

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, SEPTEMBER 9, 2015

CALL TO ORDER

Chief Casstevens called the meeting to order at 8:40 A.M.

ALSO ATTENDING

Ken Koeppen (Arlington Heights Fire Chief), Steve Casstevens (Buffalo Grove Police Chief), Mike Baker (Buffalo Grove Fire Chief), Steve Schmidt (Elk Grove Village Police Chief), Rich Mikel (Elk Grove Village Fire Chief), Jeff Jorian (Hoffman Estates Fire Chief), Tim Janowick (Mount Prospect Police Chief), John Malcolm (Mount Prospect Fire Chief), Al Stoeckel (Palatine Police Chief), Scott Anderson (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), Scott Franzgrote (Rolling Meadows Fire Chief), Commander Dave Wermes for Jim Lamkin (Schaumburg Police Chief), Dave Schumann (Schaumburg Fire Chief), Jim Gremo (Streamwood Police Chief), Chris Clark (Streamwood Fire Chief).

A quorum was present.

OTHERS ATTENDING

John Ferraro, Assistant Executive Director starting November 16th.

MEMBERS ABSENT

Arlington Heights PD, Hoffman Estates PD, Inverness PD

NWCDS PERSONNEL

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

APPROVAL OF MINUTES

Moved by Chief Malcolm, seconded by Chief Koeppen, to approve the minutes of the July 30, 2015 Regular Meeting. *Voice Vote: Motion Carried.*

EXECUTIVE DIRECTOR'S UPDATE

CAD System

Federal Engineering was on site from August 3rd through August 6th observing dispatch activities and meeting with police, fire and records users. Each Department was asked to complete a department specific questionnaire and functional matrix which were due August 28th. Questionnaires and matrices have been received from 5 Fire Departments, 8 Police Departments and 8 Records Units as of today.

Testing Transfers from the Police Department to the Center

During the week of August 3rd, we tested a change in procedure for transferring calls to NWCDS with the Elk Grove Information Center. Currently calls coming to dispatch are transferred using 9-1-1. The majority of these calls are not of an emergency nature and

citizens are frequently surprised that they were transferred to 911. This results in additional time spent processing their call for assistance as the TC's explain that it's OK that they were transferred to 911 and to answer any questions they may have.

During the test period we asked the Elk Grove Information Center to transfer calls to NWCDS using their 10-digit emergency number and to announce the transfer (this is the Elk Grove IC with a transfer) before hanging up. During the week of testing they transferred 65 calls to the NWCDS. The transfers were received with no problem on our end and resulted in less time spent processing the call, making the TC's available to answer other inbound 911 and other calls. This process is more efficient than the current process and will generate faster processing of calls.

The Consensus was to change the call transferring process for all of our member communities to using each department's 10-digit number, as done during the test period with Elk Grove, effective October 1, 2015.

TERT

Three of our TERT team members were deployed to assist Fox Lake this week.

911 Surcharge

The last check NWCDS received from the State for 911 wireless surcharges was in August, which was for April wireless collections. There will be no more checks received until the State has a budget.

St. Clair County is talking about filing a lawsuit to get a court order to get the funds released. The Board will be discussing this next week.

NEW BUSINESS

CALENDAR YEAR 2016 BUDGET – NWCDS

The budget was reviewed on September 2nd by the Budget Sub-Committee composed of Chiefs Casstevens, Lamkin, Haas and Koeppen. Their comments and suggestions were incorporated into the preparation of the budget.

The proposed budget is a 2.39% increase over the Fiscal Year 2015 May – December Budget. The operations budget is 5.28% of the total budget and the personnel budget is 94.79% of the total budget. The Percentage Change May-Dec/Calendar Year 2016 Proposed column shows a higher percentage change as a result of the fact that we are comparing 8 months of expenses to 12 months of expenses.

The Capital Reserve account for the 2016 Budget is funded at a rate of 10% (\$76,798) from alarm revenue income.

SALARIES, WAGES & OTHER PERSONNEL COSTS

A 1.75% salary increase is proposed for all administrative positions. This is consistent with increases being given by member communities.

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The budget includes compensation for the Assistant Executive Director position. The vacancy created by the retirement in 2015 of one of our two 911/GIS Analysts will not be filled. The CAD System Manager and the 911/GIS Analyst will assume these duties.

A vacancy factor of one (1) Telecommunicator III has been used. There are eight (8) Telecommunicator III positions budgeted but only seven (7) positions will be funded to account for the comings and goings throughout the fiscal year.

Group Insurance

Blue Cross Blue Shield health insurance premiums are projected to increase by 11% in January 2016. We are expecting our renewal in mid October. A vacancy factor of one (1) has been applied to the number of insured lives (81).

IMRF

The employer contribution rate for 2016 is 9.85%, down .09% from 2015.

OTHER EXPENSES

Training

Training was increased by \$5,443 to cover training for the 3 new Operations Managers.

Education Reimbursement

\$2,600 for education reimbursement toward a Master's Degree was budgeted for the Assistant Executive Director. A Total of \$13,000 will be budgeted over 5 years.

Commodities & Service Agreements

Operating accounts were scrutinized and adjustments were made based on expense history and/or more competitively priced vendors were selected to provide supplies or services. As service agreements expire we continue to evaluate them based on their mission and non-mission critical impact along with exploring the potential benefits or risks of moving to time and material agreements.

Professional Service

\$5,000 was budgeted for the grant consultant. This cost is split with the NWC911 System.

Mileage Reimbursement

A \$400 monthly auto allowance was budgeted for the Assistant Executive Director.

OPERATIONS REVENUE

TYCO

Alarm revenue is being remitted net of the offsetting expense for two Telecommunicator 1's (\$181,211). Communities with alarms will be credited with 90% of the revenue generated from alarms installed in their community and monitored by the Center net of expenses required to monitor the alarm board.

Palatine Rural FPD Agreement – The budget is projected to increase 2.39%. As a result, Palatine Rural's contractual obligation was increased by the same percentage.

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9-1-1 Personnel Reimbursement

The makeup of personnel being reimbursed includes the Assistant Director-Technical Services, Radio System Manager, CAD System Manager, 911/GIS Analyst, Radio Technician, 3 Operations Managers, 3 Telecommunicator IVs, 8 Telecommunicator III's and the Part-Time EMD Coordinator.

2014 WORKLOAD APPORTIONMENT & 2015 MAY-DECEMBER MEMBER ASSESSMENTS

2014/2015 Telephone Call and Case Assignment totals from September 2014 through August 2015 have been used to generate 2016 Assessments. The 2015 Assessment formula was calculated using 50% Telephone Calls and 50% Case Assignments. A comparison of the 2015 May-December to FY15 Assessments is included.

2016 CAPITAL PROJECTS

The 2016 Capital Projects budget includes the replacement of the System's 14 year old internal and external Camera System - \$42,500.

Moved by Chief Clark and seconded by Chief Jorian to recommend approval of the Northwest Central Dispatch System Calendar Year 2016 Budget to the Board. *Voice Vote: Motion Carried.*

CALENDAR YEAR 2016 BUDGET – NWC911

The budget was reviewed on September 2nd by the Budget Sub-Committee composed of Chiefs Casstevens, Lamkin, Haas and Koeppen. Their comments and suggestions were incorporated into the preparation of the budget.

The proposed Operations Budget is 55.78% and Personnel Reimbursement costs account for 44.22% of the budget. The Percentage Change May-Dec/Calendar Year 2016 Proposed column shows a higher percentage change as a result of the fact that we are comparing 8 months of expenses to 12 months of expenses.

SALARIES REIMBURSED

The makeup of personnel being reimbursed includes the Assistant Director-Technical Services, Radio System Manager, CAD System Manager, 911/GIS Analyst, Radio Technician, 3 Operations Managers, 3 Telecommunicator IV's, 8 Telecommunicator III's and the Part-Time EMD Coordinator.

TELEPHONE

With the completion of the Comcast projects, annual savings of \$83,600 are projected.

SERVICE AGREEMENTS

As service agreements expire we have been evaluating them based on their mission and non-mission critical impact and exploring the benefits and risks of moving to time and material agreements or more competitively priced contractors.

PROFESSIONAL SERVICE

\$80,000 has been budgeted for a CAD/RMS System and a GIS Consultant. The CAD/RMS Consultant will be tasked with RFP development, providing vendor selection support,

defining selection criteria, completing a technical evaluation, providing pre-bid support, evaluating proposals, participating in vendor interview and product demonstrations and providing vendor selection support. GIS data will be one of the most critical pieces of the Next Generation 911 System (NG911). We are in the process of having our GIS Data analyzed in advance of migrating to NG911. A consultant will assist in preparing the readiness of our data.

AT&T NETWORK

With the passage of SB096, the State will be covering the cost of 9-1-1 System networks fees. We have budgeted network fees (\$610,500) in 2016 until we can determine how the State will be handling the payment process.

REVENUE

Beginning January 1, 2016 Wireline, Wireless and VoIP Surcharges collected and remitted to the State will be \$0.87. The surcharge amount that will be distributed to PSAP's has not been determined. The Statewide 9-1-1 Advisory Board has not yet been appointed by the Governor.

CAPITAL PROJECTS

The 2016 Capital Projects Budget includes the following projects:

- Pictometry Project – The current agreement with Pictometry has expired. The 5 year agreement at a cost of \$32,649, includes the following flying schedule:
Flight 1 (2016) Color Digital Orthophotography – 4 inch GSD
Flight 2 (2018) Color Digital Orthophotography/4-inch GSD Oblique Frame Images (4-way)
Flight 3 (2020) Color Digital Orthophotography
- 911 Telephone System Audio Upgrade - \$20,000
- Palatine is planning to move the Hicks Road Radio Site to a Monopole - \$9,000
- Replacement of 18 year old Communications Van (State Contract) - \$22,000
- Schaumburg PD Tower Replacement - \$158,765.
A Structural Engineer was retained and determined that the Tower is not structurally sound. This is a joint project with the Village. Our share of the project is 60%, \$95,259.

Moved by Chief Koeppen, seconded by Chief Stoeckel to recommend approval of the Northwest Central 911 System Calendar Year 2016 Budget to the Board. *Voice Vote: Motion Carried.*

OLD BUSINESS

Fire Department Standardization: 911OP (911 Open Lines):

This call nature only applies to calls from wireline phones. With the reduction in the number of wireline phones, the 9-1-1 open line is not occurring as frequently and a great percentage of the time turns out to be non-emergent, such as a phone knocked off the hook.

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Recommendation:

Instead of tying up fire resources, consideration should be given to sending the police initially on this call nature (similar to how we handle elevator calls).

The Consensus is to change the way 911 Open Lines are currently handled to begin treating them like elevator calls, which is to send Police initially and then if needed, send Fire, effective October 1, 2015.

ADJOURNMENT

Moved by Chief Clark and seconded by Chief Jorian to adjourn the meeting. *Voice Vote: Motion Carried.* The meeting was adjourned at 9:20 A.M.