

MINUTES OF THE REGULAR MEETING OF THE EXECUTIVE COMMITTEE OF THE NORTHWEST CENTRAL DISPATCH SYSTEM, HELD IN THE NORTHWEST CENTRAL DISPATCH SYSTEM TRAINING CENTER, 1975 EAST DAVIS STREET, ARLINGTON HEIGHTS, COOK COUNTY, ILLINOIS, ON WEDNESDAY, JANUARY 7, 2015

CALL TO ORDER

Chairman Chief Scanlan called the meeting to order at 8:19 A.M.

MEMBERS ATTENDING

Captain Andy Whowell for Gerald Mourning (Arlington Heights Police Chief), Ken Koeppen (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), Ted Bos (Hoffman Estates Acting Police Chief), Jeff Jorian (Hoffman Estates Fire Chief), Bob Haas (Inverness Police Chief), Tim Janowick (Mount Prospect Police Chief), Deputy Chief Henry Dawson for John Malcolm (Mount Prospect Fire Chief), Commander Mike Seebacher for Al Stoeckel (Palatine Police Chief), Scott Anderson (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).

A quorum was present.

MEMBERS ABSENT

None

NWCDS STAFF

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

APPROVAL OF MINUTES

Moved by Chief Vavra, seconded by Chief Janowick, to approve the minutes of the November 13, 2014, Regular Meeting. *Voice Vote: Motion Carried.*

EXECUTIVE DIRECTOR'S UPDATE

Personnel Update

The NWCDS and MAP bargaining teams met Monday without Attorney's to continue negotiations. The teams met without the attorneys twice in both November and December and then again on Monday. Carole stated that the MAP bargaining team originally made changes to 70 sections of the contract; there are 28 sections left to work on. The next meeting is scheduled for February.

Carole announced that she will be retiring in June. As a result of Carole's retirement, Cindy will be forming a Selection Committee consisting of representatives from the Executive Committee to help with the search for prospective applicants. Currently this committee consists of Chiefs Scanlan, Vavra, and Lamkin. Cindy asked for a fire chief volunteer.

Active Grievances – 1 – Assignment of Payback Hours – Grievant resigned 10/26
Discipline – November and December - 8 Disciplinary Actions
1 Verbal Reprimand – unprofessional call handling.
7 Written Reprimands – 4 delayed fire dispatch, 1 unprofessional behavior, 2 missed required class.

Subscriber Units

Re-programming Police Department mobile radios will be scheduled in mid to late January. Our focus is on switching over the VHF base station sites so that the RT circuits (Annual cost \$3,600) can be canceled. The projected completion for this transition is the end of the month.

Network Connectivity Project

Construction at the Center is scheduled to be completed January 7th. We are scheduled to port over the PRI and add Internet service on January 14th. The VHF Base Station currently housed at the Buehler YMCA in Palatine will be moved to the Smith Street Water Tower in January. The installation date for the new Smith Street antenna should be finalized the week of January 12th. Construction at 1501 N Hicks is also scheduled to be completed the week of the 5th, and construction at 2000 S Arlington Heights Road has been completed.

Once construction at the Center and our work to connect the base stations up to the fiber is completed, we will be switching over all of the RT circuits. This is expected to be completed by the end of January. The Ethernet Virtual Private Line (EVPL) installations, which are replacing the Sonet connections, will be started in late January or early February and will be installed over the next 6 months starting with the largest communities.

Radio System – Final System Acceptance

Console sensitivity was adjusted for all radio consoles on January 6th. The audio from the console to field units and from field unit to field unit should be substantially similar and not require a field unit to have to adjust their volume. However, there may be occasions where adjustments may be required.

Alarms

9 Alarms have been converted to radio since November. There are 247 left to convert. Hoffman Estates, Palatine and Streamwood are 100% converted.

NEW BUSINESS

A. 2015 Budget - NWCDS

Executive Director Barbera-Brelle stated that the Sub-Committee consisting of Chiefs Scanlan, Vavra, Lamkin and Haas met on December 16th and reviewed the budget. She reminded everyone that this is an 8-month budget due to the change in NWCDS's fiscal year. The Executive Committee received a budget packet to evaluate prior to the January 7th meeting and that budget packet was reviewed in the meeting.

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The budget included a proposal for a 1¼% salary increase in May for the 8-month budget. An additional 1½% increase will be proposed for 2016. The budget includes an additional Operations Manager whose focus would be on quality assurance. A vacancy factor of 2 was used.

Replacement of the buildings original smoke detectors throughout the building was budgeted at a cost of \$20,000. Chief Schumann asked what was included in that replacement and Executive Director Barbera-Brelle provided details for the scope of the project.

B. 2015 Budget – 911

The 911 Budget includes reimbursement for salaried positions, savings implementing the Comcast project, and an increase in training costs, as well as a decrease of wire line surcharges. Replacing the tower at the Schaumburg Police Department has been moved to 2016 along with the FATPOT project.

The Capital Projects Budget includes replacing the 5 desktop 911 phones with full blown workstations at the Schaumburg backup to mirror the equipment the TC's work with at the Center and adding VHF Base Stations at Streamwood and Barrington Hills to expand the VHF backup system.

Moved by Chief Vavra, seconded by Chief Casstevens to accept the 2015 Budget for both NWCDS and NWCDS 911. *Voice Vote: Motion Carried.*

C. Talk Group Access Agreement – District 214

District 214 has approached Executive Director Barbera-Brelle about creating a Talk Group to use in the event there is a school incident. The Executive Committee discussed the pros and cons and came to the conclusion that a separate talk group would not be a good idea. Generally if there is a problem, the police would be dispatched anyway and they can talk face-to-face; no talk group would be needed. Chief Clemmensen suggested forming a committee consisting of school security and police to organize and coordinate how an emergency incident would be best handled and why they don't need a separate channel. The Committee agreed. A meeting with District 214 will be scheduled.

Old Business

A. Response Times/Long Segment Report

We are looking at additional ways we can improve the delivery of calls; internally we are continuing to focus on delays. Chief Anderson suggested that there may be an opportunity for more standardization of responses and operational procedures among the Fire Departments and lead a discussion with the Committee.

He suggested that the member communities' fire departments come together to discuss standardization opportunities so that the Telecommunicators can streamline the dispatch of calls. Carole also explained that currently, there are a variety of responses for the same incident type, depending on which town the incident

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occurred in. It would be better to have the same or very similar responses to the same incident from department to department.

The Executive Committee agreed that standardization is needed and concluded that NWCDS will bring their ideas back to the Fire Chiefs and the Fire Departments will bring their ideas to the Center. Together everyone will need to work together to standardize as many situations as possible, thus making dispatch more efficient.

B. Radio System Performance

Final system acceptance comments are due in February.

C. Cook County CSTAT Project

Cook County originally requested daily updates, but we have been providing them with weekly updates because of the amount of time it takes to provide the information they requested. We are currently spending 2-3 hours a month gathering the data for Mount Prospect, Palatine, Schaumburg and Streamwood. Prospect Heights recently signed an MOU. Chief Scanlan questioned whether or not it's even worth it if only four communities are involved. The Committee also asked what the County would be providing. They suggested that there really is no benefit for us, but only for the County.

Moved by Chief Haas and seconded by Chief Dunne to suspend the CSTAT Project for the time being, especially since not every town is included, until Cook County gives us something in return for the information we are providing. *Voice Vote: Motion Carried.*

ADJOURNMENT

Moved by Chief Casstevens, seconded by Chief Vavra, to adjourn the meeting. *Voice Vote: Motion Carried.* The meeting was adjourned at 9:08 A.M.