

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 30, 2015.

CALL TO ORDER

Chairman Bragg called the meeting to order at 9:05 A.M.

MEMBERS ATTENDING

Randy Recklaus (Arlington Heights Village Manager), Dane Bragg (Village Manager Buffalo Grove), Chief Rich Mikel for Ray Rummel (Village Manager Elk Grove Village), Chief Ted Bos for Jim Norris (Village Manager Hoffman Estates), Chief Bob Haas for Sam Trakas (Village Administrator Inverness), Dave Strahl (Acting Village Manager Mount Prospect), Chief Alan Stoeckel for Reid Ottesen (Village Manager Palatine), Deputy Chief Al Steffen for Joe Wade (City Administrator Prospect Heights), Barry Krumstok (City Manager Rolling Meadows), Brian Townsend (Village Manager Schaumburg), Sharon Caddigan (Village Manager Streamwood).

A quorum was present

MEMBERS ABSENT

NONE

ALSO ATTENDING

Deputy Chief Andrew Whowell for Gerald Mourning (Arlington Heights Police Chief), Deputy Chief Bernie Lyons for Ken Koeppen (Arlington Heights Fire Chief), Mike Baker (Buffalo Grove Fire Chief), Deputy Chief Chuck Walsh for Steve Schmidt (Elk Grove Village Police Chief), Rich Mikel (Elk Grove Village Fire Chief), Ted Bos (Hoffman Estates Police Chief), Jeff Jorian (Hoffman Estates Fire Chief), Bob Haas (Inverness Police Chief), Deputy Chief Tim Griffin for Tim Janowick (Mount Prospect Police Chief), Deputy Chief Brian Lambel for John Malcolm (Mount Prospect Fire 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), Jim Lamkin (Schaumburg Police Chief), Dave Schumann (Schaumburg Fire Chief), Jim Gremo (Streamwood Police Chief).

NWCDS PERSONNEL

Cindy Barbera-Brelle, Executive Director; Rocella Rodgers, Assistant Director-Operations

OTHERS ATTENDING

Bonnie Keene – Baker Hostetler, Doug Blenman, Jr. and Helen Wiedenfeld – ID Networks.

PUBLIC COMMENT

Doug Blenman, Product Manager from ID Networks read the following statement:

The working relationship ID Networks has had with several of the departments served by Northwest Central spans more than a decade. Given our long standing history, our loyalty to its users, and our continued determination to grow our partnership with Northwest Central and its member agencies, I'm here today so that I can make an in person appeal to both the board and the executive committee members. That appeal is simple: I would like for each of you to be given the chance to know of all of the successes we have had over the past 3 years. It is my hope that either through the services of the consultant that has been hired (AND THAT I HAVE NOT YET SPOKEN TO), or through the invitation that I've extended to meet with an appointment of agency leaders, that we be given some form of access to share with you the many forms of progress and successes that we are sure you are not yet aware of.

I feel very strongly that the governance of this organization should be given the opportunity to consider all of the facts before you are asked to consider making yet another multi-million dollar investment in only a few years time into yet another CAD system. I very much believe that if everyone in this room was armed with the full understanding of the progress that we continue to make, that a much different approach may have been taken than has been employed. Given the gravity and costs of such a decision, I am asking only that you be afforded the chance to make it with all of the facts before you.

Just last week, an agency that is prospecting with ID Networks came to visit Northwest Central. When they did, the prospect reported back to us that Northwest Central's lone IT staff member said that ID Networks had made a lot of progress in the past year - and that we have a very hard working and dedicated staff. We are confident that if the board and executive committee were given the chance to see our efforts and true progress for themselves, it would become apparent just how committed we are to the industry partnership that we continue to try and forge with Northwest Central, and just how true his statements were.

I thank you for your time and appreciate any future opportunity that we may be given to share more information yet with you in whatever way you see fit.

CONSENT AGENDA

Moved by Mr. Krumstok, seconded by Mr. Townsend to accept the May 21, 2015 minutes and the financial reports (which include the May and June Budget Summaries and the NWC and the NWC911 System Check Registers for May (NWC = \$ 769,563.18, NWC911 = \$661,200.79) and June 2015 (NWC =

NWCDS/NWC911 Joint Board Meeting Minutes
July 30, 2015

\$994,039.13, NWC911 = \$457,317.48), the Executive Director's Report, the Assistant Director-Operations Report and the Assistant Director-Technical Services Report. *Voice Vote: Motion Carried.*

EXECUTIVE DIRECTOR'S UPDATE – Cindy Barbera-Brelle

P33 Certification

We have met all of the requirements of APCO's Project 33 Agency Training Program Certification which certifies our training program as meeting the APCO American National Standards (ANS). 56 agencies in the country hold P33 certification among the 5,906 primary and secondary PSAPs and 3,135 Counties with 9-1-1 Systems. We are the fourth agency in Illinois to be certified along with Naperville, Tri-Com in St. Charles and Southwest Central Dispatch in Palos Heights.

Barrington Countryside Fire Protection District

Barrington Countryside FPD has not responded back to my phone calls or emails about their membership interest.

Future CAD/Mobile/RMS Project Update

Du Page County's requirements evaluation team is scheduled to meet on Wednesday, August 12th.

Grants

Todd met with Mike Carter from the ICJIA on the 27th to discuss the status of our project request. While nothing has changed as far as their commitment, nothing can happen or move forward until the State budget has been passed.

NEW BUSINESS

Amended By-Laws

NWCDS

Attorney Mike Zimmerman and Executive Director Barbera-Brelle reviewed the latest version (March 21, 2013) of the NWCDS By-Laws and the NWCDS911 By-Laws. With input from some Board members, they are recommending slight changes to some of the amendments subsequent to draft distributed with the meeting packet.

Board Action: Approve recommended NWCDS and NWC911 System By-Laws Amendments.

Moved by Mr. Recklaus and seconded by Mr. Strahl, to approve the recommended Northwest Central Dispatch System and Northwest Central Dispatch System 911 By-Laws Amendments, with the language as presented in the draft pending final legal approval.

Roll Call Vote: Motion Carried

Roll Call Ayes: Mr. Recklaus, Mr. Bragg, Chief Mikel, Chief Bos, Chief Haas, Mr. Strahl, Chief Stoeckel, Deputy Chief Steffen, Mr. Krumstok, Mr. Townsend, Ms. Caddigan.

Nays: None

PMA

In September of 2014 Executive Director Cindy Barbera-Brelle was asked by the Board to explore other investment strategies for funds that NWCDS currently had invested in CD's. HR/Finance Manager Barb DeWolf and Cindy met with Treasurer Scott Anderson (BG) and Assistant Treasurer Tom Kuehne (AH) on November 6, 2014 to get their input on investment strategies that we should consider with a goal toward finding other investment vehicles that could improve earnings on the funds we had invested. They suggested that we work with PMA Financial Network.

Our CD's were maturing in August of 2015, so we decided to meet with PMA in the spring and advised the Board that we would report our findings at the July 2015 meeting. The System had never worked with an investment firm and with the recommendation from the Treasurers only met with PMA.

PMA Financial Network, Inc. Resolutions

HR/Finance Manager Barb DeWolf and Cindy met with Courtney Soesbe, Vice President from PMA Financial Network, Inc. on June 22 to discuss investment strategies. PMA has been serving the public sector for 30 years and they work exclusively with public funds. They have a conservative approach to investing and strictly comply with Illinois Statutes. The Villages of Buffalo Grove, Hoffman Estates, Mount Prospect, Palatine and the Palatine Rural Fire Protection District are among their clients.

Barb and Cindy talked with Hoffman Estate's Director of Finance Rachel Musiala about their experience with PMA. Ms. Musiala indicated that they have been working with PMA for 15 years and that the Village is extremely happy with the professional management and all of the investment options that are available to them.

Our CD's mature in August and the timing is right to consider entering into an agreement with PMA.

The Northwest Central Dispatch System and the Northwest Central 9-1-1 System Resolutions and the PMA Financial Network, Inc Institutional Account Agreement and the PMA Securities, Inc. Institutional Brokerage Account Agreement were distributed for the Board's review and consideration.

Board Action: Approve NWCDS and NWC911 Resolutions to enter into Agreements with PMA Financial Network, Inc. and PMA Securities, Inc.

Moved by Mr. Krumstok and seconded by Ms. Caddigan to Approve NWCDS Resolutions to enter into Agreements with PMA Financial Network, Inc. and PMA Securities, Inc, subject to verification with the financial policies.

Roll Call Vote: Motion Carried

Roll Call Ayes: Mr. Recklaus, Mr. Bragg, Chief Mikel, Chief Bos, Chief Haas, Mr. Strahl, Chief Stoeckel, Deputy Chief Steffen, Mr. Krumstok, Mr. Townsend, Ms. Caddigan.

Nays: None

Moved by Mr. Krumstok and seconded by Ms. Caddigan to Approve NWCDS911 Resolutions to enter into Agreements with PMA Financial Network, Inc. and PMA Securities, Inc, subject to verification to financial policies.

Roll Call Vote: Motion Carried

Roll Call Ayes: Mr. Recklaus, Mr. Bragg, Chief Mikel, Chief Bos, Chief Haas, Mr. Strahl, Chief Stoeckel, Deputy Chief Steffen, Mr. Krumstok, Mr. Townsend, Ms. Caddigan.

Nays: None

OLD BUSINESS

Strategic Plan

The Technology Assessment and Operational Recommendations Memorandum dated February 14, 2015 and correspondence dated March 2, 2015 from SEARCH which includes an updated draft of the Information Technology Strategic Plan was distributed with the meeting packet.

NWCDS Staff has met and identified the responsibility for the recommendations and the goals/objectives using the following key:

BOD = Board of Directors
EC = Executive Committee
LC = Liaison Committees
NW = NWCDS Staff
TIC = Technology Issues Committee

The IT Strategic Plan is a document with priorities that are laid out based on how they are defined that day and how the objectives and goals will be satisfied. The documents were consolidated and divided into various department responsibilities. Once that is solidified, we will define time lines for accomplishing each of the goals.

Mr. Bragg indicated Director Barbera-Brelle will be work on the outline, layering the timeline, goals and milestones. She will be working with the new Executive Director to define organizational goals and then individual goals will be developed based on that information.

NWCDS/NWC911 Joint Board Meeting Minutes
July 30, 2015

Chief Mikel stated that Mr. Rummel would like NWCDS to consider being a central location for Records Management Systems. Cindy said that she will include that goal as well.

Mr. Townsend asked if Cindy will bring this to the Executive Committee and then bring back to the Board in the September meeting. Cindy confirmed that she would, as well as making it a standing meeting topic.

CLOSED SESSION

Moved by Mr. Townsend, seconded by Mr. Recklaus to move to closed session for the purpose of: 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 ILCS 120/2 (c)(1), as well as a Discussion of Minutes of Meetings Lawfully Closed. 5ILCS 120/2(c) (21).

Roll Call Vote: Motion Carried. Time: 9:28 am

Roll Call Ayes: Mr. Recklaus, Mr. Bragg, Chief Mikel, Chief Bos, Chief Haas, Mr. Strahl, Chief Stoeckel, Deputy Chief Steffen, Mr. Krumstok, Mr. Townsend, Ms. Caddigan.

Nays: None

Chairman Bragg updated the Board with information on Executive Director's departure and her replacement, Mr. John Ferraro.

The Board discussed the Minutes of meetings lawfully closed as well as the disposal of the Closed Meeting Minutes.

Moved by Mr. Townsend seconded by Ms. Caddigan to end the Closed Session and return to Open Session. *Voice Vote: Motion Carried. Time: 9:35 am*

OPEN SESSION

Moved by Mr. Townsend and seconded by Ms. Caddigan to approve the disposal of closed session meeting recordings from July 18, 2013 and September 19, 2013.

Roll Call Vote: Motion Carried.

Roll Call Ayes: Mr. Recklaus, Mr. Bragg, Chief Mikel, Chief Bos, Chief Haas, Mr. Strahl, Chief Stoeckel, Deputy Chief Steffen, Mr. Krumstok, Mr. Townsend, Ms. Caddigan.

Nays: None

OTHER BUSINESS

Senate Bill 0096 - Public Act 99-0006

Director Barbera-Brelle provided the Board with an update on Public Act 99-0006. This Act involves a change in the surcharge collection and the consolidation of the various acts that were in place that dictated how the 9-1-1 Systems operate. The System Board has to be reappointed, which has not been done yet, and the new Act takes place January 1, 2016.

Consolidation

Consolidation costs that incurred prior to 2010 are not eligible to apply for a reimbursement grant. All of our Communities have consolidated to NWCDS prior to 2010.

Network Costs

Surcharges will be used to pay AT&T 911 Network costs at a savings of approximately \$600,000 annually.

Surcharge Distribution

How the \$0.87 surcharge will be exactly distributed has still not been clearly defined. We know that 3% will go to the carrier as an Administrative fee, \$0.013 will be distributed to the 87 counties under 100,000 population, \$0.033 will be distributed to for the Wireless Carrier Reimbursement Fund and will taper off to zero by June 31, 2021, \$0.007 will cover the cost of the State's 9-1-1 Administrator.

The State will now be collecting the wireline and VoIP surcharges in addition to the Wireless surcharge and will be distributing it back to the PSAP's. They will distribute these surcharges by zip code.

How Will This Impact Each Member Community

\$.75 is the System's baseline Surcharge for wireline and VoIP services. Today if a community is collecting surcharge that is less than \$.75, they are assessed the difference so that all member communities are contributing the same surcharge amount toward the operation of the 911 System. If they are collecting more than \$.75, the difference after administrative fees collected by AT&T etc. are deducted is returned.

The new law has the following impact on your surcharges.

For Inverness and Schaumburg who do not assess a surcharge, their residents will be assessed \$.87 monthly. The System will no longer assess them directly for surcharge.

They will save approximately **\$187,335** and **\$553,795** respectively.

NWCDS/NWC911 Joint Board Meeting Minutes
July 30, 2015

For Streamwood that collects \$.55 from their residents, they will be assessed \$.87 monthly. The System will no longer assess them directly for the difference between the \$.75 baseline and the \$.55 they are currently collecting. They will save approximately **\$23,370**.

For Hoffman Estates that collects \$.84 from their residents, they will now be assessed \$.87 and will no longer receive the difference between the \$.84 they collect and the new \$.87 surcharge.

They will lose about **\$21,785**.

For Rolling Meadows that collects \$1.75 from their residents, they will now be assessed \$.87 and will no longer receive the difference between the \$1.75 they collect and the new \$.87 surcharge.

They will lose approximately **\$144,279**.

For all other communities that are collecting \$.75 from their residents, their residents will be assessed the \$.87. They are not impacted by the surcharge change.

Citizen Satisfaction Surveys

We started sending surveys out in 2014 and have mailed out over 3000 surveys, with a return rate of approximately 30%. Since it's costing NWCDS about \$8500 annually for supplies, time and postage, Cindy asked the Board if they wanted to continue to send out surveys. The Board discussed continuing the surveys and the frequency.

The consensus was to continue the surveys but to mail them out every other year, tracking the results and making any changes to procedures if needed, based on responses. A postcard will be considered for the delivery of future surveys.

National Night Out

Mr. Krumstok reminded everyone to be safe on National Night Out.

ADJOURNMENT

Moved by Mr. Krumstok and seconded by Mr. Strahl 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 9:56 am.