

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, JULY 17, 2014.

CALL TO ORDER

Chairman Krumstok called the meeting to order at 9:07 A.M.

MEMBERS ATTENDING

Diane Mikula (Interim Village Manager Arlington Heights), Chief Vavra for Dane Bragg (Village Manager Buffalo Grove), Ray Rummel (Village Manager Elk Grove Village), Jim Norris (Village Manager Hoffman Estates), Sam Trakas (Village Administrator Inverness), Chief Malcolm for Mike Janonis (Village Manager Mount Prospect), Reid Ottesen (Village Manager Palatine), Bill Balling (Interim 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

Gerald Mourning (Arlington Heights Police Chief), Deputy Chief Peter Ahlman for Ken Koeppen (Arlington Heights Fire Chief), Deputy Chief Michael Szos for 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), Bob Haas (Inverness Police Chief), Tim Janowick (Mount Prospect Police Chief), John Malcolm (Mount Prospect Fire Chief), Al Stoeckel (Palatine Police Chief), Deputy Chief Patrick Gratziana for Scott Andersen (Palatine Fire Chief), Hank Clemmensen (Palatine Rural Fire Chief), Jaime Dunne (Prospect Heights Police Chief), Dave Scanlan (Rolling Meadows Police Chief), Scott Franzgrote (Rolling Meadows Fire Chief), Jim Lamkin (Schaumburg Police Chief), Dave Schumann (Schaumburg Fire Chief), Jim Gremo (Streamwood Police Chief), Chris Clark (Streamwood Fire Chief).

NWCDS PERSONNEL

Cindy Barbera-Brelle, Executive Director; Carole Urry, Assistant Director-Operations; Barb DeWolf, HR/Finance Manager; Jim Hunt, Radio System Manager; Carmen Eddy and Rocella Rodgers, Operations Managers.

ALSO ATTENDING

Jim Powers - Clark Baird Smith.

PUBLIC COMMENT

None

CLOSED SESSION

Moved by Mr. Rummel, seconded by Mr. O'Rourke 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); and discussion of minutes of meetings lawfully closed under the Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.5 ILCS 120/2(c)(21).

Roll Call Vote: Motion Carried. Time 9:09 am.

ROLL CALL AYES: Ms. Mikula, Chief Vavra, Mr. Rummel, Mr. Norris, Mr. Trakas, Chief Malcolm, Mr. Ottesen, Mr. Balling, Mr. Krumstok, Mr. Townsend, Mr. O'Rourke.

NAYS: None.

Absent: None.

The Board of Directors discussed Union negotiations, Interest Arbitration and Collective Bargaining, as well as Closed Session Minutes.

Moved by Mr. Norris, seconded by Mr. O'Rourke to end the Closed Session and return to Open Session. *Voice Vote: Motion Carried. Time 9:37 am.*

Roll Call Vote: Motion Carried. Time 9:37am.

ROLL CALL AYES: Ms. Mikula, Chief Vavra, Mr. Rummel, Mr. Norris, Mr. Trakas, Chief Malcolm, Mr. Ottesen, Mr. Balling, Mr. Krumstok, Mr. Townsend, Mr. O'Rourke.

NAYS: None.

Absent: None.

PUBLIC COMMENT

None

CONSENT AGENDA

Joint Meeting Minutes and Financial Reports:

Moved by Mr. Norris, seconded by Mr. O'Rourke to approve the joint meeting minutes (regular and closed session) from May 15, 2014, the Financial reports which include the May and June Budget Summaries and the NWC and the NWC911 System Check Registers for May (NWC = \$794,080.44, NWC911 = \$467,050.73) and June 2014 (NWC = \$793,093.88, NWC911 = \$647,670.75).

EXECUTIVE DIRECTOR'S UPDATE – Cindy Barbera-Brelle
ADMINISTRATIVE CONSULTING SPECIALISTS

John Heiderscheidt made a presentation followed by Q&A to the Executive Committee this morning. The purpose of the presentation was to develop fire or police interoperable communication projects that can be grant funded to benefit all NWCDS departments.

CAD PROJECT

Performance – Yesterday's CAD Update included additional logging to assist in troubleshooting performance issues.

RADIO SYSTEM – Final System Acceptance

Chiefs Scanlan, Hish, Clark and Jorian and the NWCDS Technical Team met with 9 Motorola representatives including the Corporate VP of Global ASTRO Product Solutions, the Director of Quality Radio Products and Accessories and the Director of Product Management Accessory and Energy Products on May 13th to express our concerns about audio clarity, overall system operability, microphone positioning and to determine if the system is operating to the engineering specifications. Motorola will be looking at all components of the system, infrastructure, consoles and subscribers. We agreed to meet again in 30 days.

Citizen Satisfaction Survey

45 Citizen Satisfaction Surveys have been sent out since July 1st. We have received 5 responses, an 11% return rate. All of the responses have been favorable. Executive Director Barbera-Brelle is asking that the member communities share the results of the surveys they have sent out as well.

ALARMS

There are still about 307 alarms left to convert from direct connect via phone lines to radio. The Board Members and Police and Fire chiefs who still have alarms to be converted in their communities will be notified as the conversions progress.

RADIO TOWER

U.S. Cellular is no longer leasing tower space and have had their equipment removed, but Sprint has requested lease space. Cindy is in talks with the Village of Arlington Heights and Sprint to finalize a lease agreement.

CAD

Mr. Rummel asked how the AVL is in regard to IDNetworks. Cindy stated that not everyone is using the AVL but that the Executive Committee had a CAD and Records Management System discussion at their meeting. The Executive Committee's consensus was to have ACS, our grant consultant, pursue funding. A consultant would be retained to write the RFP to include the performance metrics and standards.

NEW BUSINESS

Console Furniture & 911 System Hardware Electrical Work

The installation of the console furniture requires re-working existing UPS and non-UPS circuits and the addition of non-UPS Circuits. The Fulton Siren Notification System needs to be relocated and requires a 20 amp circuit and the 911 System requires grounding of equipment racks in the telephone and server rooms.

Staff is requesting that the Board consider approving a sole source contract to Preferred Electric, the Center's electrical contractor, to complete the electrical work necessary to prepare for the installation of the console furniture and 911 System hardware, at a cost of \$23,460. The electrical work will be funded from the Furniture and Fixture account.

Staff Recommendation: Staff is recommending that Preferred Electric be selected to complete the required electrical work required for the installation of the console furniture and 911 System hardware projects.

Board Action Requested: Approve Staff's recommendation to select Preferred Electric to complete the electrical work.

Budgetary Impact: \$23,460.

Moved by Mr. Norris, seconded by Mr. Balling to approve Staff's recommendation to select Preferred Electric to complete the electrical work, at a cost of \$23, 460. *Roll Call Vote:*

ROLL CALL AYES: Ms. Mikula, Chief Vavra, Mr. Rummel, Mr. Norris, Mr. Trakas, Chief Malcolm, Mr. Ottesen, Mr. Balling, Mr. Krumstok, Mr. Townsend, Mr. O'Rourke.

NAYS: None.

Absent: None.

Motion Carried

5 Year Technology & Strategic Plan

One of Cindy's Fiscal Year 2015 goals is to provide a technology road map for communicating the direction of NWCD (technology wise) over the next 5 years and to engage the Board in a long-term strategic planning process.

Proposals were obtained from the following firms to assist with the projects: L.R. Kimball, SEARCH – The National Consortium for Justice Information and Statistics and The Skyline Group.

Goal of the Technical Assistance Engagement

The goal of the SEARCH technical assistance engagement is to assist NWCDS stakeholders to develop an enterprise strategic plan that improves

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information technology, information sharing, and operational efficiency. The enterprise strategic plan can be used to guide technology investments.

Scope of Technical Assistance with the Stakeholders

SEARCH staff will conduct a two and a half day site visit in Arlington Heights that will include a technology assessment and a strategic planning workshop.

Staff Recommendation: Staff recommends selecting SEARCH to facilitate the Technology Assessment and Strategic Planning initiatives.

Board Action Requested: Authorize Executive Director to accept SEARCH's proposed statement of work for the Technology Assessment and Strategic Planning initiatives.

Budgetary Impact: N/A

Moved by Mr. O'Rourke, seconded by Mr. Ottesen to authorize Executive Director Barbera-Brelle to accept SEARCH's proposed statement of work for Technology Assessment and Strategic Planning initiatives. *Roll Call Vote:*

ROLL CALL AYES: Ms. Mikula, Chief Vavra, Mr. Rummel, Mr. Norris, Mr. Trakas, Chief Malcolm, Mr. Ottesen, Mr. Balling, Mr. Krumstok, Mr. Townsend, Mr. O'Rourke.

NAYS: None.

Absent: None.

Motion Carried

Disposal of Closed Session Meeting Recordings (5ILCS 120/2(c)(21))

Moved by Mr. Ottesen, seconded by Mr. Balling to approve the disposal of the Closed Session Meeting recordings from July 19, 2012, September 20, 2012, October 25, 2012 and November 15, 2012. *Roll Call Vote:*

ROLL CALL AYES: Ms. Mikula, Chief Vavra, Mr. Rummel, Mr. Norris, Mr. Trakas, Chief Malcolm, Mr. Ottesen, Mr. Balling, Mr. Krumstok, Mr. Townsend, Mr. O'Rourke.

NAYS: None.

Absent: None.

Motion Carried

OLD BUSINESS

Insurance Sub-Committee

The Insurance Sub-Committee (Board Members Reid Ottesen and Dane Bragg, Mary Rath (Director of Human Resources - AH), Dave Strahl (Assistant Village Manager - MP), Sharon Caddigan (Director Planning and Human Resources – SW – not able to attend), Cindy Barbera-Brelle (NWCDS), Barb DeWolf (Finance/HR Manager - NWCDS)) met on June 19th to review the department

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and comparable dispatch center insurance surveys and to discuss insurance going forward.

The Committee recommended that the Center continue to work with Affiliated Benefits Consultants for the 2015 renewal and to explore IPBC participation in 2016.

OTHER BUSINESS

Mr. O'Rourke introduced Jim Gremo as the new Streamwood Police Chief.

Chief Malcolm introduced Tim Janowick as the new Mount Prospect Police Chief.

Cindy announced that the September 18th meeting will be held in Mount Prospect.

ADJOURNMENT

Moved by Mr. Norris seconded by Mr. Rummel 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 was adjourned at 9:59 am.