

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, SEPTEMBER 17, 2015.

CALL TO ORDER

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

MEMBERS ATTENDING

Randy Recklaus (Village Manager Arlington Heights), Dane Bragg (Village Manager Buffalo Grove), Ray Rummel (Village Manager Elk Grove Village), Jim Norris (Village Manager Hoffman Estates), Sam Trakas (Village Administrator Inverness), Dave Strahl (Acting Village Manager Mount Prospect), Reid Ottesen (Village Manager Palatine), Chief Jaime Dunne for Joe Wade (City Administrator Prospect Heights), Barry Krumstok (City Manager Rolling Meadows), Chief Dave Schumann for Brian Townsend (Village Manager Schaumburg), Chief Jim Gremo for Sharon Caddigan (Village Manager Streamwood).

A quorum was present

MEMBERS ABSENT

NONE

ALSO ATTENDING

Ken Koeppen (Arlington Heights Fire Chief), Steve Casstevens (Buffalo Grove Police Chief), Steve Schmidt (Elk Grove Village Police Chief), Ted Bos (Hoffman Estates Police Chief), Jeff Jorian (Hoffman Estates Fire Chief), Tim Janowick (Mount Prospect Police Chief), John Malcolm (Mount Prospect Fire Chief), Alan Stoeckel (Palatine Police Chief), Scott Anderson (Palatine Fire Chief), Jaime Dunne (Prospect Heights Police Chief), Dave Scanlan (Rolling Meadows Police Chief), Deputy Chief Terry Valentino for 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; Rocella Rodgers, Assistant Director-Operations; Barb DeWolf, HR/Finance Manager

OTHERS ATTENDING

Doug Blenman, Jr. and Helen Wiedenfeld – ID Networks.

PUBLIC COMMENT

Doug Blenman, Product Manager from ID Networks, thanked Mr. Bragg and Executive Director Barbera-Brelle for meeting with him last week to discuss their most recent efforts. Mr. Blenman also stated that with this Wednesday's update, it should alleviate NWCDS' number one complaint. He said that ID Networks' "Plan B" is monitoring the situation and soliciting feedback, and if there are still problems they would ask us to turn off the screen capture functionality at all of the dispatch work stations for a "very short period of time". He feels like ID Networks is progressing well.

FISCAL YEAR 2015 AUDIT PRESENTATION

Moved by Mr. Recklaus and seconded by Mr. Rummel to accept the 2015 Audit, with the vacation accrual modification. *Voice Vote: Motion Carried.*

CONSENT AGENDA

Moved by Mr. Krumstok, seconded by Mr. Norris to accept the July 30, 2015 Joint Meeting Minutes (Regular and Closed) and the financial reports, which include the July and August Budget Summaries and the NWC and the NWC911 System Check Registers for July (NWC = \$795,981.50, NWC911=\$429,166.92) and August 2015 (NWC = \$ 763,238.28, NWC911 = \$ 470,991.30), 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

Work continues with Federal Engineering with looking at system functionality and reviewing Matrixes for CAD, RMS and Mobile that were submitted by Department representatives.

Barrington Countryside Fire Protection District

Barrington Countryside FPD has not responded back to the Executive Director's phone calls or emails about their membership interest. They have been looking at other Centers.

NEW BUSINESS

NWCDS – Calendar Year 2016 Budget

The budget was reviewed on September 2nd by the Budget Sub-Committee and their comments and suggestions were incorporated into the preparation of the budget. The Executive Committee recommended approval of the Calendar Year 2016 Budget in their September 9th meeting.

The proposed budget is a 2.36% increase over the Fiscal Year 2015 May – December Budget. The operations budget is 5.28% and the personnel budget is 94.79% of the total budget. The % 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 within the member communities.

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.

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

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.

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.

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 4's, 8 Telecommunicator 3'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 Fiscal Year 2015 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 , at a cost of \$42,500.

Moved by Mr. Ottesen and seconded by Mr. Rummel to approve the NWCDS Calendar Year 2016 Budget.

Roll Call Vote: Motion Carried.

Roll Call Ayes: Mr. Recklaus, Mr. Bragg, Mr. Rummel, Mr. Norris, Mr. Trakas, Mr. Strahl, Mr. Ottesen, Chief Dunne, Mr. Krumstok, Chief Schumann, Chief Gremo.

Nays: None

NWCDS911 – Calendar Year 2016 Budget

Moved by Mr. Norris and seconded by Mr. Rummel to approve the NWC911 Calendar Year 2016 Budget.

Roll Call Vote: Motion Carried.

Roll Call Ayes: Mr. Recklaus, Mr. Bragg, Mr. Rummel, Mr. Norris, Mr. Trakas, Mr. Strahl, Mr. Ottesen, Chief Dunne, Mr. Krumstok, Chief Schumann, Chief Gremo.

Nays: None

APPOINTMENT CONFIRMATION

Moved by Mr. Krumstok and seconded by Mr. Recklaus to confirm the appointment of John Ferraro as Assistant Executive Director effective November 16, 2015 and Executive Director upon Executive Director Barbera-Brelle's retirement.

Roll Call Vote: Motion Carried.

Roll Call Ayes: Mr. Recklaus, Mr. Bragg, Mr. Rummel, Mr. Norris, Mr. Trakas, Mr. Strahl, Mr. Ottesen, Chief Dunne, Mr. Krumstok, Chief Schumann, Chief Gremo.

Nays: None

EMERGENCY MANAGEMENT SUBSCRIPTION

Expanding NWCDS' purpose to include the joint purchasing or sharing of services which relate to the members' police, firefighting, emergency management, and/or public safety functions with the approval of the Venture Agreement and amended Bylaws in July provides an opportunity for member communities to consider an emergency management subscription.

Nine of the eleven member communities expressed an interest in the venture with a vision to hire a Joint Emergency Management Coordinator (JEMC) that would be responsible for a variety of set activities for each participating member.

A draft budget for the Emergency Management Subscription has been prepared. The funding would be just over \$20,000 for each of the nine member communities that expressed an interest in participating. That amount will be adjusted if either or both of the remaining member communities decide to participate.

Moved by Mr. Norris and seconded by Mr. Ottesen to approve the Emergency Management Subscription Program budget and going forward with placing an ad and beginning the recruitment process.

Roll Call Vote: Motion Carried.

Roll Call Ayes: Mr. Recklaus, Mr. Bragg, Mr. Rummel, Mr. Norris, Mr. Trakas, Mr. Strahl, Mr. Ottesen, Chief Dunne, Mr. Krumstok, Chief Schumann, Chief Gremo.

Nays: None

OLD BUSINESS

911 Surcharge Funding

In January the State will begin collecting wireline and VoIP surcharges in addition to the Wireless surcharge and will be distributing it by zip code to the PSAP's.

Funding

We received our last wireless surcharge check in August for April's surcharge. No further checks will be received until the State's budget is approved. This is because the 911 surcharge is not a *continuing appropriation*.

We will get our last wireline/VoIP surcharge payments in January, approximately \$200,000/month) for December's surcharge collection from AT&T and others. Our monthly expenses average \$365,000; with our deposit of \$1,293,103 from the CD that matured in August to savings and 4 months of Wireline/VoIP income, we will have sufficient funds to cover expenses for 6 months.

Should the State's budget not be approved, funds could be borrowed from NWCDS (available funds in saving = \$1,552,708) as a no interest loan to

NWC911. This would cover expenses for an additional 4 months, taking us to June, 2016.

We also talked with Chase about the possibility of obtaining a line of credit from Chase. And while a line of credit would be available with 30 days notice, we would need to consider the one-time legal costs to prepare documents, unused fees if we don't draw from the line and interest once we draw from the line.

Additionally, with the new law our 911 Network costs (approx \$600,000/annually) are to be paid out from the surcharge that is collected. We don't know how that will affect AT&T and others who rely on that money to pay our network expenses. Because of the uncertainty we budgeted for network costs.

2016 projects will be on hold until the State's budget is approved.

The Board discussed expenses and money in reserve and agreed that savings cannot be drawn down to zero. They felt that 60 days in reserve would be the minimum amount to hold as a cushion.

It was suggested that we gather our talking points and encourage our member communities to contact their local state Senators and Representatives to let them know just how dire these circumstances have become and what's to be expected. A letter-writing campaign and social media were also recommended, along with reaching out to the Mayors and Governor's Office to inform them of the consequences of the budget impasse.

Mr. Bragg reiterated that March of 2016 will be a tipping point for NWCDS unless the state remits surcharge. We will have to determine whether we will need a line of credit, a special assessment or some other form of income prior to March of next year. Executive Director Barbera-Brelle stated that she will contact Chase, PNC and Wells Fargo Banks for line of credit information, as well as determining what additional assessments would be if surcharge funds are not remitted. Mr. Bragg stated that he will make his Financial Manager available to Cindy to help with the financial details.

OTHER BUSINESS

Mr. Bragg stated that his term will end in December and with the change to a Calendar Year budget along with the transition to a new Executive Director he indicated that it may be best if he stay on as Chairman for another year.

He also stated that Cindy's evaluation needs to be processed before the end of the year and that her separation date was extended to January 29th.

Chief Janowick announced John Malcolm's retirement as Mount Prospect's Fire Chief after 29 years and advised that Chief Malcolm will be Lake Zurich's Fire Chief starting in early October. Chief Malcolm thanked everyone for their support.

ADJOURNMENT

Moved by Mr. Krumstok and seconded by Mr. Strahl to adjourn the regular joint meeting of the Northwest Central Dispatch System and the Northwest Central 9-1-1 System Board. *Voice Vote: Motion Carried.* The meeting was adjourned at 9:44 am.