

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, SEPTMEBER 7, 2016.

CALL TO ORDER

Chief James Lamkin called the meeting to order at 8:17 A.M.

ATTENDING

Michael Baker (Buffalo Grove Fire Chief), D/C Lance Harris for Richard Mikel (Elk Grove Fire Chief), Ted Bos (Hoffman Estates Police Chief), Jeff Jorian (Hoffman Estates Fire Chief), D/C Time Griffin for Tim Janowick (Mount Prospect Police Chief), Brian Lambel (Mount Prospect Fire Chief), Al Stoeckel (Palatine Police Chief), Scott Anderson (Palatine Fire Chief), Acting Chief Rich May (Palatine Rural Fire Chief), Al Steffen* (Prospect Heights Police Chief), John Nowacki (Rolling Meadows Police Chief), Scott Franzgrote (Rolling Meadows Fire Chief), Dave Schumann (Schaumburg Fire Chief), D/C Daryl Syre for Ed Valente (Streamwood Police Chief).

A quorum was present.

*Chief Steffen arrived at approximately 8:30am.

OTHERS ATTENDING

None

MEMBERS ABSENT

Arlington Heights Police, Arlington Heights Fire, Police Buffalo Grove Police, Elk Grove Police, Inverness Police, Streamwood Fire.

NWCDS PERSONNEL

John Ferraro, Executive Director; Kevin Diluia, Assistant Director-Operations

APPROVAL OF MINUTES

Moved by Chief Franzgrote and seconded by Chief Stoeckel, to approve the minutes of the July 21, 2016, Regular Meeting. *Voice Vote: Motion Carried.*

EXECUTIVE DIRECTOR'S UPDATE

Joint Board Members/Executive Director Meetings

One-on-one meetings with Executive Director John Ferraro and the NWCDS member Village Managers continue and two meetings remain. Once completed, John plans to meet with each police and fire Chief.

Assistant Director – Support Services

Rocella Rodgers, who replaced Pat Dollard after his retirement, has resigned her position as Assistant Director – Support Services, effective September 2, 2016. She has taken a new position as 9-1-1 Communications Manager of the Wheeling/Des Plaines consolidation.

The recruitment to fill the position is underway. Advertisements were placed on the Blue Line website, NWCDS website, National NENA website, Illinois APCO/NENA website, Facebook, LinkedIn, and the job announcement was sent to an email blast of over four hundred 9-1-1 professionals. Internal candidates were also encouraged to apply.

The hiring process for the position involves a cover letter/resume, a phone interview, a panel interview, a written exercise and a leadership assessment with Dr. Dennis Selvig. After a conditional offer of employment, a full police background investigation, medical screening, and psychological testing will be completed.

Tower Projects

The Vernon tower in Buffalo Grove is complete.

The Schaumburg Tower permit application has been submitted. The Zoning meeting is scheduled for Wednesday, September 7, 2016, at 7PM. Once the permit is approved, vendors will be scheduled to begin the project.

GeoComm

The GeoComm project is complete. John noted that he appreciated that former Director Cindy Barbera-Brelle initiated this project. Once the suggested edits to our GIS data have been completed, the following match rates will apply:

- Points to Roads: 100% match rate
- ALI to Points: 99.6% match rate
- ALI to Roads: 99.99% match rate

These rates are exceptionally high due to Jen Wanek's (NWCDS CAD System Manager) and Rita Falk's (NWCDS GIS/Data Analyst) dedication to fixing the submitted edits. Additionally, this data will carry over to the new CAD system.

Radio Quality Assurance

As part of the new joint APCO/NENA standard, NWCDS has begun quality assurance reviews of radio dispatches and traffic. NWCDS has been doing call-taking quality assurance reviews for several years, but now there is a team of reviewers listening to radio dispatches to make sure our policies are being followed as well.

Fire Blue Shirt-to-Blue Shirt Meeting

On August 23, 2016, Firefighters and Telecommunicators met to discuss operations. The purpose of this meeting was to improve relationships and discover the "why" certain things are done in a certain way. Several departments participated and the feedback received after the meeting was extremely positive, as it was with the similar police meeting. We are planning to schedule additional meetings in the future.

Upcoming IPSTA (Illinois 9-1-1 Conference)

The Illinois 9-1-1 Conference is scheduled for November 6-9, 2016. NWCDS nominated Jeb Lyons for APCO Telecommunicator of the Year, and Operations Manager Sue Cooper for Supervisor of the Year. Additionally, Kevin Diluia, Assistant Director – Operations, was chosen to receive the Gregg Riddle Memorial Scholarship which pays

for the conference fee, hotel, and expenses. Kevin was chosen based on his longevity in the industry and APCO committee roles.

Alarms

There are 144 Alarms that need to be converted to radio technology per TYCO:

Municipality	Left To Convert
Hoffman Estates	0
Palatine	0
Rolling Meadows	7
Arlington Heights	39
Mount Prospect	20
Buffalo Grove	31
Elk Grove Village	47
Streamwood	0
Total	144

Once these are converted, we can make some upgrades to the equipment in our Radio Room.

NEW BUSINESS

CY2017 Budget – NWCDS

The budget was reviewed on August 19th, 2016, by the Budget Sub-Committee composed of Chiefs Janowick, Anderson, and Baker. Their comments and suggestions were extremely helpful with the preparation of the budget.

The proposed CY2017 budget is a 3.31% increase over the CY2016 Budget. The operations budget is 4.97% of the total budget and the personnel budget is 95.03% of the total budget.

The Capital Reserve account for the 2017 Budget is funded at a rate of 10% (\$77,770) from alarm revenue income, which is a slight increase of \$972 from 2016's \$76,798.

EXPENSES

Salaries

A 4.5% salary increase is proposed for all administrative positions. There are several reasons for this proposal:

- Over the last six (6) years, administrative positions received less than unionized employees received by contract, including a 0% raise in 2011, and 1.25% in 2015.
- The gap between topped out Telecommunicator and entry level Operations Manager is 5%.
- Because the small gap between topped out Telecommunicator and entry level Operations Manager is only 5%, many qualified candidates are not putting in for available Operations Manager positions. For example, for the last Operations Manager available position seven (7) candidates submitted their interest in the

position out of approximately fifty-five (55) eligible Telecommunicators. While we are very pleased with the interested candidates and our selection, the process would have benefitted from more candidates.

- The administrative wage increase of 4.5% has an impact of \$14,623 or about .2% over the impact of an increase of 2.5%.
- The administrative staff has worked tirelessly over the last several years to keep NWCDS moving forward in a challenging environment.

The Telecommunicators are scheduled to receive a 2.25% increase according to the three (3) year union contract, which expires on December 31, 2018. A vacancy factor of one (1) Telecommunicator 3 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

For the CY2017 budget, the health insurance costs are being reduced by .04%. The reduction occurred for two reasons: NWCDS entered the IBPC (NIHII sub-pool) with a relatively low 2.9% increase from 2016, and our employees contributions were raised from 11% to 13% according to the union contract.

IMRF

The employer contribution rate for 2017 is 11.97%, up 2.12% from 2016. The reason for this is due to multiple retirements in 2016.

REVENUE

TYCO Alarm Revenue

Alarm revenue is being remitted net of the offsetting expense for two (2) Telecommunicator 1s (\$189,675). Communities with alarms are credited 90% of the revenue generated from alarms installed in their community and monitored by the center with subtracted expenses required to monitor the alarm board.

Palatine Rural and Barrington Countryside FPD Agreements – The budget is projected to increase 3.31%. As a result, Palatine Rural and Barrington Countryside contractual obligation was increased by the same percentage.

9-1-1 Personnel Reimbursement

The makeup of personnel being reimbursed includes the Assistant Director-Support Services, Radio System Manager, CAD System Manager, 911/GIS Analyst, Radio Technician, three (3) Operations Managers, Quality Assurance Specialist, three (3) Telecommunicator 4s, eight (8) Telecommunicator 3s and the Part-Time EMD Coordinator.

Workload Apportionment

The workload apportionment is determined by 50% telephone calls and 50% case assignments from the period of September of 2015 through August of 2016. Based on these numbers, Rolling Meadows saw the biggest increase from CY2016 at 3.83% and Mount Prospect saw the smallest increase at 2.22%.

CAPITAL PROJECTS

The CY2017 Capital Projects budget includes \$10,000 for the resurfacing and repair of the parking lot, \$32,274 for the HVAC humidifier replacement, and \$18,000 for an upgrade to the current Microsoft Office products (currently on Office 2007).

Discussion

Chief Schumann stated that while he agrees with everything John has said and his justifications for the raise, the 4.5% wage increase might be difficult to accomplish in one year. He suggested showing comparables of what other Centers are paying their employees to show why the increase is deserved. Chief Lamkin agreed that some people might “bristle” at the raise, but showing comps will definitely help. John stated that he does have some comparables and he will show that when presented to the Board.

Chief Lamkin suggested speaking with Chairman Bragg for his opinion. Chief Franzgrote said it might help to establish labor/supervisor salaries and the percentage that should make up the difference. Chief Anderson added that Merit based increases might be the way to go. John thanked the Executive Committee for their feedback and said he would bring more information and justifications to the Board.

CY2017 Budget – NWC911

State Reimbursement Surcharge

The average monthly remittance received from the state for the 9-1-1 surcharges totals approximately \$475,554. While it has been fluctuating, John feels that it will level off to be about \$500,000/month. This is essential because NWCDS applies that 9-1-1 money to the NWCDS budget as a whole to help control the budget and the amount that each municipality pays into the System.

The proposed Operations Budget is 46.14% and Personnel Reimbursement costs account for 53.86% of the budget.

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, three (3) Operations Managers, Quality Assurance Specialist, three (3) Telecommunicator 4s, eight (8) Telecommunicator 3s and the Part-Time EMD Coordinator.

CAD and Mobile Data Maintenance

By agreement with ID Networks, the CAD and Mobile Data annual maintenance payments totaling approximately \$170,000 have been eliminated.

Radio System Maintenance

The radio system maintenance for the Motorola System began in 2015, and the payment for 2016 is \$604,349 which includes the maintenance and the port fee.

CAPITAL PROJECTS

The 2017 Capital Projects budget includes the following large-scale projects:

- \$24,000 for UPS battery replacements
- \$44,000 for radio test equipment
- \$30,666 for the Ortho mapping flyover contract

Moved by Chief Baker and seconded by Chief Anderson to approve the Fiscal Year 2017 NWCDS and NWC911 Budgets and recommend them to be presented to the Board. *Voice Vote: Motion Carried.*

OLD BUSINESS

Barrington Countryside Fire Protection District

Meetings continue with Barrington Countryside Fire Protection District and members of the NWCDS staff. The focus so far has been on the CAD, radio, GIS, and telephone plans.

The staffs of both organizations have worked well together. Meetings have been conducted both at NWCDS and Barrington Countryside Fire Protection District headquarters. The cutover is planned for early 2017. John confirmed with CenCom that BCFPD will be allowed to stay on with them until we are ready for the cutover.

Motorola WAVE Application

The Motorola WAVE application is available for Droid and Apple devices. It acts as a portable radio on the cell phone via internet connection. It includes the ability to transmit on a selected talk group. As part of the maintenance contract negotiations with Motorola, NWCDS is being provided seventy-five (75) free WAVE Applications, which is roughly about three (3) per police department and three (3) per fire department. If a NWCDS member department wants more than three (3) WAVE applications, they would have to pay about fifteen dollars (\$15) per device. It is recommended that NWCDS would handle the billing for each department/Motorola.

Motorola gave a demonstration on the Wave application at NWCDS on August 22, 2016. Most of the police and fire departments were represented with pertinent questions regarding how it will work. The next step is to approve the plan at the NWCDS Executive and Joint Board meetings. After approval, NWCDS will send out templates to determine which talk groups each department wants to have on the application. Additionally, NWCDS will send out waivers that must be filled out by every user, as well as a spreadsheet that shows how many applications each department wants.

Moved by Chief Schumann and seconded by Chief Franzgrote to approve the Wave Application agreement with Motorola. *Voice Vote: Motion Carried.*

ADJOURNMENT

Moved by Chief Jorian and seconded by Chief Franzgrote to adjourn the meeting. *Voice Vote: Motion Carried.* The meeting was adjourned at 8:53 A.M.