

**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 21, 2016.**

**CALL TO ORDER**

Chairman Bragg called the meeting to order at 9:00 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), Chief Brian Lambel for Michael Cassady (Village Manager Mount Prospect), Reid Ottesen (Village Manager Palatine), 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 Nick Pecora for Gerald Mourning (Arlington Heights Police Chief), Michael Baker (Buffalo Grove Fire Chief), Steve Schmidt (Elk Grove Village Police Chief), Richard Mikel (Elk Grove Fire Chief), Ted Bos (Hoffman Estates Police Chief), Jeff Jorian (Hoffman Estates Fire Chief), Tim Janowick (Mount Prospect Police Chief), Deputy Chief Patrick Gratziana for Scott Anderson (Palatine Fire Chief), Al Stoeckel (Palatine Police Chief), Al Steffen (Prospect Heights Police Chief), Deputy Chief Rich May for Hank Clemmensen (Palatine Rural Fire Chief), John Nowacki (Rolling Meadows Police Chief), Scott Franzgrote (Rolling Meadows Fire Chief), Dave Schumann (Schaumburg Fire Chief), Ed Valente (Streamwood Police Chief), Chris Clark (Streamwood Fire Chief).

**NWCDS PERSONNEL**

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

**OTHERS ATTENDING**

Mike Terpstra, IT Consultant; Chris Watkins, Account Relationship Manager (ARM); Tom Pettenon, President and COO – Prescient Solutions.

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

Moved by Mr. Krumstok, seconded by Ms. Caddigan to accept the May 19, 2016 Joint Meeting Minutes (Regular and Closed), and the financial reports, which include the May and June Budget Summaries and the NWC and the NWC911 System Check Registers for May (NWC = \$ 886,583.32, NWC911=\$ 451,137.5) and June 2016 (NWC = \$ 785,672.00, NWC911 = \$ 354,007.73), 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 – John Ferraro**

**911 Surcharges**

The March surcharge payment of \$541,362 has arrived and the monthly payments are leveling off, as expected.

**Budget**

Chiefs Tim Janowick (MPPD), Dave Schumann (SCFD) and Mike Baker (BGFD) have volunteered to form this year's Budget Committee in this morning's Executive Committee Meeting.

**Radio Quality Assurance**

In order to make sure our Telecommunicators are doing the best job possible with radio traffic consistency, NWCDS began a Radio Quality Assurance program as of July 1<sup>st</sup>.

**Administrative Changes**

Pat Dollard is retiring on August 4, 2016. Rocella Rodgers will be the new Assistant Director – Support Services. Kevin Diluia will be the new Assistant Director – Operations. We wish Pat the very best on his retirement and are looking forward to working with the administrative team of Rocella and Kevin!

With Kevin's move, an Operations Manager position is available. In addition, we are looking to appoint the new Quality Assurance Specialist. Testing for both positions will begin in late July and will include an interview as well as an internally run assessment center. Selections should be finalized by mid-August.

**NEW BUSINESS**

**Pat Dollard's Retirement**

On August 4, 2016, Pat Dollard will retire from NWCDS. Pat's career at NWCDS started as a Telecommunicator from 1980-1986. He returned in 1989 to be the Deputy Director, and eventually settled into his current role of Assistant Director – Technical Services.

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For many years, Pat has been a trusted NWCDS contact for member agencies needing assistance for everything from CAD to paging. His regular participation in the police and fire liaison meetings helped bring NWCDS closer to our public safety partners.

We will miss Pat's unique sense of humor, NWCDS historical perspective, and organizational knowledge and skills. His shoes will be difficult to fill, and we wish him the very best on his retirement.

John thanked Pat for his years of service and presented him with a plaque. Pat thanked everyone and reminded those in attendance that when you're surrounded by excellent people, your job is easier to do well.

**Prescient Review**

Mike Terpstra is currently assigned to NWCDS by Prescient and has been asked to complete a short account review for the Joint Board. Mike presented a Power Point presentation (which is also available in the Meeting Packet) outlining his accomplishments to date, projects in the works, and the expected needs of NWCDS that he will prepare for to support and oversee.

John praised Mike for his help and knowledge. John also asked Mike to work with Rocella on documentation so that if Mike is ever not here, the next IT person will have an understanding of the network designs.

**Motorola WAVE Application**

The Motorola WAVE application is available for Droid and Apple devices. It acts as a portable radio, but 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.

The application is attached. 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, and complete the application on behalf of all NWCDS agencies.

Board Action: None

A vote is needed to approve NWCDS to handle application and all billing for the Motorola WAVE Application; however, the Executive Committee would like a demonstration on how this application works. Mr. Townsend asked what the terms of the offer were; specifically, how long will the 75 stay free of charge? John stated that we have no written agreement yet, but it will be the life of the radio system. Mr. Rummel asked if there will be a Public Works talk group as

well and Mr. Ferraro replied that he will find out. The vote will be taken after the Application demonstration.

### **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, with an emphasis on the vanity addresses. The cutover is planned for early 2017.

Board Action

No further Board action is needed.

### **CLOSED SESSION**

Moved by Mr. Rummel, seconded by Mr. Krumstok to move to closed session for the purpose of:

- A.** Probable or imminent litigation, when an action against, affecting or on behalf of the System has been filed and is pending before a court or administrative tribunal, or when the Board finds that an action is probable or imminent. 5 ILCS120/2(c)(11)
- 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 ILCS 120/2(c)(1)

***Roll Call Vote: Motion Carried. Time: 9:40am***

**Roll Call Ayes:** Mr. Recklaus, Mr. Bragg, Mr. Rummel, Mr. Norris, Mr. Trakas, Chief Lambel, Mr. Ottesen, Mr. Wade, Mr. Krumstok, Mr. Townsend, Ms. Caddigan.

**Nays:** None

### **CAD**

The Board discussed the relationship between IDNetworks and NWCDS.

### **Galvin Arbitration Hearing**

The Board discussed the arbitration and settlement between NWCDS and Mrs. Galvan.

Moved by Mr. Recklaus and seconded by Mr. Caddigan to adjourn the Closed Session and return to the Regular NWCDS Board Meeting. ***Voice Vote: Motion Carried. Time: 9:51am.***

**OTHER BUSINESS**

**CAD PLAN**

We expect to receive the Grant money for a project manager to assist with the purchase and implementation of a new CAD, which includes RMS, Mobile Data, Records, etc (Firehouse might be replaced). The plan is to put out an RFP for a Project Manager as soon as possible, with the hope of having the PM begin as early as fall.

The goal is to have a new CAD with the ability to go live by January, 2019. We can go longer if needed. Mr. Townsend stated that the Board needs to see the financing plan and various options to pay for the new CAD system. Mr. Bragg agreed, as did John, and work will continue with the financing plan.

**ADJOURNMENT**

Moved by Mr. Townsend and seconded by Ms. Caddigan to adjourn the regular joint meeting of the Northwest Central Dispatch System and the Northwest Central 911 System Board. *Voice Vote: Motion Carried.* The meeting was adjourned at 9:55 am.