

**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, MAY 16, 2013.**

**CALL TO ORDER**

Chairman Rummel called the meeting to order at 9:01 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), Chief Haas for Curt Carver (Village Administrator Inverness), Chief 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**

Gerald Mourning (Arlington Heights Police Chief), Glenn Ericksen (Arlington Heights Fire Chief), Steve Husak (Buffalo Gove Acting 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 for 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), Jaime Dunn (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).

**ALSO ATTENDING**

Dr. Ray Benedetto and Mr. Steve Fallek from GuideStar Inc.

**NWCDS PERSONNEL**

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

## **PUBLIC COMMENT**

None

## **VALUE STATEMENT**

Mr. Rummel stated that the last time a town had petitioned to join NWCDS, it opened a discussion on what are the values of NWCDS, compared with others who wanted to join. Dr. Ray Benedetto and Mr. Steve Fallek were asked to speak at this meeting to help NWCDS members focus on our Values and Value Statement.

After an exercise and discussion, it was decided to form a team consisting of Mr. Bragg, Mr. O'Rourke and Mr. Rummel to review the Value Statement.

## **CONSENT AGENDA**

Moved by Mr. Norris, seconded by Mr. Dixon to approve the Consent Agenda, including the minutes (Regular and Closed) from March 21, 2013, as well as the Budget Summaries and NWC and NWC911 Check Registers for March ((NWC = \$765,492.38, NWC911 = \$836,579.46) and April 2013 (NWC = \$776,430.23, NWC911 = \$761,475.94). *Voice Vote: Motion Carried.*

## **Executive Director's Report – Cindy Barbera-Brelle:**

### **INTEREST ARBITRATION**

The Union's Attorney contacted Attorney Jim Powers on May 15<sup>th</sup> following their meeting on May 13<sup>th</sup>. The Union's Attorney advised in an email to Jim that he had two small issues to discuss. Jim was not able to reach him yesterday.

### **CAD PROJECT**

Query Builder training was completed on May 10<sup>th</sup>. Staff will be working with published queries as well as developing new queries to put Query Builder through its paces.

### **MOBILE DATA PROJECT**

Since the delivery of the meeting packet, IDN has closed 16 items. Of the outstanding items, 10 are related to IDN's working with NWC Staff and member agencies to complete the Acceptance Test Plan. A date to complete the ATP will be scheduled in the future.

### **MOBILE DATA PILOT**

Buffalo Grove Police and Fire Department has been piloting the latest mobile release and has been operational without issues. Since minor adjustments were made in the last few weeks, they added some great functionality. The plan is to roll it out to the rest of the departments later this month.

### **9-1-1 SYSTEM**

microDATA is in the processing finalizing the equipment list and pricing for the gateway replacement project. Project cost not to exceed \$20,000.

## **RADIO SYSTEM MIGRATION STEPS**

Cutover is planned for June 5 and the updates are in blue as follows:

1. Motorola has to complete their field work so the system can be tested. *(Completed)*
2. Two portable radios for each municipality will have templates installed in them for testing in the communities. *(Fire & Police Department testing completed. Public Works scheduled to test the week of May 20<sup>th</sup>)*
3. Once the radios are tested and the templates are approved, then the templates can be installed in the rest of the radios. *(As Departments approve their templates and radio functionality configuration, templates are being updated and then provided to Chicago Communications for programming. The programming for 13 of the 21 Departments that ordered mobile radios has been completed. Templates have been sent to Chicago Communications for 4 other departments. Templates have been sent to Chicago Communications for programming for 5 of the 28 Departments that ordered portable radios).*
4. The radios will then be distributed to the municipalities. *(Mobile radios have been programmed and distributed to 13 of the 21 Departments that ordered mobiles)*
5. Department trainers will provide training to all end users. *(Departments should schedule training to be completed in advance of the June 5<sup>th</sup> migration)*

## **PREPARATION of RADIO SYSTEM SITES**

***Barrington Hills:*** A contractor has been selected to complete the installation and connection of the gas line from the generator to the gas service.

***NWCDS:*** Configuration of the MCC7500 Radio Consoles is in progress.

## **FIRE STATION ALERTING**

USDD will be on site the week of May 27<sup>th</sup> to complete the fire station alerting system installation and to conduct system testing.

## **FISCAL YEAR 2013 AUDIT**

Sikich completed preliminary preparations for the FY13 Audit on 5/2/13. They will be on site the week of June 10<sup>th</sup>.

## **EVERBRIDGE NOTIFICATIONS**

Due to the increase in cell phone usage and fewer land lines, Mr. Rummel asked if there's a need to create a team to get the word out to the members' citizens on how to opt in with EverBridge onto cell phones. Many member communities have not gotten the number of people signed up as they had hoped for and are trying to figure out a way to 'get the word out'.

A discussion ensued since most communities need 'get the word out' to their citizens, it was decided to form a team consisting of Mr. Bragg as Chairman with

Mr. Krumstok and Chief Malcolm to work with Executive Director Barbera-Brelle and EverBridge to find a better way to inform people the importance of opting-in with the cell phone numbers.

**NEW BUSINESS**

Moved by Mr. O'Rourke and seconded by Mr. Bragg to appoint Buffalo Grove's Scott Anderson as the new Treasurer and Arlington Heights' Tom Keeney as the Assistant Treasurer for Fiscal Year 2014-2017. *Voice Vote: Motion Carried.*

**OLD BUSINESS**

NWCDS and NWCDS911-RFP for Legal Services: Executive Director Barbera-Brelle, Ms. Marrin, Mr. O'Rourke and Barb DeWolf will meet following today's BOD Meetings to discuss the assessment they will apply to the potential interviews for legal services.

**CLOSED SESSION**

Moved by Mr. Bragg, seconded by Mr. Dixon to move to a closed session for the purpose of Collective Negotiating between the public body and its employees, or salary deliberations 5ILCS 120/2(c)(2).

*Roll Call Vote: Motion Carried. Time 9:48 am.*

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

Motion Carried

The Board of Directors discussed Executive Director Barbera-Brelle's performance evaluation and salary.

Moved by Mr. Norris, seconded by Ms. Marrin to end the Closed Session and return to Open Session. *Voice Vote: Motion Carried. Time 10:00 am.*

**Moved by Mr. Norris and seconded by Mr. O'Rourke to approve Executive Director Barbera-Brelle's compensation as it was concluded in the Closed Session.**

**ROLL CALL AYES:** Mr. Dixon, Mr. Bragg, Mr. Rummel, Mr. Norris, Chief Haas, Chief Malcolm, Mr. Ottesen, Ms. Marrin, Mr. Fritz, Mr. O'Rourke.  
**NAYS:** Mr. Krumstok

Motion Carried

**OTHER BUSINESS**

Mr. Norris asked the Board members if they were interested in a joint purchase of the Sierra equipment to try to get a better price. If there is an interest, he asked

that other members send him an email. Chief Vavra said they have inquired about bulk purchases and there was virtually no savings. Mr. Ottesen stated that they checked costs and found a wide range of dollar amounts.

### **ANNOUNCEMENTS**

Chief John Malcolm announced that Henry Dawson is now the new Deputy Chief for Mount Prospect Fire.

Mr. Bragg stated that Steve Casstevens is Buffalo Grove's new Chief of Police.

### **ADJOURNMENT**

Moved by Chief Haas, seconded by Mr. O'Rourke to adjourn the NWC BOD and NWC BOD 911 regular meeting. *Voice Vote: Motion Carried.* The meeting adjourned at 10:04 am.