> and they are working on the System Administrators Guide.

### **MOBILE DATA CLIENT UPDATE**

The mobile client was updated the week of November 4<sup>th</sup>, and no client problems have been reported since the new client was released. IDN is working with several Departments on the implementation of AVL.

### **RESPONSE TIME METRICS**

Our internal Response Time Committee met with Palatine FD on November 13<sup>th</sup> to discuss the results of call processing times from receipt of a call for assistance to entry and to dispatch. We are in the process of developing realistic time parameters for processing emergency calls, which we believe is 75 seconds.

In the near future, we will be automatically generating a Long Segment Report at the end of each day. The report will document all calls that take longer than 75 seconds to process. Calls outside that parameter will be researched to determine why processing took longer than 75 seconds. A Police and a Fire Response Time committee will be formed in the future.

Chief Anderson asked that the Fire Response Time committee inform the departments of what they can do to help make response times quicker and easier, working together for shorter delays.

### **RADIO SYSTEM SUBSCRIBERS**

Portable radios for Schaumburg, Inverness, Palatine and Prospect Heights have been reprogrammed. Streamwood's template changes are in the process of being completed. The overall consensus is that the changes have been positive.

We worked with the Hoffman Estates Fire Department during a field training exercise on November 13<sup>th</sup> and paid particular attention to audio when using SCBA. Additional audio adjustments were been made to several radios and HEFD is continuing to test them. Field testing with Rolling Meadows, Palatine and Palatine Rural originally scheduled for November 13<sup>th</sup> are in the process of being re-scheduled. In the meantime subscriber programming is on hold until testing is completed.

At the November 8<sup>th</sup> Fire Liaison Committee meeting, we viewed Motorola's "Say It Loud and Clear" best practices training video which demonstrated the proper use of the microphones under a variety of circumstances to maximize communication intelligibility and overcome background noise.

### **RADIO SYSTEM – FINAL SYSTEM ACCEPTANCE**

Executive Director Barbera-Brelle is in the process of finalizing the contract and RFP matrix for the Motorola Radio System. This will be used to determine what items if any, Motorola has not delivered in advance of accepting the system. Subscriber radio re-programming will need to be completed before final acceptance is considered.

### **ProQA TRAINING**

Priority Dispatch instructors completed nine 3-hour ProQA training sessions this week. Positive comments have been received from our Telecommunicators.

### **PERSONNEL UPDATE**

Carole reported that staffing is stable even with one person down since mid-summer. We are in the process of reviewing our current selection process to determine whether to stay with or enhance the current process with the intention of starting the hiring process in early 2014.

UNION - Union Board elections were held in October and the original board members have been replaced.

FIRE & POLICE LIAISON - ALERTS on the CAD system came up during both Fire and Police Liaison meetings. The Center's GIS team put together each town's Alerts to determine if it's current or out-dated. This validation process should improve information available to responding units.

### **NEW BUSINESS**

#### **Talk Group Access Requests**

- Prospect Heights Fire Protection District  
**NWCDS Fire Talk Groups:** FD1, FD2, FD3 and all NWC Fire Grounds (AHTS FG, BFGR FG, EGRV FG, HEFS FG, MTPR FG, PALT FG, PALR FG, ROLM FG, SCHM FG and STRM FG)  
**NWCDS Police Talk Groups:**  
PD1, PD2, PD3, PD4, PH PATROL, PHP ADM, PH INV, PHP TRAF, PH CITY
- Great Lakes Air and Marine Branch - (Helicopter)  
**NWCDS Police Talk Groups:** PD1, PD2, PD3, PD4 and PD5 and NWC SW5

Moved by Chief Koziol, seconded by Chief Dunne to approve the talk group access agreements for the Prospect Heights Fire Protection District and the Great Lakes Air and Marine Branch Talk Groups. *Voice Vote: Motion Carried.*

### **OLD BUSINESS**

Chief Schmidt indicated that he was very disappointed Park Ridge was voted down by the Board of Directors to join NWCDS, as they have no place to go. He asked if it's possible for Park Ridge to join as a contract member, with no voting rights, and if so, would the Executive Committee feel comfortable with this being brought to the Board of

Directors. Deputy Chief Husak suggested the Executive Committee members talk to their Village Managers to see if they would reconsider this if it is brought up again.

Park Ridge would have to make a formal request and pay for a study to see if it's feasible for them to join. There would be no cost to the Center for Park Ridge to request NWCDs membership.

Since there were no objections, Chief Schmidt stated that he will talk to Chairman Rummel about the situation and try to give Park Ridge a chance.

### **CONCEALED CARRY**

Chief Schmidt asked the Fire Departments how they handle a situation when someone needing help has a firearm on them, especially when no police are around. Questions were raised and discussion ensued on whether or not the Fire Departments should be carrying lock boxes for guns. The overall consensus was that Fire Department personnel do not want to take custody of any firearms, even if police officers are not around. As a last resort, if police are not available, the firearm (while still in holster), can be placed in a locked compartment or lock box, preferably with the engine company, not the ambulance, until a police officer can pick it up.

### **ACTIVE SHOOTER**

Chief Anderson talked about EMS' role in an Active Shooter scenario, stating that they are forming a group consisting of himself, Chief Schumann, Chief Franzgrote and Des Plaines Fire Chief Alan Wax, to create a protocol response for EMS care during Active Shooting Scenarios.

Chief Clemmenson asked if the Center has a protocol for an Active Shooter Scenario. Executive Director Barbera-Brelle confirmed that an Active Shooter Protocol is used.

### **ADJOURNMENT**

Moved by Chief Schumann, seconded by Chief Haas, to adjourn the meeting. *Voice Vote: Motion Carried.* The meeting was adjourned at 8:57 A.M.