

MINUTES OF THE REGULAR 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, JANUARY 17, 2013.

CALL TO ORDER

Chairman Rummel called the meeting to order at 9:00 A.M.

MEMBERS ATTENDING

Bill Dixon (Village Manager Arlington Heights), Dane Bragg (Village Manager Buffalo Grove), Ray Rummel (Village Manager Elk Grove Village), Chief Gorvett for Jim Norris (Village Manager Hoffman Estates), 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), Ken Fritz (Village Manager Schaumburg), Gary O'Rourke (Village Manager Streamwood).

A quorum was present

MEMBERS ABSENT

None

ALSO ATTENDING

Glenn Ericksen (Arlington Heights Fire Chief), Steve Balinski (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), Mike Semkiu (Mount Prospect Police Chief), John Wagner (Mount Prospect Deputy Police Chief), Deputy Chief Chris Truty for 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), Dave Scanlan (Rolling Meadows Police Chief), Scott Franzgrote (Rolling Meadows Fire Chief), Brian Howerton (Schaumburg Police Chief), Dave Schumann (Schaumburg Fire Chief), Jim Keegan (Streamwood Police Chief), Chris Clark (Streamwood Fire Chief).

ALSO ATTENDING

Doug Blenman Jr, Helen Wiedenfeld (ID Networks).

NWCDS PERSONNEL

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

PUBLIC COMMENT

Mr. Rummel asked that Mr. Blenman's public comment be moved to the discussion of the CAD project.

APPROVAL OF MINUTES

Moved by Mr. Ottesen seconded by Mr. Krumstok, to approve the minutes of the NWCDS and NWC911, November 15, 2012, Regular and Closed Session Meetings. *Voice Vote: Motion Carried.*

APPROVAL of FINANCIALS

Moved by Mr. Krumstok seconded by Mr. O'Rourke to approve the November and December Budget Summaries and Check Registers (911: November \$1,030,818.44 and December \$1,699,723.93). (NWC: November \$732,982.07 December \$789,031.64) *Voice Vote: Motion Carried.*

Executive Director's Report – Cindy Barbera-Brelle:

LABOR/MANAGEMENT MEETING

The last Labor/Management meeting was held on January 14, 2013. Those minutes are being finalized and will be reviewed before delivering them to the Executive Committee. The next meeting is scheduled for February 25th.

ALARMS – There was a decrease in Direct Connect Alarms of 272 and an increase of 308 Radio Alarms from 2011 to 2012, resulting in a net increase of 36 alarms. Alarm revenue decreased by \$6,384 with the decrease in Direct Connect alarms billed at a higher monthly rate over Radio Alarms which are billed at a lower monthly rate.

The Keltron panels will be replaced once all of the direct connect alarms are changed over to radio alarms. This will be a slow process. Cindy will check with TYCO as to why the transitions have been taking so long and confirm the configuration of the backup system. Chief Clark asked where the backup would be if all of the Keltron panels were removed and Cindy replied that she will obtain the backup design specifics from TYCO.

CAD PROJECT

The NWC CAD Team has met with IDN six times working through the CAD System Agreement and Scope of Work documents to determine what functionality has been delivered, waiving the delivery of functionality that they determined isn't required and determining what functionality still needs to be delivered. Once the final list is agreed to IDN will be preparing a Pert chart for those items.

Mr. Doug Blenman, ID Networks, talked about the CAD contract agreements and the progress they have made, he indicated that the CAD requirements will need to be completed before work on the Fire Station Alerting interface can begin and

along with NWC addressing the outstanding financial obligations. Mr. Rummel thanked Mr. Blenman for his input and updates.

MOBILE DATA PROJECT

The Mobile Contract Metrics and RFP documents have been provided to IDN. They are half way through their review of the documents and a meeting has tentatively been scheduled for January 18th. The fix to address calls that are not being consistently delivered to the mobile units was deployed on December 26th, but a couple of problems have been reported since the fix was deployed. IDN's developers are continuing to research this problem.

Palatine has been working with Verizon on the design of the private cellular network. A status report is expected this month.

RADIO SYSTEM REPLACEMENT PROJECT

Cutover is scheduled for March 26th.

PREPARATION of RADIO SYSTEM SITES

Barrington Hills: The License Agreement is ready to be executed pending receipt of a consent letter for the position of the antenna on the tower from the Village.

NWCDS: Installation of the MCC7500 Radio Consoles and Control Stations is in the process of being scheduled. Several changes have to the Migration Plan. The Plan will be shared with the Police and Fire Departments for their review and comment.

RADIO SYSTEM SUBSCRIBERS

We are in the process of programming the fire templates and finalizing police and public works templates. Mobile Radios need to be installed no later than March 19th. Subscriber Training Courses for APX6000/APX6500 Radios and APX7000/APX7500 Radios will be scheduled during the weeks of March 4th and March 11th. The courses will be taught at NWCDS.

REMEDIATION FOR MOLD

Although the testing of the air quality came out very good, the mold found in the Training Center on the north wall will need to be removed.

TELEPHONE SYSTEM

We continue to work with microDATA and AT&T to identify and isolate the sporadic echo and sound quality problems that we have been experiencing. In August of 2012 we collectively started the process of gathering as much data as possible on calls identified with sound quality problems.

microData is working with AT&T to look at the effort required to move the CAMA trunks over to T1 facilities. In working with AT&T it was suggested that the connectivity on the analog CAMA trunks has every call going from a 2 to a 4 wire connection which could impact impedance levels. This is a work in progress.

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Ms. Marrin stated that she believes T1 lines are obsolete and replacing the existing lines with T-1 lines would only put a Band-aid on the situation and bring the problem back 6 months from now. She also stated that AT&T more than doubled their fees in the past year and believes fiber optic and wireless would be the better way to go.

Cindy explained that the Center is held to the rules made by the Illinois Commerce Commission, which dictate what we can do within the 911 System. Ms. Marrin explained that Bolingbrook changed over their system and it's working well. Cindy said she will research other options.

RADIO SYSTEM MICROWAVE CONNECTIVITY PROJECT

11 of the 12 microwave sites have been installed.

PERSONNEL UPDATE

Carole reported that two Telecommunicators are still in training and two applicants in the pre-hiring process to be on board this February.

There have been two Grievance meetings with the new Union President, Vice President and other members of the Union Board along with their new attorney. Of the 21 outstanding grievances, 10 were dropped, 5 were settled, 1 is awaiting the Interest Arbitration award, and the remaining 5 will be discussed with the Union at the next Union Grievance Meeting, with the hope of settling them as well. The Union Board is working with us to reach mutual resolutions.

Staff has been completing FEMA's Active Shooter online training this past week. Priority Dispatch issued an Active Shooter protocol for TC's that we'll be incorporating with the next couple of weeks. ProQA Training for EMD/EFD will be scheduled at the end of January or beginning of February. The implementation is projected for March.

Hoffman Estates offered the opportunity for our Telecommunicators to participate in an Active Shooter drill and several TC's attended.

NEW BUSINESS

A. NWCDS – FY14 Budget

The budget was reviewed and recommended on January 9th by the Executive Committee.

The proposed operations budget (5.58% of the total budget) is a 5.04% increase and the proposed personnel budget (94.42% of the total budget) is a 4.54% increase from FY13. The overall proposed budget increase for FY14 is 4.58%. Combined with a 6.49% decrease in off-setting revenue due largely to increased Alarm Revenue distribution to communities, there is an overall proposed assessment increase of 6.32%. A 0.2% funding of the Capital Reserve account for Fiscal Year 2014 is proposed. The Account hasn't been funded in several years. The increase will fund Capital Projects.

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2012 Telephone Call and Case Assignment totals have been used to generate FY14 Member Assessments. The FY14 Assessment formula is being calculated using 65% Telephone Calls and 35% Case Assignments.

Board Action Requested: Approve the FY14 NWCDS Budget.

Moved by Mr. Dixon, seconded by Mr. Carver to accept the NWCDS Fiscal Year 2014 Budget as presented. *Roll Call Vote: Motion Carried.*

ROLL CALL AYES: Mr. Dixon, Mr. Bragg, Mr. Rummel, Chief Gorvett, Mr. Carver, Chief Malcolm, Mr. Ottesen, Ms. Marrin, Mr. Krumstok, Mr. Fritz, Mr. O'Rourke.
NAYS: None.

Motion Carried.

B. NWC911 – FY14 Budget

The budget was reviewed and recommended on January 9th by the Executive Committee. The proposed budget is a 0.41% decrease over the FY13 Budget. Revenue exceeds expenses by \$3,765.

A reduction of 1,300 access lines is projected for FY14. A 4.94% decrease in wireless revenue is projected and an increase of \$173,299 is projected for Voice over IP revenue.

FY14 Capital Projects Budget includes the implementation of a CAD System disaster recovery solution, replacement of the Network Core Switch, CAD System enhancements and removal of antennas, dishes and feedline from the old Radio Systems.

System Board's Action Requested: Approve the FY14 NWC911 Budget.

Moved by Mr. Bragg, seconded by Mr. Dixon to accept the NWC911 Fiscal Year 2014 Budget as outlined. *Roll Call Vote: Motion Carried.*

ROLL CALL AYES: Mr. Dixon, Mr. Bragg, Mr. Rummel, Chief Gorvett, Mr. Carver, Chief Malcolm, Mr. Ottesen, Ms. Marrin, Mr. Krumstok, Mr. Fritz, Mr. O'Rourke.
NAYS: None.

Motion Carried.

C. LEGAL RFP – The Board previously requested the preparation of an RFP for Labor and General Counsel Attorneys. The Board was asked to consider the establishment of a Committee that will be tasked with defining the selection criteria and processes concerning the legal services RFP.

Board Action Requested: Consider establishing a Legal Services Committee

Budgetary Impact: None

Mr. O'Rourke and Ms. Marrin volunteered to serve on the Legal Services Committee.

D. Performance Committee – Chairman Rummel is seeking a way of enhancing alignment/communication between the Board, Executive Committee and Executive Director, as well as creating smooth transitions for the next Chairperson of each Board.

Board Action Requested: Consider establishing a Performance Committee

Budgetary Impact: None

The Performance Committee will consist of Mr. Rummel, Chief Schmidt, Mr. Krumstok and Mr. Bragg. Additionally, a member of the Executive Committee from Buffalo Grove and Rolling Meadows will also serve on the committee.

E. Approval of US Cellular Agreement (Barrington Hills)

The 911 System Board electronically approved the US Cellular Agreement for Barrington Hills.

System Board's Action Requested: Formally approve agreement.

Budgetary Impact: The first year fees are \$16,800.

Moved by Mr. Ottesen, seconded by Mr. O'Rourke to approve the US Cellular Agreement for Barrington Hills. *Voice Vote: Motion Carried.*

F. Adoption of Consent Agenda Format

The Board will be considering the adoption of a Consent Agenda format. Items to consider for Inclusion on the Consent Agenda include:

- Minutes from previous board meetings
- Executive Director's Report
- Assistant Director-Operations Report
- Financial Reports (Budget Summary and Check Register)
- Routine revisions to governance policies
- Updated Organizational Documents

Board Action Requested: Adopt Consent Agenda Format

Budgetary Impact: None

Moved by Mr. Ottesen, seconded by Mr. Dixon, to adopt the Consent Agenda Format. *Voice Vote: Motion Carried.*

OLD BUSINESS:

A. FIRE STATION ALERTING

The Committee finalized performance standards for the Fire Station Alerting System and they have been communicated to USDD. Barrington Countryside FPD has recently installed a USDD System. Cindy spoke with D/C Don Wenchel about their experience. He indicated that they are very happy with the system and indicated that “it is fast”. He advised that they selected USDD over Westnet (even though it cost more) because USDD’s system was more robust and less prone to failure. The total cost for the implementation of the USDD FSA Project (includes USDD Costs, the ID Networks CAD Interface and Motorola APX4500 Mobile Radios is \$78,000 less than budgeted.

System Board’s Action Requested: Authorize Staff to negotiate an agreement with US Digital Design to include performance metrics and to enter into an agreement with Mr. Craig Allen to assist in the preparation of the performance metrics. The final agreement will be reviewed by our attorney and then submitted to the Board for approval.

Budgetary Impact: This project will be funded from the FY12 and FY13 budgets designated for the project. Final budget impact will be determined following negotiation of the agreement.

FIRE STATION ALERTING COST ANALYSIS		
	US Digital Design	Westnet, Inc.
Fire Station Alerting Core Equipment (34 Stations)	\$801,517.52	\$731,996.72
CAD Interface	\$15,000.00	\$15,000.00
	\$925,785.92	\$856,265.12
FY12 Budget	\$262,906.00	
FY13 Budget	\$632,527.00	
Radio System Reserve for Mobile Radios	\$109,268.40	
	\$1,004,701.40	

Mr. Ottesen asked if US Digital Design is the better of the two systems, even though it’s more expensive. The Executive Director confirmed the US Digital Design was strongly supported by their current customers and has better customer service and an overall system. The Board’s main concern was how quickly and readily available USDD will be when there is a problem or glitch in the system. The Fire Departments across the nation who are presently using USDD have had positive experiences and reviews about USDD.

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Moved by Mr. Dixon, seconded by Mr. O'Rourke to authorize Staff to negotiate an agreement with US Digital Design, including performance metrics, and enter into an agreement with Mr. Craig Allen to assist in the preparation of the performance metrics. The final agreement will be reviewed by our attorney and then submitted to the Board for approval. *Roll Call Vote: Motion Carried.*

ROLL CALL AYES: Mr. Dixon, Mr. Bragg, Mr. Rummel, Chief Gorvett, Mr. Carver, Chief Malcolm, Mr. Ottesen, Ms. Marrin, Mr. Krumstok, Mr. Fritz, Mr. O'Rourke.
NAYS: None.

Motion Carried.

B. USER GROUP COMMITTEE STRUCTURE

The initial recommendation was to create five Committees:

Technology - standing Committee generally meets 2nd Friday

Transition - Police Liaison (weekly on Wednesday) and Fire Liaison generally meets the 2nd Friday of each month

Spectrum – NWCDS Staff (to take issues back to Technology Committee)

Contracts – Convene as projects dictate

Training – New Committee

Police and Fire Mobile Data User Group – to convene after the radio system migration.

Committees to be chaired by a Police or Fire Chief.

Board of Director's Action Requested: Consider proposed Executive Committee User Group Committee Structure.

Budgetary Impact: N/A

Ms. Marrin suggested that the Contract Committee meet quarterly to review past contracts as well as any new ones. Mr. Ottesen stated that he thought that's micro-managing the Executive Director and thought the focus should be on new and/or bigger projects. Mr. Bragg felt it might be better to have contracts reviewed when a larger project comes into play, making sure performance benchmarks are in place.

Moved by Mr. Ottesen, seconded by Mr. Krumstok to approve and accept the Executive Committee's User Group Committee Structure as outlined by the Executive Director, except for the Contracts Committee, which will be redefined and brought to the next meeting. *Voice Vote: Motion Carried.*

RETIREMENT

Chief Rummel thanked Chief Balinski for his years of service. Chief Balinski expressed his thanks to the Police and Fire Chiefs, the Executive Committee and to Cindy and her staff for all the hard work they have done.

CLOSED SESSION

Moved by Mr. O'Rourke, seconded by Mr. Bragg to move to a closed session for the purpose of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.5ILCS 120/2(c)(21). *Roll Call Vote: Motion Carried. Time 10:06 am.*

ROLL CALL AYES: Mr. Dixon, Mr. Bragg, Mr. Rummel, Chief Gorvett, Mr. Carver, Chief Malcolm, Mr. Ottesen, Ms. Marrin, Mr. Krumstok, Mr. Fritz, Mr. O'Rourke.
NAYS: None.

Motion Carried.

Moved by Mr. O'Rourke, seconded by Ms. Marrin to end the Closed Session and return to Open Session. *Voice Vote: Motion Carried. Time 10:09am.*

Moved by Mr. Ottesen, seconded by Mr. Dixon to destroy the minutes from the NWC Board of Director's and NWC911 System Board Meetings from July 15, 2010, September 16, 2010 and November 18, 2010. *Voice Vote: Motion Carried*

ADJOURNMENT

Moved by Mr. Dixon, seconded by Mr. Krumstok to adjourn the meeting. *Voice Vote: Motion Carried.* The meeting adjourned at 10:21 am.