

**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, JANUARY 15, 2015.**

**CALL TO ORDER**

Chairman Krumstok called the meeting to order at 9:02 A.M.

**MEMBERS ATTENDING**

Diane Mikula\* for Randy Recklaus (Arlington Heights Village Manager), Dane Bragg (Village Manager Buffalo Grove), Ray Rummel (Village Manager Elk Grove Village), Jim Norris (Village Manager Hoffman Estates), Sam Trakas (Village Administrator Inverness), David Strahl (Acting Village Manager Mount Prospect), Reid Ottesen (Village Manager Palatine), Chief Jamie Dunne for Bill Balling (Interim City Administrator Prospect Heights), Barry Krumstok (City Manager Rolling Meadows), Brian Townsend (Village Manager Schaumburg), Gary O'Rourke (Village Manager Streamwood).

\*Diane Mikula arrived at 9:06am

A quorum was present

**MEMBERS ABSENT**

NONE

**ALSO ATTENDING**

Terry Vavra (Buffalo Grove Fire Chief), Ted Bos (Hoffman Estates Acting Police Chief), Jeff Jorian (Hoffman Estates Fire Chief), John Malcolm (Mount Prospect Fire Chief), Scott Anderson (Palatine Fire Chief), Hank Clemmensen (Palatine Rural Fire Chief), Jaime Dunne (Prospect Heights 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.

**OTHERS ATTENDING**

Helen Wiedenfeld, IDNetworks.

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

Moved by Mr. Norris, seconded by Mr. Townsend to accept the November 13, 2014 minutes and the financial reports (which include the November and December Budget Summaries and the NWC and the NWC911 System Check Registers for November (NWC = \$898,507.77, NWC911 = \$562,998.76) and December 2014 (NWC = \$800,360.26, NWC911 = \$572,350.10), the Executive Director's Report and the Assistant Director-Operations Report. *Voice Vote: Motion Carried.*

**EXECUTIVE DIRECTOR'S UPDATE – Cindy Barbera-Brelle**  
**TCS 911 xSolution System Upgrade**

We are continuing to work with TCS on fine tuning the configuration of our call answering queues. We have found that one of the contributing factors could be that our trainees are working the Call-Taker positions and may be impacting how quickly the phones are answered.

**Comcast Network Connectivity Project**

Construction at the Center has been completed. The PRI was ported over yesterday with just a small glitch that was rectified. The Smith Street antenna is scheduled to be installed on Monday and construction at 1501 N Hicks is also scheduled to be completed next week. Comcast is in the process of pre-certifying the Ethernet Virtual Private Line (EVPL) installations at each site.

**Alarms**

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

**IPAWS**

We received notification that our IPAWS Application has been approved and we have received the digital certificate and associated credentials which will allow us to begin using IPAWS-OPEN. We are waiting to be provided with the password to open the file and then we will be working with Everbridge to complete the implementation.

**July Executive Committee and Board Meeting**

The July meetings are being re-scheduled to July 30<sup>th</sup>; a revised meeting schedule will be emailed.

**NEW BUSINESS**

**NWCDS – 2015 May-December Budget**

Beginning in 2016, the NWCDS Fiscal Year will start in January. To transition to a calendar fiscal year, an 8-month budget covering the period from May 2015 to December 2015 has been prepared.

The Executive Committee recommended approval of the budget at their January 7<sup>th</sup> meeting.

**SALARIES, WAGES & OTHER PERSONNEL COSTS**

A 1.25% salary increase is proposed for all administrative positions May 1<sup>st</sup> and a 1.5% increase will be proposed for all administrative positions in the FY16 Budget for an overall collective increase of 2.21%. This is consistent with increases being given within the member communities.

The Telecommunicators CBA expired April 30, 2014. A 1.5% increase has been factored into the Budget.

A new Operations Manager position is included. This position will be focused on quality assurance allowing the on shift Operations Manager to spend more time managing the day to day operation of the Center.

A vacancy factor of two (2) Telecommunicator 3's has been used. There are eight (8) Telecommunicator III positions budgeted but only six (6) positions funded to account for the comings and goings throughout the fiscal year.

**Group Insurance**

Blue Cross Blue Shield health insurance premiums overall will increase 6.19% in January 2015 (the PPO increase is 5.86%, the HMO increase is 7.13% and dental insurance premiums increased 5%). A vacancy factor of two (2) has been applied to the number of insured lives (84).

**IMRF**

The employer contribution rate for 2015 is 9.94%, down 1.5% from 2014.

**OTHER EXPENSES**

**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.

**OPERATIONS REVENUE: TYCO**

A Board member inquiry regarding the expense required to monitor alarms has alarm revenue being remitted net of the offsetting expense for the two Telecommunicator 1's (\$122,175). 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.

**2015 MAY-DECEMBER CAPITAL PROJECTS**

Replacement and reconfiguration of the Center's 13 year old smoke detectors throughout the Building is budgeted at \$20,560 and a disaster recovery project to support off-site backups is budgeted at \$10,000.

Moved by Mr. Townsend, seconded by Mr. O'Rourke to approve the NWCDS Fiscal Year (May – December) 2015 Budget. *Roll Call Vote: Motion Carried.*

**Roll Call Ayes:** Ms. Mikula, Mr. Bragg, Mr. Rummel, Mr. Norris, Mr. Trakas, Mr. Strahl, Mr. Ottesen, Chief Dunne, Mr. Krumstok, Mr. Townsend, Mr. O'Rourke

**Nays:** none

Motion Carried.

### **NORTHWEST CENTRAL 9-1-1 SYSTEM BUDGET**

#### **SALARIES REIMBURSED**

The makeup of personnel being reimbursed has the two (2) Telecommunicator 1's being replaced by two (2) Telecommunicator 4's. There were no changes in the number of positions that NWCDS will be reimbursed.

#### **TELEPHONE**

With the implementation of the Comcast project savings of \$74,000 is projected.

#### **TRAINING**

Training costs were increased by \$1,294 for Motorola Radio System and Microwave System training classes.

#### **SERVICE AGREEMENTS**

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

#### **PROFESSIONAL SERVICE**

\$150,000 has been budgeted for a CAD/RMS System Consultant. The Consultant will be tasked with defining requirements, 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 making vendor selection recommendations.

Executive Director Barbera-Brelle explained that the current CAD system has had performance problems from the start that still are not resolved. When updates are released and installed that are designed to address these issues our experience has been that we move two steps forward and three steps back. Mr. O'Rourke asked what we paid to date for the ID Networks CAD system that is not working up to our expectations and what our term of use our current CAD should be providing. Cindy answered that we paid a little over a million dollars for the current system and that we should be getting 7-10 years of use out of a CAD system.

Mr. O'Rourke explained that it would be very difficult to go back to his Board and ask for more money for a new CAD system when the one we have is only a few

NWCDS/NWC911 Joint Board Meeting Minutes  
January 15, 2015

years old. Discussion ensued with the pros and cons of working with ID Networks and looking for a new CAD system. The Board members also talked about the lack of efficiency of the current CAD system and how we can try to make it work for us, as least for now. Mr. Norris agreed that it would be worth it to have a consultant look into a new CAD system, even if a decision would not be made for another couple of years.

The Consultant would review the current system and look into other communities, like DuPage County, who are also looking into a new CAD system so that there is a chance to partner with others, saving some costs.

The \$150,000 will remain in the budget for a System Consultant with Executive Director Barbera-Brelle coming back with a report on how we can and should move forward.

Moved by Mr. Bragg, seconded by Mr. O'Rourke to approve the NWCDS 911 Fiscal Year (May – December) 2015 Budget. *Roll Call Vote: Motion Carried.*

**Roll Call Ayes:** Ms. Mikula, Mr. Bragg, Mr. Rummel, Mr. Norris, Mr. Trakas, Mr. Strahl, Mr. Ottesen, Chief Dunne, Mr. Krumstok, Mr. Townsend, Mr. O'Rourke  
**Nays:** none  
Motion Carried.

**LEASE AGREEMENT – VERNON TOWER**

The Vernon Tower lease agreement is similar to the Motorola lease agreement we have at the Streamwood site, where they want to build-out the site to support the Lake County/Starcom system. Motorola will be responsible for the build-out, using our electrician, as well as covering 50% of maintenance and utility expenses. This is included in the agreement. The Agreement would be executed pending a review by our attorney.

Mr. Trakas asked if the terms of the lease can be simplified and requested the attorney to look into that as well. Mr. Ottesen suggested incorporating those terms subject to Attorney approval.

Moved by Mr. Otteson, seconded by Mr. O'Rourke to accept the terms of the Vernon Tower lease agreement, subject to Attorney review and approval. *Roll Call Vote: Motion Carried.*

**Roll Call Ayes:** Ms. Mikula, Mr. Bragg, Mr. Rummel, Mr. Norris, Mr. Trakas, Mr. Strahl, Mr. Ottesen, Chief Dunne, Mr. Krumstok, Mr. Townsend, Mr. O'Rourke  
**Nays:** none  
Motion Carried

**NWCDS and NWC911 5 Year Forecast - Revised**

The 5 Year Forecasts have been revised to include recommendations to address deficits in Fiscal Year 2017-Fiscal Year 2020.

**FY17**

The radio system warranty expires mid-June of 2016. The new maintenance expense creates a deficit in FY17. It is Staff's recommendation to share a portion (30% in FY17 and 50% thereafter) of the annual cost of the building (\$282,300) currently being paid by NWC911. 30% or \$94,100 would be NWCDS's share in FY17. This generates a surplus of \$9,227.

**FY18**

50% or \$140,775 would be NWCDS's share of the building expense in FY18. Additionally NWC911 would reimburse NWCDS for one less Telecommunicator 4 position. It generates a surplus of \$4,293. NWCDS's share would be \$268,060.

**FY19**

50% or \$142,838 would be NWCDS's share of the building expense in FY19. Additionally NWC911 would reimburse NWCDS for one less Telecommunicator 4 and one less Telecommunicator 3. This generates a surplus of \$25,987. NWCDS's share would be \$350,586.

**FY20**

50% or \$144,163 would be NWCDS's share of the building expense in FY20. Additionally NWC911 would reimburse NWCDS for one less Telecommunicator 4 and 2 less Telecommunicator 3's. This generates a surplus of \$7,494. NWCDS's share would be \$437,694.

Mr. Norris asked if shifting the Telecommunicators changes assessments and Executive Director Barbera-Brelle confirmed that yes, it does. Mr. Townsend asked if there are opportunities to generate more income while decreasing member costs. Mr. Bragg suggested expanding, but Mr. Ottesen explained that expansion is a short-term solution. The Board discussed the pros and cons of expansion and overall felt that if they do expand in the future, it should be on a contract basis, not a voting member.

Moved by Mr. Strahl, seconded by Mr. Norris to adjust the Agenda order so that Other Business can be discussed prior to the Closed Session. *Voice Vote: Motion Carried.*

**OTHER BUSINESS**

Mr. Krumstok congratulated Mr. Bragg on his Manager of the Year award.

Mr. Norris elaborated on the January 14, 2015 meeting held at NWCDS to create and finance an Emergency Manager position, with the cost-sharing going to those who would use that Manager's services. The Emergency Manager would

work with all member communities who are interested with sharing the costs, like a subscription service. So far there is a draft job description and the beginnings of a draft budget, so it is a work in progress. It will be available for all member communities who want to participate.

**CLOSED SESSION**

Moved by Mr. Norris, seconded by Mr. Otteson to move to a closed session for the purpose of:

- A. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILC 120/2 (c)(2)
- B. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILC/2 (c)(1).
- C. Discussion of the 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: 9:57am*

**Roll Call Ayes:** Ms. Mikula, Mr. Bragg, Mr. Rummel, Mr. Norris, Mr. Trakas, Mr. Strahl, Mr. Otteson, Chief Dunne, Mr. Krumstok, Mr. Townsend, Mr. O'Rourke  
**Nays:** none

The Board discussed the Telecommunicators contract negotiations. They also talked about how they will search and fill the Assistant Director-Operations position that will be vacant in June with Carole's retirement. Additionally, the Board decided whether or not they will release the Closed Session minutes that are eligible to be disposed.

Moved by Mr. Otteson seconded by Mr. O'Rourke to end the Closed Session and return to Open Session. *Voice Vote: Motion Carried. Time: 10:20am*

Moved by Mr. O'Rourke and seconded by Mr. Bragg to dispose of the Closed Session minutes from January 17, 2013 and May 16, 2013. *Voice Vote: Motion Carried.*

Moved by Mr. Rummel, seconded by Mr. Otteson to use an Executive Recruiting firm at an amount not to exceed \$20,000, subject to a review by the Chairman and Vice Chairman of the Board of Directors. *Voice Vote: Motion Carried.*

**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 10:22 am.