

**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 THURSDAY, MAY 19, 2016**

**CALL TO ORDER**

Chief Casstevens called the meeting to order at 9:30 A.M.

**ALSO ATTENDING**

Ken Koeppen (Arlington Heights Fire Chief), Steve Casstevens (Buffalo Grove Police Chief), Steve Schmidt (Elk Grove Village Police Chief), Jeff Jorian (Hoffman Estates Fire Chief), Bob Haas (Inverness Police Chief), Tim Janowick (Mount Prospect Police Chief), Deputy Chief Mike Seebacher for Al Stoeckel (Palatine Police Chief), Scott Anderson (Palatine Fire Chief), Deputy Chief Jim Zawlocki for Al Steffen (Prospect Heights Police Chief), John Nowacki (Rolling Meadows Police Chief), Scott Franzgrote (Rolling Meadows Fire Chief), Dave Schumann (Schaumburg Fire Chief), Chris Clark (Streamwood Fire Chief).

A quorum was present.

**OTHERS ATTENDING**

Mick Fleming, JEMC.

**MEMBERS ABSENT**

Arlington Heights Police, Buffalo Grove Fire, Elk Grove Fire, Hoffman Estates Police, Mount Prospect Fire, Schaumburg Police, Streamwood Police

**NWCDS PERSONNEL**

John Ferraro, Executive Director; Rocella Rodgers, Assistant Director-Operations; Kevin Diluia, Operations Manager

**APPROVAL OF MINUTES**

Moved by Chief Haas, seconded by Chief Janowick, to approve the minutes of the March 17, 2016, Regular Meeting. *Voice Vote: Motion Carried.*

**EXECUTIVE DIRECTOR'S UPDATE**

**Accreditations and Navigator Conference 2016**

NWCDS received Emergency Fire Dispatch (EFD) accreditation, as well as Emergency Medical Dispatch (EMD) re-accreditation from the International Academy of Emergency Dispatch. NWCDS is the first EFD accredited in the state of Illinois, and one of only 32 EFD accredited centers in the world. NWCDS was the first EMD accredited center in the state of Illinois, and still only 1 of 2 to reach the honor in Illinois.

Operations Manager Kevin Diluia and ED Coordinator Ron Two Bulls officially received the accreditations at the Navigator Conference in Washington DC. John Ferraro, Kevin Diluia, and Ron Two Bulls all presented sessions at the conference throughout the week.

### **Tower Projects**

The foundation has been completed for the Vernon Tower replacement in Buffalo Grove and the plans have been finalized between NWCDS and Motorola. The permit has been submitted to the Village of Buffalo Grove for the tower construction. The plans have been finalized by W-T for the Schaumburg Tower replacement and the permit has been submitted to the Village of Schaumburg. Both projects are progressing and should be completed by mid-Summer.

### **Pat Dollard's Retirement**

Chief Casstevens asked Executive Director Ferraro how long Pat has been with NWCDS, and John explained that Pat has been here for 27 years. John also stated that we will formally recognize Pat's retirement at the next Board Meeting.

### **NEW BUSINESS**

#### **Officer/Telecommunicator Meeting**

On May 31, 2016, at 0830 hours, a meeting between select Police Officers and Telecommunicators is scheduled. The meeting's goal is to improve relationships between Police Officer and Telecommunicators. Similar type meetings were held at other dispatch centers and the discussions had a big impact on responder/dispatcher interactions. The goal of the meeting is not to form policy, but gain a better understanding of why and how each group operates and determine if communication can be improved.

A similar meeting will be held with select Firefighters and Telecommunicators in upcoming months. We chose to have the police meeting first, since the member fire departments are currently participating in the Code 4 committee meetings.

Chief Anderson asked John to add the Standardization Committee's ideas to the Firefighter and TC meeting so that they can work on becoming more streamlined with dispatching and try to make it a little easier for our TC's. Chief Casstevens stated that developing relationships with each other and understanding each others' jobs is very helpful and beneficial to everyone.

#### **County EOC / Backup 9-1-1 Center**

Christopher Bruce, Regional Coordinator for the Cook County Department of Homeland Security and Emergency Management is working on a program to improve redundancy in communications in the event of a disaster. Located in their EOC (Oak Forest), DHSEM is developing dispatch counsels in the new radio room to be available to organizations (PSAPS throughout the County) in the event that we need to communicate from an alternate dispatch source. There is no cost to NWCDS for participating in this program. Just for clarification, DHSEM will not be transmitting on our frequencies; this is for NWCDS staff to use during an event, emergency or disaster.

DHSEM is reaching out to NWCDS member departments as the first step to enable participation in the program.

Mick Fleming, Joint Emergency Management Coordinator, stated that Cook County built additional floors to house this equipment, and feels that County wants entities to use it

mainly to justify the addition. Chief Schumann stated that working with Cook County can sometimes be like doing a deal with the devil, and we should be careful. Chief Haas agreed that we need to be cautious and Chief Clark said that if we receive County's encryption key, it could be beneficial to NWCDS.

John noted that he will do more research and gather more information and bring it back to the next meeting.

### **Talk Group Access Agreements**

1. Vernon Hills: Requesting PD-3, and Mutual Aid Talk Groups
2. Northbrook: Requesting PD-1, PD-3, and Mutual Aid Talk Groups
3. Mundelein: Requesting FD1, FD2, FD3, PALT FG, and Mutual Aid Talk Groups

John reminded everyone that Jim Hunt has pared these down and sharing these groups can be beneficial.

Moved by Chief Clark and seconded by Chief Anderson to approve Talk Group Access Agreement as shown above. *Voice Vote: Motion Carried.*

### **OLD BUSINESS**

#### **Barrington Countryside Fire Protection District**

The Barrington Countryside Fire Protection District voted and approved the contract for dispatch services from NWCDS at their Board meeting on Monday, May 16, 2016.

There was a discussion about vanity addresses in their jurisdiction. Chief Clark asked if the addresses were random and John confirmed that they were. Chief Haas asked how the Post Office and county recognizes these addresses and John confirmed that his GIS team is looking into that concern. The Executive Committee would like the multiple address issue worked out before they join NWCDS.

### **ADJOURNMENT**

Moved by Chief Haas and seconded by Chief Janowick to adjourn the meeting. *Voice Vote: Motion Carried.* The meeting was adjourned at 9:50 A.M.