

**MINUTES OF THE REGULAR MEETING OF THE EXECUTIVE COMMITTEE OF THE NORTHWEST CENTRAL DISPATCH SYSTEM, HELD IN THE MOUNT PROSPECT VILLAGE HALL, MOUNT PROSPECT, COOK COUNTY, ILLINOIS, ON THURSDAY, MARCH 21, 2013.**

**CALL TO ORDER**

Chief Schmidt called the meeting to order at 8:05 A.M.

**MEMBERS ATTENDING**

Ken Galinski (Arlington Heights Police Captain), Glenn Ericksen (Arlington Heights Fire Chief), Steve Balinski (Buffalo Gove Police Chief), Steve Schmidt (Elk Grove Village Police Chief), Rich Mikel (Elk Grove Village Fire Chief), Mike Hish (Hoffman Estates Police Chief), Bob Gorvett (Hoffman Estates Fire Chief), Robert Haas (Inverness Police Chief), Mike Semkiu (Mount Prospect Police Chief), John Wagner (Mount Prospect Deputy Police Chief), John Malcolm (Mount Prospect Fire Chief), John Koziol (Palatine Police Chief), Scott Andersen (Palatine Fire Chief), Assistant Chief Rich May for Hank Clemmensen (Palatine Rural Fire Chief), Al Steffen (Deputy Police Chief), Dave Scanlan (Rolling Meadows Police Chief), Brian Howerton (Schaumburg Police 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, Rolling Meadows Fire Department.

**ALSO ATTENDING**

Helen Wiedenfeld (ID Networks)

**NWCDS STAFF**

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

**APPROVAL OF MINUTES**

Moved by Chief Balinski, seconded by Chief Ericksen to approve the minutes of the January 9, 2012, Regular Meeting. *Voice Vote: Motion Carried.*

**CAD SYSTEM PROJECT**

IDN's is continuing to deliver Scope of Work and CAD Command functionality not previously provided. There are 31 SOW items yet to be delivered, which include 13 items related to reporting requirements, Query Builder, the statistical/reporting platform is projected to be delivered within the next 2 weeks, 11 Application items and 3 Commands.

**MOBILE DATA PROJECT**

We met with IDN on March 13<sup>th</sup> to update the status of the outstanding deliverables on the Mobile System Contract and RFP. There are a 73 items outstanding, 7 items that

pertain to the delivery of documentation, 2 functionality items which are scheduled to be delivered with the next mobile release, projected to be delivered in April. There are 15 items related to reporting requirements, Query Builder, the statistical/reporting platform is projected to be delivered within the next 2 weeks, 2 items are in the process of being validated by police/fire mobile users, 18 items require demonstration of delivered functionality. In addition, 12 items are related to preparing a mutually agreeable ATP and completing it. 17 items are still under discussion. There are currently 5 open Mobile Support tickets.

### **TELEPHONE SYSTEM**

microDATA is finalizing the method of procedure for replacing up to 4 of the current 911 CAMA Trunks with T1's. A conference call is scheduled for Friday.

### **PREPARATION of RADIO SYSTEM SITES**

The ComEd transformer was replaced at Barrington Hills on March 15<sup>th</sup>. Motorola will deliver and install the radio equipment on March 18<sup>th</sup>. The microwave radio equipment was delivered and installed on the 20<sup>th</sup> and the UPS is scheduled to be installed on the 25<sup>th</sup>.

### **RADIO SYSTEM SUBSCRIBERS**

Earlier this week Motorola provided us with the configuration information we needed to complete the templates. The deadline for submitting any template changes is tomorrow. Once completed, template code plugs will be provided to Chicago Communications to begin programming. We'll be focusing on programming 2 of each model portable that was ordered to confirm the template layout and to do spot coverage testing. Mobile radios will also be programmed.

Subscriber Train the Trainer training has been completed. Each attendee received training manuals and an interactive toolkit which can be used to personalize the training for their department. The PowerPoint presentations were distributed to Police representatives yesterday and will be delivered to Fire representatives today. Cindy has been working with 6 of the Police Departments on the \$946,759 ICJIA STARCOM Radio Grant Application, which is due March 30<sup>th</sup>.

### **POLICE DEPARTMENT EMERGENCY RADIO PROCEDURES "HOLDING THE AIR"**

The Police Liaison Committee met yesterday and endorsed the emergency radio procedures that were proposed. Cindy explained that both Lake and Cook Counties can add NWCDS talk groups to their templates. They will need our encryption keys. She also stated that radios will be programmed using the emergency radio procedures if everyone is in agreement. Chief Schmidt confirmed that everyone was in agreement.

Police Department Emergency Radio Procedures					
Talkgroup	Description	Talkgroup for Immediate Move	Proposed Zone/Channel	Talkgroup for Long Term Move*	Proposed Zone/Channel
PD1	EG-MP-PH	PD3	A3	NWC TAC1	A4
PD2	IN-PA-RM	PD1	A3	NWC TAC2	A4
PD3	AH-BG	PD2	A3	NWC TAC3	A4
PD4	HE-SW	PD5	A3	NWC TAC4	A4
PD5	SC	PD4	A3	NWC TAC5	A4
Encrypted Talkgroup				*If staffing permits	
Sample Zone A Configuration					
Radio Channel		Zone A			
1	PD4				
2	SWPATROL				
3	PD5				
4	NWC TAC4				

**RADIO SYSTEM MICROWAVE CONNECTIVITY PROJECT**

The microwave radio at Barrington Hills was installed yesterday. All of the paths are up and in service, although a couple of paths need to be re-aligned.

**DAVIS STREET TOWER REPLACEMENT**

US Cellular is in the process of scheduling the installation of their antennas on the new tower.

**2013 TYCO ALARM SYSTEM PROJECTS**

Reconfiguration Projects

1. Upgrade Hardware – Installed a redundant system with Windows 7 OS
2. In conjunction with IDN completed the interface of Alarm Monitoring SW to CAD
3. Software Upgrade to SIS Automation v1.6 in progress
4. The SIS Workstation at Schaumburg has been upgraded.

Alarm Automation Plan

1. The installation of redundant automation hardware is in progress
2. Including an email portal to send Fire Dept reports i.e. un-restored signal tracking, low battery and fail to test radio information to TYCO is in progress

System Reconfiguration

1. Tyco will work with each member town to convert the remaining alarm circuits and digital units to radio.

**ACCOUNTS LEFT TO CONVERT TO RADIO**

ARLINGTON HEIGHTS	170
BUFFALO GROVE	78
ELK GROVE	165
HOFFMAN ESTATES	0
MOUNT PROSPECT	75
PALATINE	89
ROLLING MEADOWS	66
SCHAUMBURG	0
STREAMWOOD	0

2. Once a town has completed the conversion process –Tyco will order and install redundant IP links in that town which will communicate directly to NWCDS via IP with a POTS line backup.
3. Keltron equipment will be removed from member town.
4. In the event the Center needs to be evacuated monitoring will occur at the Schaumburg backup.

**NATIONAL TELECOMMUNICATOR WEEK is April 14<sup>th</sup> through the 20<sup>th</sup>**

**UPDATE – PERSONNEL**

Carole reported that two Telecommunicators have completed training and are now counted on the floor. Three additional new hires have started training, bringing the Center to full staff. Some shift staffing changes will be made once the new Radio System is in place and migration complete.

**OLD BUSINESS**

**RADIO SYSTEM MIGRATION**

Cutover is scheduled for April 30<sup>th</sup>. Motorola is projecting that the system will be operational on April 1<sup>st</sup>.

**FIRE STATION ALERTING**

The USDD ATX Controllers have been installed in fire stations in all but 2 Fire Departments. Installation at one of the Departments is scheduled for the end of the month and the second Department is in the process of scheduling their install. The APX4500 radios are available for installation and we will be toning manually until the CAD interface is completed. All stations will be toned from 0700-2300 and stations will be selectively toned from 2300-0700. Administrative training will be scheduled in the future. IDN has not assigned any resources to the interface project.

**USER GROUP COMMITTEE STRUCTURE**

A Police and Fire Radio System User Group was been added to the complement of committees. Cindy's recommendation is to have two Radio System User Groups and two Mobile Data User Groups, one for Police and one for Fire. She solicited the Executive Committee asking for a volunteer to serve as Chairman for the following committees: Training, Police and Fire Mobile Data User Group, Police and Fire Radio

Executive Committee Minutes  
March 21, 2013

System User Group and received 2 volunteers for the Radio System User Group. No one volunteered for Chairman for Mobile Data Fire or Police Training.

**ADJOURNMENT**

Moved by Chief Balinski, seconded by Chief Howerton, to adjourn the meeting. *Voice Vote: Motion Carried.* The meeting was adjourned at 8:40 A.M.