

MINUTES OF THE REGULAR JOINT MEETING OF THE NORTHWEST CENTRAL DISPATCH BOARD OF DIRECTORS AND THE NORTHWEST CENTRAL 9-1-1 SYSTEM BOARD, 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 Rummel called the meeting to order at 9:10 A.M.

MEMBERS ATTENDING

Bill Dixon (Village Manager Arlington Heights), Deputy Chief Steve Husak for Dane Bragg (Village Manager Buffalo Grove), Ray Rummel (Village Manager Elk Grove Village), Jim Norris (Village Manager Hoffman Estates), Chief Bob Haas for Curt Carver (Village Administrator Inverness), Chief John Malcolm for Mike Janonis (Village Manager Mount Prospect), Reid Ottesen (Village Manager Palatine), Anne Marrin (City Administrator Prospect Heights), Barry Krumstok (City Manager Rolling Meadows), Brian Townsend (Village Manager Schaumburg), Gary O'Rourke (Village Manager Streamwood).

A quorum was present

MEMBERS ABSENT

None

ALSO 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), Jamie 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).

NWCDS PERSONNEL

Cindy Barbera-Brelle, Executive Director; Carole Urry, Assistant Director-Operations; Barb DeWolf, HR/Financial Manager.

PUBLIC COMMENT

None

CONSENT AGENDA

Moved by Mr. Norris, seconded by Mr. Krumstok to approve the Consent Agenda, which included the joint meeting minutes (regular and closed session) from September 19, 2013, the September and October Budget Summaries and the NWC and the NWC911 System Check Registers for September (NWC = \$748,503.19 , NWC911 = \$415,839.47) and October 2013 (NWC = \$1,032,476.49 , NWC911 = \$583,468.65). *Roll Call Vote:*

ROLL CALL AYES: Mr. Dixon, Deputy Chief Husak, Mr. Rummel, Mr. Norris, Chief Haas, Chief Malcolm, Mr. Ottesen, Ms. Marrin, Mr. Krumstok, Mr. Townsend, Mr. O'Rourke.

NAYS: None.

Motion Carried

Executive Director's Report – Cindy Barbera-Brelle:

CAD Project

Progress continues with the CAD project. They are continuing to make progress on Contract items and addressing functional problems that have been reported. IDN is working with Buffalo Grove and Schaumburg on implementing AVL. Representatives from five Fire Departments participated in a Preplan webinar yesterday, which included instructions on how to load their preplans into the system for use from the mobile client.

CAD System SQL Rebuild

Prescient is working with IDN's to rebuild the SQL databases. It is believed that the current design is probably the culprit causing CAD System performance issues. We are in the process of scheduling this for early December.

Mobile Data Client Update

The mobile client was updated the week of November 4th with no client problems reported since the new client was released. IDN is working with several Departments on the implementation of AVL, as well as delivering a System Administrator Guide.

Response Time Metrics

Our internal Response Time Committee met with Palatine Fire Department on November 13th to discuss the results of call processing times from receipt of a call for assistance, to entry and then to dispatch. We are in the process of developing realistic time parameters for processing emergency calls. In the near future, we will be automatically generating a Long Segment Report at the end of each day.

The report will document all fire 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 Andersen stated that the meetings were beneficial in teaching their fire department personnel some steps that they could take to help shorten response times. Mr. Ottesen stated that Palatine ran an article about response times to teach their residents how to better communicate and what language to use when calling in an emergency, which has helped as well.

Radio System Subscribers

Portable radios for the following Police Departments have been programmed: Schaumburg, Inverness, Palatine and Prospect Heights. Streamwood's template changes are in the process of being completed.

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

Radio System – Final System Acceptance

Cindy is in the process of finalizing the contract and RFP matrix for the Motorola Radio System project. It will be used to determine what items, if any, Motorola hasn't 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 were received from attendees.

FOIA Request

We received another FOIA request from the Chicago Tribune. They are requesting all documentation for disciplinary actions, including but not limited to verbal reprimands, written reprimands, suspensions and terminations for 2012 and 2013.

The Board discussed providing only a summary report without specific dates and names involved. Executive Director Barbera-Brelle stated that she will check with the attorney to see if that will be responsive, explaining that many disciplinary actions were employment-related (late to work, etc), and not performance-related.

NEW BUSINESS

Five Year Forecast

The Board was provided with the 5 Year Operating Fund Forecasts for both the Northwest Central Dispatch and the Northwest Central 9-1-1 Systems.

Estimates have been used based on partially completed 2013 activity (through August 2013) for telephone calls, calls for service, and alarm counts. Fiscal years 2015 through 2019 have been projected using the assumptions outlined.

PARK RIDGE

Chief Schmidt suggested Park Ridge Police join the System as a contract member, like Palatine Rural Fire Department. He reiterated that Park Ridge PD has no place to go. Overall, the current member communities have mixed feelings about Park Ridge joining the System and many are concerned about whether or not NWCDS can handle additional members at this time.

Mr. Rummel suggested creating a team to weigh the pros and cons of adding additional members to NWCDS and NWCDS911. Mr. Rummel volunteered himself, as did Mr. Townsend, Chief Clark and Executive Director Barbera-Brelle.

NEW BUSINESS:

Stackable Network Switch Project

\$70,000 was budgeted to replace the Center's aging network core switch. Hardware quotes for the network switch project were received from CDW-G, Paragon Micro and SHI.

CDW-G	\$43,108.00
Paragon Micro	\$39,622.00
SHI	\$39,758.00

Staff is recommending that the hardware for the stackable switch project be purchased from Paragon Micro at a cost of \$39,622.

Board of Director's Action Requested: Approve purchase of stackable switches from Paragon Micro.

Budgetary Impact: \$39,622.00.

Moved by Mr. Dixon, seconded by Mr. Krumstok to approve the purchase of the stackable switches from Paragon Micro, at a cost of \$39, 622. *Voice Vote: Motion Carried.*

OLD BUSINESS:

Mass Notification System

The Mass Notification Committee (Mr. Bragg, Mr. Krumstok, Chief Casstevens, Chief Malcolm, NWCDS Operations Manager Sue Cooper and Executive Director Barbera-Brelle) met on November 4th. They are recommending migrating to Everbridge's new platform, including their Integrated Public Alert and Warning System (IPAWS) Message Origination Module, allowing us, once we are authorized by FEMA, to use IPAWS in support of the FEMA IPAWS program. The primary purpose of IPAWS is to deliver Presidential Alerts, Imminent Threat Alerts and AMBER Alerts. IPAWS delivers a 90 Character PUSH notification to Wireless Emergency Alerts Capable Subscribers and Devices. A local Opt-In

campaign is also being recommended by the Committee; the specific details for the campaign will be forthcoming.

Our agreement with Everbridge ends December 28th. The current fees are \$118,616.50/year. With the migration to the new platform the fees are \$112,220 for the first year, which includes migration services of \$8,000 and \$104,220 for year 2 and 3. This represents a savings of \$6,396.50 the first year and \$14,396.50 in year 2 and 3.

Board of Director's Action Requested: Authorize the Executive Director to execute a three year agreement with Everbridge to migrate to their new platform and to include their IPAWS module at a first year cost of \$112,220 and a second and third year cost of \$104,220.

Budgetary Impact: \$112,220.

Moved by Mr. Norris, seconded by Mr. O'Rourke to authorize the Executive Director to execute a three year agreement with Everbridge, migrate to their new platform and to include their IPAWS module at a first year cost of \$112,220 and a second and third year cost of \$104,220. *Voice Vote: Motion Carried.*

Emergency Management Committee

The Emergency Management Committee (Jim Norris, Reid Ottesen, Chief Vavra, Chief Mikel, Chief Semkiu, Chief Franzgrote and Cindy Barbera-Brelle met on November 7th. Mr. Norris and Mr. Ottesen updated the Committee on the discussions that led up to the NWCDS Board forming an Emergency Management Committee. There is interest by the Managers to explore a shared Emergency Management function and to bring that information back to the Managers for consideration. The Committee discussed the resources that each community has and determined that there should still be a local responsibility for medical corps, CERT resources etc. Training records would also be maintained locally. Regional responsibilities would include coordinating training and table top exercises, building teams, assisting with the development of individual community emergency plans and then maintaining a centralized emergency plan, developing emergency operating procedures and grant administration.

The Committee discussed using a consultant and developing a scope of work to secure one, but decided not to proceed at this time. It was determined that a meeting with the County would be scheduled to discuss whether or not the County had resources available to help or facilitate our possible development of a regional EMA group. Jim and Reid both thought it would be a good idea to involve their full-time EMA staff with this project and Reid indicated that he would have his EMA Director Tom Smith initiate contact with the County.

Board of Director's Action Requested: Discussion to support the Committee's recommendation to meet with Cook County officials.

Budgetary Impact: None.

New Police Chief

Mr. Townsend announced that Schaumburg has hired a new police chief, James Lamkin, effective December 30th.

ADJOURNMENT

Moved by Mr. Krumstok, seconded by Mr. O'Rourke to adjourn the regular joint meeting of the Northwest Central Dispatch System Board of Directors and the Northwest Central 9-1-1 System Board. *Voice Vote: Motion Carried.* The meeting adjourned at 9:55 am.