

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 MOUNT PROSPECT VILLAGE HALL, 50 SOUTH EMERSON, MOUNT PROSPECT, COOK COUNTY, ILLINOIS, ON THURSDAY, SEPTEMBER 18, 2014.

CALL TO ORDER

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

MEMBERS ATTENDING

Dane Bragg (Village Manager Buffalo Grove), Ray Rummel (Village Manager Elk Grove Village), Jim Norris (Village Manager Hoffman Estates), Sam Trakas (Village Administrator Inverness), Mike Janonis (Village Manager Mount Prospect), Reid Ottesen (Village Manager Palatine), Deputy Chief Al Steffen for Bill Balling (Interim City Administrator Prospect Heights), Barry Krumstok (City Manager Rolling Meadows), Brian Townsend (Village Manager Schaumburg), Chief Chris Clark for Gary O'Rourke (Village Manager Streamwood).

A quorum was present

MEMBERS ABSENT

Arlington Heights Village Manager

ALSO ATTENDING

Captain Mike Hernandez for Gerald Mourning (Arlington Heights Police Chief), Steve Casstevens (Buffalo Gove Police Chief), Terry Vavra (Buffalo Grove Fire Chief), Deputy Chief John Nowacki for Steve Schmidt (Elk Grove Village Police Chief), Rich Mikel (Elk Grove Village Fire Chief), Ted Bos (Hoffman Estates Acting 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), Scott Andersen (Palatine Fire Chief), Hank Clemmensen (Palatine Rural Fire Chief), Deputy Chief Al Steffen for Jaime Dunne (Prospect Heights Police Chief), Dave Scanlan (Rolling Meadows Police Chief), Commander Dan Roach for 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.

ALSO ATTENDING

Dan Berg, Sikich, LLP; Doug Blenman and Helen Wiedenfeld, ID Networks.

PUBLIC COMMENT

None

FISCAL YEAR 2014 AUDIT PRESENTATION

Dan Berg from Sikich, LLP stated that the Audit once again went very well and was completed on time. Additionally, there were no new management letter comments this year. Executive Director Barbera-Brelle stated that this was the first time a joint NWCDS/NWCDS911 was done.

CONSENT AGENDA

Chairman Krumstok asked to separate Joint Meeting Minutes from July 17, 2014, (Regular and Closed session) from the Financial Reports, Executive Director's Report and the Assistant Director-Operations Report.

Moved by Mr. Janonis, seconded by Mr. Rummel to separate Joint Meeting Minutes from July 17, 2014, (Regular and Closed session) from the Financial Reports, Executive Director's Report and the Assistant Director-Operations Report. *Voice Vote: Motion Carried*

Financial Reports, Executive Director's Report and the Assistant Director-Operations Report.

Moved by Mr. Ottesen, seconded by Mr. Townsend to accept the Financial Reports (which include the July and August Budget Summaries and the NWC and the NWC911 System Check Registers for July (NWC = \$798,596.07, NWC911 = \$353,133.78) and August 2014 (NWC = \$766,860.37, NWC911 = \$424,468.37), Executive Director's Report and the Assistant Director-Operations Report. *Voice Vote: Motion Carried.*

Joint Meeting Minutes

Moved by Mr. Norris, seconded by Mr. Janonis to accept the Regular Session of the Joint Meeting Minutes from July 17, 2014. *Voice Vote: Motion Carried.*

Moved by Mr. Trakas, seconded by Mr. Townsend to accept the Closed Session of the Joint Meeting Minutes from July 17, 2014. *Voice Vote: Motion Carried.*

EXECUTIVE DIRECTOR'S UPDATE – Cindy Barbera-Brelle

CAD PROJECT

We are still experiencing performance problems, even with the latest update; we are continuing to work with IDN to address this issue.

RADIO SYSTEM AUDIO

On September 3rd several of the Fire Departments participated in testing and evaluating portable radios and microphones with 70 different Motorola prepared scenarios. Part 2 of the testing process will be to determine if there is an audio difference between the FDMA and TDMA mode. Motorola will be scheduling this at the end of September or the beginning of October. A meeting to review the test results will be scheduled in October. What has been positive about the testing is that Motorola is taking a 'holistic approach' and is reviewing all aspects

of the system which includes the portable radios and their relationship with the microphones, the console audio levels, remote site configuration etc.

Everbridge Public Information Toolkit

When NWCDS renewed the contract with Everbridge, one goal was to provide tools for the member communities to help notify residents on the Opt-In program. Executive Director Barbera-Brelle distributed a CD Toolkit that contains ideas and information to help with this process.

Console Replacement Project

Evans installers completed the installation of 8 consoles and 1 resource center. CAD, Radio and Telephone System workstations have been installed at 4 consoles and they are being manned. 14 of the 18 positions have been broken down. Phase 2 carpeting is scheduled to be completed next week, along with the installation of the 10 remaining consoles and 2 resource centers.

There were a couple of power issues at the Schaumburg site the night of the 9/5 rain storm. They have been resolved. Executive Director Barbera-Brelle thanked Brian Townsend and his staff for their help and cooperation.

NEW BUSINESS

A. Network Connectivity Project

The Center's Sonet and Opt-E-Man contracts expire in June 2015. This and rising costs for the RT circuits that support Fire Department VHF Base Stations has provided us with an opportunity to re-evaluate all of the Center's communication requirements with a goal toward a comprehensive communication package that improves the overall network design and generates cost savings.

Proposals were obtained from AT&T, Comcast, WOW, Level 3 and Windstream and included:

Local and Long Distance Calling and porting our PRI
Internet Service

Replacement of the current 10 Mbps Opt-E-Man link

Replacement of the RT circuits that support Fire Department VHF Base Stations at 2000 S Arlington Heights Road, 1501 N Hicks Road and 1400 W Northwest Highway

Replacement of the SONET network that provides CAD access to each member community

The 10 Mbps Opt-E-Man link will be updated to 20 Mbps to meet the increased 911 System data demands.

The Sonet sites will be upgraded to 4 Mbps up from the current 1.5 Mbps.

The Level 3 (\$257,690), Windstream (\$129,384) and WOW (\$203,418) annual proposals exceeded the cost of the annual AT&T (\$100,595) and Comcast Enterprise (\$56,132) proposals that were more cost effective. Our current annual costs, \$110,756.10, are reduced to \$56,131.44 with the implementation of the Comcast Enterprise solution.

NWCDS Board of Directors Meeting Minutes
September 18, 2014

The entire Comcast network includes a Premium Level Class of Service at no additional cost. This guarantees a higher level of performance and lower latency. This is the highest class of service Comcast Enterprise offers. Member community IT resources reviewed the network design and support the Comcast Enterprise proposal.

Staff Recommendation: Staff recommends selecting Comcast Enterprise to provide the Center's communication requirements.

Board Action Requested: Authorize Executive Director to execute a 5-Year Agreement with Comcast Enterprise.

Budgetary Impact: Savings over 5 Years \$219,762.40.

Moved by Mr. Bragg, seconded by Mr. Rummel to authorize Executive Director Barbera-Brelle to execute a 5-Year Agreement with Comcast Enterprise. *Roll Call Vote: Motion Carried.*

Roll Call Ayes: Mr. Bragg, Mr. Rummel, Mr. Norris, Mr. Trakas, Mr. Janonis, Mr. Ottesen, Deputy Chief Steffen, Mr. Krumstok, Mr. Townsend, Chief Clark

Nays: none

Absent: Ms. Mikula

B. NWCDS and NWC911 5 Year Forecast

Three scenarios were prepared for the 2016-2020 5-Year Operating Fund Forecasts for both the Northwest Central Dispatch System and the Northwest Central 9-1-1 System. Estimates have been used based on partially completed 2014 activity (through August 2014) for telephone calls, calls for service, and alarm counts. Fiscal years 2016 through 2020 have been projected using the assumptions outlined.

Northwest Central Dispatch System

For Fiscal Year 16 and the future, assessments are calculated using a formula of 50% Telephone Calls and 50% Case Assignments. Also reflected in the assessment formula is alarm revenue being directly credited to each participating community with alarms. FY16 forward reflects a formula of 90% direct credit of alarm revenue to the community and 10% to the Capital Reserve account to fund Capital Projects.

Northwest Central 9-1-1 System

With the signing of HB2453 (now Public Act 98-0634) into law on June 6, 2014, wireless surcharge increases from \$0.5725 to \$0.65 per subscriber. We are projecting that based on the 500,000 subscribers we receive wireless surcharge from that our wireless revenue budget will increase \$38,750/month (\$465,000 annually). We are projecting an increase in revenue in Fiscal Year 2016 and then slight decreases in each of the out years.

For the purposes of our forecast, expense categories are defined as follows:

Personnel Services: All salaries, supplemental compensations, group health and life insurance, employer paid taxes, IMRF contributions and like expenses.

Contractual: Maintenance and long term agreements for equipment, software and services.

Commodities: Expendable supplies such as paper, household and cleaning goods as well as office supplies and computer media.

Other Charges: Non-contract maintenance for building, equipment and systems as well as other professional services such as audit and legal fees.

Scenario 1

FY16 forward 100% of the projected \$465,000 annual increase in wireless surcharge remains in the 911 Budget to offset projected operational deficits following the expiration of the radio system warranty period in FY17 (\$221,485 and growing to \$719,830 in FY20) and to fund future projects (NG911, FirstNet etc.).

Scenario 2

FY16 forward 100% of the projected \$465,000 annual increase in wireless surcharge is transferred to NWCDS to offset personnel costs. Assessments are reduced by 3.3% in FY16 and increase in the out years. Projected 911 operational deficits are \$121,002 in FY16 and grow to \$1,184,830 in FY20.

Scenario 3

FY16 forward 50% of the projected \$465,000 annual increase in wireless surcharge is transferred to NWCDS to offset personnel costs. Assessments increase by .15% in FY16, increase by 3.35% in FY17 and increase by more than 2% in the out years. Projected 911 operational deficits are \$453,985 in FY17 and grow to \$952,230 in FY20.

Staff Recommendation: Select Scenario 1 - 100% of the projected \$450,000 annual increase in wireless surcharge remains in the 911 Budget.

Board Action Requested: Support Staff recommendation to select Scenario 1.

Budgetary Impact: Refer to previous scenarios.

Moved by Mr. Bragg, seconded by Mr. Ottesen to authorize Executive Director Barbera-Brelle to keep 100% of the projected \$450,000 annual increase in wireless surcharges in the 911 Budget, but to review flattening option to keep annual costs more stable. *Voice Vote: Motion Carried.*

C. NWCDS and NWC911 Fiscal Year

With the Village of Arlington Heights moving to a calendar Fiscal Year in 2016, seven of the eleven member communities have calendar fiscal years.

Discussion Question: Should NWCDS and NWC911 transition to a calendar fiscal year?

Moved by Mr. Townsend, seconded by Mr. Rummel to table this vote. *Voice Vote: Motion Denied.*

Moved by Mr. Ottesen, seconded by Mr. Norris to move NWCDS and NWC911 to a calendar fiscal year, with Executive Director Barbera-Brelle determining how to transition the budget. *Roll Call Vote: Motion Carried.*

Roll Call Ayes: Mr. Bragg, Mr. Norris, Mr. Janonis, Mr. Ottesen, Mr. Krumstok, Chief Clark

Nays: Mr. Rummel, Mr. Trakas, Deputy Chief Steffen, Mr. Townsend

Absent: Ms. Mikula

D. ID Networks Mobile Mapping Maintenance Invoice

It was confirmed with IDN that the third party software applications that the Mobile application utilizes, Radio IP and DDTI, are not included in the annual mobile maintenance costs. Radio IP is an application that supports departments that are using VRM's (modems) in their vehicles. As the number of agencies that have moved to wireless options continues to increase, we are no longer paying for maintenance for Radio IP. DDTI provides the mobile map client and in addition to the maps the client supports AVL and driving directions.

This is a legitimate expense that we had not been invoiced for previously. IDN covered the first year of maintenance. Going forward, the DDTI invoice will be issued at the same time that the annual mobile maintenance invoice is issued. The DDTI invoice will need to be reconciled. They billed for 440 Map Clients in 2014 and our records indicate that we only have 405 map clients installed. This is a significant difference. Once we collectively audit the numbers a credit from 2014 may be due which will need to be applied to the 2015 invoice.

Mr. Townsend stated that he was questioning the invoice and wanted payment postponed for Board discussion because it was a large unbudgeted expense. He also explained that the Board has a legitimate question as to whether this was something that was originally approved, either through contract or service agreement. Additionally, Mr. Townsend expressed that IDN needs to have better communication with NWCDS so that expenses such as these don't come as a surprise.

Mr. Norris admitted that the while Mobile Mapping Maintenance is something the First Responders have been using and is a necessary tool, he was concerned by the tone of the correspondence that was delivered between the parties. He has

NWCDS Board of Directors Meeting Minutes
September 18, 2014

agreed that NWCDS should pay the invoice on a non-precedential basis and have Executive Director Barbera-Brelle meet with IDN to determine how we move forward from here.

The Chiefs confirmed that they do feel the mapping is an asset. Mr. Bragg concurred with several of the comments made in the Board meeting and agreed that he too was offended by the tone and the rhetoric of the conversation. He explained that NWCDS and IDN are in a long-term relationship and that IDN has an obligation to fulfill their side of the deal, as do we. While he agrees that we should pay for services used, any issues should be ironed out and negotiated properly so this doesn't happen with the next invoice.

IDN's Doug Blenman thanked the Board for their input and apologized for the confusion with the contract. He explained that NWCDS has used the product for 18 months and that while IDN paid the third party vendor in the past, they would like to be reimbursed for a portion of those third party expenses.

Mr. Bragg agreed that IDN deserves to get paid, but they also need to negotiate out the rest of the charges and future charges with NWC's Executive Director.

Staff Recommendation: Staff is recommending approval of the ID Networks Mobile Mapping DDTI maintenance payment.

Board Action Requested: Approve Staff's recommendation to approve the ID Networks Mobile Mapping DDTI maintenance payment.

Budgetary Impact: \$32,805.

Moved by Mr. Norris, seconded by Mr. Rummel to have NWCDS pay the ID Networks invoice on a non-precedential basis and have Executive Director Barbera-Brelle meet with IDN to determine how we move forward from here. Roll Call Vote: Motion Carried.

Roll Call Ayes: Mr. Bragg, Mr. Rummel, Mr. Norris, Mr. Trakas, Mr. Janonis, Mr. Ottesen, Deputy Chief Steffen, Mr. Krumstok, Mr. Townsend, Chief Clark

Nays: none

Absent: Ms. Mikula

OTHER BUSINESS

Mr. Norris introduced Ted Bos as the new Hoffman Estates Acting Police Chief.

ADJOURNMENT

Moved by Mr. Norris seconded by Mr. Bragg 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 9:44 am.