

**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 18, 2013.**

**CALL TO ORDER**

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

**MEMBERS ATTENDING**

Nick Pecora for Gerald Mourning (Arlington Heights Police Chief), Glenn Ericksen (Arlington Heights Fire Chief), Steve Casstevens (Buffalo Gove Police Chief), Terry Vavra (Buffalo Grove Fire Chief), Steve Schmidt (Elk Grove Village Police Chief), Rich Mikel (Elk Grove Village Fire Chief), Jeff Jorian (Hoffman Estates Acting Fire Chief), Robert Haas (Inverness Police Chief), Mike Semkiu (Mount Prospect Police Chief), John Malcolm (Mount Prospect Fire Chief), Deputy Chief Brad Grossman for John Koziol (Palatine Police Chief), Scott Andersen (Palatine Fire Chief), Assistant Chief Scott Mohr for Hank Clemmensen (Palatine Rural Fire Chief), Jaime Dunne (Prospect Heights Police Chief), Dave Scanlan (Rolling Meadows Police Chief), Dave Schumann (Schaumburg Fire Chief), Jim Keegan (Streamwood Police Chief), Chris Clark (Streamwood Fire Chief).

A quorum was present.

**MEMBERS ABSENT**

Hoffman Estates Police Department, Rolling Meadows Fire Department, Schaumburg Police

**ALSO ATTENDING**

Helen Wiedenfeld, ID Networks

**NWCDS STAFF**

Cindy Barbera-Brelle, Executive Director; Carole Urry, Assistant Director-Operations; Pat Dollard, Assistant Director-Technical Services; Jim Hunt, Radio System Manager.

**APPROVAL OF MINUTES**

Moved by Chief Dunne, seconded by Chief Haas to approve the minutes of the May 16, 2013, Regular Meeting. *Voice Vote: Motion Carried.*

**CAD SYSTEM PROJECT**

Prescient will be performing another network analysis to determine if there are any changes that can be made to improve CAD System performance.

**MOBILE DATA PROJECT**

Since the delivery of the meeting packet last week, IDN has addressed 10 items. There are 13 mobile project items yet to be delivered. 3 of the outstanding items are related to the delivery of Query Builder/Mobile System reports, 6 items are related to system

documentation and 4 items are related to system acceptance. A client update is scheduled to be delivered in late July or August.

### **RESPONSE TIME METRICS**

An internal committee is in the process of validating the time line from the receipt of a telephone call to the CAD System to the records management systems (Firehouse and ID Records).

### **CALLTAKERS**

With the change in the dispatch center's configuration, from 10 dispatch positions to 8 we have designated calltaker positions on each shift (Midnights = 1, Days = 2, Afternoons = 2). Their sole responsibility is to promptly answer incoming phone calls, allowing the TC's working Dispatch positions to focus on dispatching calls and managing field units.

### **RADIO SYSTEM SUBSCRIBERS**

The Police Radio User Group met yesterday. Audio complaints topped the list of concerns and we are working with Motorola on the variables including the consoles, microphone placement, headsets and antennas. We are scheduled next Thursday for Schaumburg PD to use a Systemwide Talkgroup instead of their Dispatch Talkgroup to determine the impact encryption may have on audio quality. The Group decided to wait until after the August meeting to make functional changes (button reconfiguration, scan list and talkgroup changes etc.). A draft of the menu of changes will be reviewed and finalized at the next meeting and then departments will determine what changes they want made. Programming will likely be done at each individual department.

### **FIRE STATION ALERTING**

We are continuing to fine tune the automated dispatching of calls and working on the pronunciation of common place names.

### **MABAS**

The Committee discussed the Palatine Rural Box Alarm. Cindy advised that the IFERN tone out from using the Davis Street base station was toned locally, but neighboring departments were not able to hear the tones. Phone calls were made to the neighboring departments to make certain they did get the Box Alarm. There was a delay in some department responding to the Box Alarm.

Weekly IFERN testing will be scheduled on testing from IFERN 1 (Davis St base station) and IFERN 2 (Hicks Rd base station).

Voice quality and understandability with the new radios was discussed when using the Scott Airpack Vibra-Alert is activated.

Chief Malcolm asked if an email can go out when problems or delays arise, making the member communities' Fire and/or Police Chiefs aware of what's going on and why there was a delay.

**COMMITTEE MEMBERSHIP AUDIT**

Cindy will be auditing committee membership and updating email distribution lists.

**FISCAL YEAR 2014 GOAL**

One of Cindy's FY14 goals is to develop a plan to keep the Executive Committee active, involved, and engaged in the organization. She's looking for feedback/volunteers from the Committee to work with her on a plan. The Committee indicated that phone calls are helpful and Chairman Schmidt advised that he is meeting with Cindy in the non meeting months.

**UPDATE – PERSONNEL**

Carole reported that the three TC's hired in March are continuing to train and are making progress.

There was a Labor/Management meeting on May 24<sup>th</sup> and we are planning to continue to meet monthly, if possible. The union was not unable to confirm a meeting date for June or July. The next meeting will be in August.

A Contract Clarification meeting was held on July 9<sup>th</sup> and concluded with an agreement by both parties dealing with vacations and on-call procedures. There was a positive outcome. There is one outstanding ULP that the arbitrator decision impacted and that was settled in Management's favor.

Telestaff training is scheduled for, beginning with the scheduling program.

Carole asked member communities to feel free to sign up their new hires for Sit-Alongs at the Center to become more familiar with our TC's and how the Center operates.

**NEW BUSINESS**

Chief Schmidt stated that Elk Grove Village just completed their 7<sup>th</sup> Accreditation and the Accreditation Committee was impressed with NWCDS and were surprised Elk Grove Village and NWCDS have been working together for over 40 years.

Chief Schmidt also expressed concerns with using ID Networks as the records management company for member communities because EGPD has used IDN for 6 years and continues to have problems. He urges everyone to continue filling out work orders until the issues are resolved because documentation is important.

Chief Schmidt welcomed new Buffalo Grove Police Chief Steve Casstevens.

**ADJOURNMENT**

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