

**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, SEPTEMBER 19, 2013.**

**CALL TO ORDER**

Chairman Rummel called the meeting to order at 9:03 A.M.

**MEMBERS ATTENDING**

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

\*Mr. Townsend arrived 9:09am

A quorum was present

**MEMBERS ABSENT**

None

**ALSO ATTENDING**

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), Mike Hish (Hoffman Estates Police Chief), Jeff Jorian (Hoffman Estates Fire Chief), Deputy Chief Tim Janowick for Mike Semkiu (Mount Prospect Police Chief), Deputy Chief Brad Grossman for John Koziol (Palatine Police Chief), Scott Andersen (Palatine Fire Chief), Assistant Chief Rich May for Hank Clemmensen (Palatine Rural Fire Chief), Jaime Dunne (Prospect Heights Police Chief), Dave Scanlan (Rolling Meadows Police Chief), Scott Franzgrote (Rolling Meadows Fire Chief), Ken Bouche (Schaumburg Police Chief), Dave Schumann (Schaumburg Fire Chief), Deputy Chief Jim Gremo for 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.

**ALSO ATTENDING**

Dan Berg, Partner – Sikich, LLP

**PUBLIC COMMENT**

None

**FISCAL YEAR 2013 AUDIT PRESENTATION**

Dan Berg from Sikich, LLP presented the outcome of the June, 2013 Audit, stating that overall both the NWCDS and NWCDS911 audits went very well, and thanked Barb DeWolf for all of her help. He gave both NWCDS and NWCDS911 ‘Clean Opinions,’ which are the best opinions available.

There was a question asked about whether or not we can get away with the segregation of duties comment in the Management Letter. Mr. Berg explained that the problem with a small organization is that more eyes in the way of more individuals are required. There may not be a cost benefit for this. The audit standards require that the comment be included. Other internal controls were discussed.

Moved by Mr. Norris, seconded by Mr. Dixon to accept and file the Fiscal Year 2013 Audit as submitted. *Voice Vote, Motion Carried.*

**CONSENT AGENDA**

Moved by Mr. Ottesen, seconded by Mr. O’Rourke to approve the Consent Agenda, including the joint meeting minutes (Regular and Closed) from July 18, 2013, the Budget Summaries, the Financial Policies update (with Mr. O’Rourke’s suggested change from *Informal Bidding* to *Competitive Procedure that utilizes a request for formal bids* on items over \$20,000), the NWC and the NWC911 System Check Registers for July (NWC = \$765,627.18, NWC911 = \$539,937.70) and August 2013 (NWC = \$737,299.12, NWC911 = \$451,053.26). *Roll Call Vote: Motion Carried.*

**ROLL CALL AYES:** Mr. Dixon, Mr. Bragg, Mr. Rummel, Mr. Norris, Mr. Carver, Mr. Janonis, Mr. Ottesen, Ms. Marrin, Chief Scanlan, Mr. Townsend, Mr. O’Rourke.

**NAYS:** None.

Motion Carried

**Executive Director’s Report – Cindy Barbera-Brelle:**

**CAD PROJECT**

There are 27 items that need to be completed, 16 are contract items and the remaining are scope of work items.

**MOBILE DATA PROJECT**

There are 10 items outstanding, four of which are related to documentation. IDN is projecting that they will deliver a new mobile manual in October and the remaining outstanding items are tied to final system acceptance.

## **RESPONSE TIME METRICS**

We continue to meet internally to validate the flow of time from the receipt of a call for assistance to CAD System entry and to dispatch. We are also working with the 2013 NFPA 1221 standard.

## **RADIO SYSTEM SUBSCRIBERS**

The Police Radio User Group met yesterday and finalized the Portable Radio Programming Change Menu. The Menus were distributed to the Radio User Group Committee and the Chiefs yesterday. Face to face meetings will be scheduled to review the selections that were made to make sure that all features to be changed address department needs.

Once the requested changes are finalized, a couple of portables will be programmed with the changes and then made available for testing to confirm that the radios are functioning as requested. Once it is determined that it is working satisfactorily, a date to program the portables will be scheduled. The Fire Programming Change Menu will be distributed by the end of the week. The Fire Radio User Group is meeting on 9/26.

Testing continues with configurations for the microphones and radios to improve audio clarity.

The Fire Programming Change Menu will be distributed by the end of the week. The Fire Radio User Group is scheduled to meet on 9/26.

## **RADIO SYSTEM SITES:** **SMITH STREET**

The Village has approved the installation of struts to provide additional support for the microwave dishes mounted on the Water Tower. This work is in the process of being scheduled.

## **REMOVAL OF ANTENNAS, MICROWAVE DISHES AND ANTENNA LINES**

Removal from the remaining 5 locations is scheduled for September 23<sup>rd</sup> and October 14<sup>th</sup>.

## **Removal of Antennas, Microwave Dishes and Feedline**

Removal for the remaining 7 locations is scheduled for September 23<sup>rd</sup> and 24<sup>th</sup> and the week of October 7<sup>th</sup>.

## **NEW BUSINESS** **FY14-FY16 Audit**

The current agreement with Sikich, LLP includes an option to extend our audit engagement for three years. Staff is recommending that we extend the engagement. Sikich is proposing the following fees for FY2014 - \$9,750 (\$307

more than the FY13 fees), a 3% increase for FY2015 - \$10,050 and FY2016 - \$10,350. Fees for the current Fiscal Year are \$9,443. Sikich will be doing a joint audit beginning with the FY14 Audit.

Board of Director's Action Requested: Authorize extension of Sikich, LLP's engagement.

Budgetary Impact: Fees for FY2014 - \$9,750, FY2015 - \$10,050 and FY2016 - \$10,350.

Moved by Mr. Ottesen, seconded by Mr. Dixon to authorize the extension of Sikich, LLP's engagement to 2016. Voice Vote: Motion Carried.

### **DuPage County Talk Group Access Agreement**

DuPage County is requiring an agreement to document our request to program their talkgroups. Executing the agreement is supported by the Executive Committee.

Board of Director's Action Requested: Authorize Chairman Rummel to execute the DuPage Emergency Dispatch Interoperable Radio System, Public Safety Agency Talk Group Access Agreement.

Budgetary Impact: N/A

Moved by Mr. Bragg, seconded by Mr. Norris to authorize Chairman Rummel to execute the DuPage Emergency Dispatch Interoperable Radio System, Public Safety Agency Talk Group Access Agreement. *Voice Vote: Motion Carried.*

Moved by Mr. Norris, seconded by Mr. Carver to authorize Executive Director Barbera-Brelle to execute additional communities' Emergency Dispatch Interoperable Radio System, Public Safety Agency Talk Group Access Agreement will approval of the Executive Committee. *Voice Vote: Motion Carried*

### **Five Year Forecast**

Deferred to November's meeting for further discussion.

### **NWC Hosting Regional EMA Services**

Board to discuss the benefit of member communities sharing the cost of EMA services and resources.

Board of Director's Action Requested: None

Budgetary Impact: N/A

Mr. Norris suggested forming a study group consisting of a few Police and Fire Chiefs and Managers to volunteer to be part of a working team to handle EMA Services. Mr. Otteson said he thought it would be helpful to study. Mr. Janonis wasn't sure cost sharing services and resources would work. Mr. Bragg thought it was a good idea and Chief Vavra commented that MABAS does something similar already.

With a consensus the Board agreed to create a working group to study the sharing of EMA Services, which would include member community Police and Fire Chiefs as well as Managers, with Mr. Norris being the Chairman.

### **Park Ridge**

Mr. Rummel stated that Park Ridge has inquired about joining NWCDS, but has not sent a formal request. Chief Schmidt stated that the Park Ridge Police Chief approached him and asked about the feasibility of their Police Department joining NWCDS. The Chief explained that it was discussed at the Executive Committee meeting and that they would accept a proposal from Park Ridge.

The Board of Directors felt like NWCDS has too much going on to accept any additional communities at this time. The Board does not feel the time is right to grow as an agency. They also felt that if Park Ridge was interested, they should be submitting a formal request; we should not be reaching out to them.

### **Old Business**

#### **Legal Representation**

On August 21<sup>st</sup>, the Legal Services Committee (Ms. Marrin, Mr. O'Rourke, Barb DeWolf and Executive Director Barbera-Brelle) interviewed 3 firms; Ancel Glink, PC, Clark, Baird, Smith, LLP and Tressler, LLP. Subsequent to the interviews, additional information was requested from the firms and references were contacted.

The Committee is recommending that Tressler, LLP be retained to handle general corporate and day to day labor and employment legal services and that Clark, Baird, Smith be retained to negotiate the renewal of the Collective Bargaining Agreement that expires April 30, 2014. A request to negotiate can be submitted by the Union as soon as October 30th. This provides Tressler's staff with the opportunity to become familiar with the particulars and nuances of the TC's agreement and our staffing and operational requirements and then to negotiate the 2017 renewal.

Mr. Bragg stated that Tressler is Buffalo Grove's legal counsel and he would like to double check to make sure there is no conflict of interest with using Tressler.

Mr. O'Rourke reported that the Committee reviewed 7 proposals and narrowed them down to 3. The Committee supports going with Cindy's recommendation

based on the interviews and agree with her thoughts depending on the timing of the negotiations.

Board of Director's Action Requested: Authorize retaining Tressler, LLP to handle general corporate and labor/employment legal services and retain Clark, Baird, Smith to negotiate the 2014 CBA renewal.

Budgetary Impact: In FY15 \$14,000 will be budgeted for general corporate and labor/employment services and \$16,000 will be budgeted for collective bargaining negotiations.

After discussion by the Board, Mr. Dixon moved with a second by Mr. Norris retain Tressler, LLP to handle general corporate legal services and to retain Clark, Baird & Smith to continue to handle day to day labor/employment legal services including the negotiation of the next Collective Bargaining Agreement, subject to Mr. Bragg confirming there is no conflict of interest. *Voice Vote: Motion Carried.*

### **CLOSED SESSION**

Moved by Mr. Bragg, seconded by Mr. Dixon to move to a closed session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of employees of the public body. 5 ILCS 120/2(c)(1). *Roll Call Vote: Motion Carried. Time 9:55 am.*

**ROLL CALL AYES:** Mr. Dixon, Mr. Bragg, Mr. Rummel, Mr. Norris, Mr. Carver, Mr. Janonis, Mr. Ottesen, Ms. Marrin, Chief Scanlan, Mr. Townsend, Mr. O'Rourke.

**NAYS:** None.

*Motion Carried*

Moved by Mr. Norris, seconded by Mr. O'Rourke to end the Closed Session and return to Open Session. *Voice Vote: Motion Carried. Time 10:07 am.*

### **Other Business**

#### **Wireless Carrier Reimbursement Fund**

We received a check in an amount of \$267,181.20 from the Wireless Carrier Reimbursement Fund. Our share of the \$4,451,376.24 that was available. In 2012, the total available from the fund was \$11,339,742.60 and our share was \$677,264.84. The difference between last year and this is that the Governor swept the fund earlier this year.

In the past the Board has allocated these funds for Capital Projects. The Executive Director requested that the funds be used for Capital Projects. The Board supported the request.

**ADJOURNMENT**

Moved by Mr. Bragg, 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 10:09 am.