

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, NOVEMBER 17, 2016.

CALL TO ORDER

Chairman Bragg called the meeting to order at 9:04 A.M.

MEMBERS ATTENDING

Chief Ken Koeppen for 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), Chief Michael Hish for 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), Chief Scott Franzgrote for Barry Krumstok (City Manager Rolling Meadows), Chief Dave Schumann for Brian Townsend (Village Manager Schaumburg), Sharon Caddigan (Village Manager Streamwood).

A quorum was present

MEMBERS ABSENT

NONE

ALSO ATTENDING

Ken Koeppen (Arlington Heights Fire Chief), Steven Casstevens (Buffalo Grove Police Chief), Deputy Chief Chuck Walsh for Steve Schmidt (Elk Grove Police Chief), Richard Mikel (Elk Grove Fire Chief), Jeff Jorian (Hoffman Estates Fire Chief), Brian Lambel (Mount Prospect Fire Chief), Al Stoeckel (Palatine Police Chief), Scott Anderson (Palatine Fire Chief), Chief Rich May (Palatine Rural 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), Jim Lamkin (Schaumburg Police Chief), Chris Clark (Streamwood Fire Chief).

NWCDS PERSONNEL

John Ferraro, Executive Director; Kevin Diluia, Assistant Director-Operations; Brian Drake, Assistant Director-Support Services.

OTHERS ATTENDING

Jim Kreher (Barrington Countryside FPD Acting Chief), Don Wenschlof (Barrington Countryside FPD Deputy Chief)

PUBLIC COMMENT

None

CONSENT AGENDA

Moved by Mr. Ottesen, seconded by Mr. Rummel to accept the September 15, 2016 Joint Meeting Minutes (Regular and Closed), and the financial reports, which include the September and October Budget Summaries and the NWC and NWC911 System Check Registers for September (NWC = \$790,771.00; NWC911=\$469,956.61) and October 2016 (NWC = \$816,608.00; NWC911 = \$456,945.87), the Executive Director's Report, the Assistant Director-Operations Report and the Assistant Director-Technical Services Report. *Voice Vote: Motion Carried.*

*John stated that Brian Townsend wanted it to be known that while each community will pay their share; this payment can be broken down and doesn't have to be paid in one lump sum. Additionally, depending on the amount of 9-1-1 money received, we may not have to borrow as much money because we will be able to put more money down for the initial CAD payment.

EXECUTIVE DIRECTOR'S UPDATE – John Ferraro

Website

John announced the launching of the new NWCDS website, which went live on Monday, October 17th, 2016. He explained that it has a much cleaner and updated look and asked everyone to please take the time to check it out at www.nwcads.org.

Motorola Wave Application

The Joint Board approved NWCDS to be the central "hub" for billing and coordinating the Motorola WAVE application. All member departments were sent paperwork and templates to complete. Motorola wants to receive all the paperwork from NWCDS at once. So far, about 75% of the agencies have submitted their paperwork.

Assistant Director – Support Services

John announced Brian Drake's hiring as the Assistant Director –Support Services.

Brian talked about his background and stated that he is looking forward to working with everyone.

Assistant Director-Operations

Kevin Diluia explained that with our Quality Assurance program, NWCDS created a You Tube channel for police and fire training. These two-minute videos will allow our members to gain insight on what is going on here at NWCDS. The first video, Signal Blue, talked about what happens in dispatch when Signal Blue is activated. More videos will follow.

Kevin also announced that NWCDS started a Facebook for better communication with our member communities through social media. Mr. Bragg suggested that Kevin reach out to the communities' Public Information employees to update them, enabling a cross-reference with pertinent information.

NEW BUSINESS

NWCDS Appreciation

On behalf of NWCDS, John thanked Village Manager Dane Bragg for his service as the Joint Board Chairperson over the last two years. John stated that he is personally grateful for Dane's support, guidance, and assistance as John took on his new role. In addition, John recognized past Board Chairpersons Ray Rummel and Barry Krumstok for their service.

NWCDS Slate of Directors Election for 2017

Current Chairperson: Dane Bragg, Village of Buffalo Grove

Current Vice Chairperson: Brian Townsend, Village of Schaumburg

Current Treasurer: Scott Anderson, Village of Buffalo Grove

Current Assistant Treasurer: Tom Kuehne, Village of Arlington Heights

The Treasurer and Assistant Treasurer were elected to a four-year term in 2016, per the NWCDS Bylaws. The Chairperson and Vice Chairperson roles are up for election for 2017, per the NWCDS Bylaws. The Chairperson and Vice Chairperson of the NWCDS Executive Committee shall be appointed by the Chairperson and Vice Chairperson of the Joint Board, per the NWCDS Bylaws.

The New Chairperson will be Brian Townsend; New Vice Chairperson will be Sam Trakas; Treasurer Scott Anderson and Assistant Treasurer, Tom Kuehne will continue in their roles.

Moved by Mr. Rummel, and seconded by Ms. Caddigan to appoint Brian Townsend as the 2017 Chairperson, Sam Trakas as the 2017 Vice Chairperson, and Scott Anderson and Tom Kuehne as the Treasurer and Assistant Treasurer, respectively. *Voice Vote: Motion Carried.*

Meeting Calendar

The Meeting Calendar is in the packet each Board Member received – no action needed.

Point of Contact List

John distributed a point of contact list to Board members so that everyone will have updated information on NWCDS staff members.

NEW CAD Project

The first global CAD Committee meeting was held at the Schaumburg Police Station on Thursday, October 27, 2016. About fifty (50) stakeholders attended,

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including NWCDS, police, fire, and IT personnel. Subcommittees were established for Police/Records/IT and Fire/IT.

The Police/Records/IT group met on November 3, 2016, and will continue to meet on the first Thursday of the month at 8AM. The Fire/IT group met on November 10, 2016, and will continue to meet on the second Thursday of the month at 8AM. The global and IT-only groups will meet as needed or especially for product demonstrations, likely quarterly.

A demonstration at a local hotel is scheduled for Tuesday, December 13th for the global CAD Committee, with breakout sessions throughout the day. Details are coming soon.

A project management online application called “Basecamp” will be used to manage the project. Meeting agendas, meeting notes, file uploads, to-do lists, and other information can be accessed all on the Basecamp application. This is like a social group for this specific project; members can be added if they are not already in the group by sending John an email asking for access to Basecamp.

We are in contact with the ICJIA regarding the grant money for Project Management. We hope to know something by the end of the year. In the meantime, the project will move on. Chairman Bragg reiterated that this CAD project is a huge undertaking and that it will be worth waiting for the grant for the Project Manager.

Salary Subcommittee

John explained the packet information given to Board Members regarding the Memorandum with the Salary Subcommittee. Surveys, proposed step scales and comparables with other dispatch agencies were also included, along with a Wages Policy. The Sub Committee decided on a 2 ½% raise, along with step plans for each administration position.

Moved by Mr. Rummel and seconded by Mr. Norris to approve Wage Policy as presented. *Voice Vote: Motion Carried.*

Annual Bylaws Review Subcommittee

The bylaws review subcommittee, consisting of Mr. Recklaus, Mr. Trakas, Mr. Wade and Chief Anderson, met to review the Bylaws. There were some changes, mainly due to a law update, and Board Members received the complete updated packet.

Moved by Mr. Ottesen, and seconded by Mr. Norris to approve the NWCDS Bylaws, with the Amendment in Article 3 under Board of Directors A: 1a, by inserting “such individual shall be considered the Alternate,” pending review by legal counsel. *Voice Vote: Motion Carried.*

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Moved by Mr. Ottesen, and seconded by Mr. Rummel to approve the NWCDS 911 Bylaws, subject to the same changes as above in the NWCDS Bylaws, pending legal counsel. *Voice Vote: Motion Carried.*

Agreement with ID Networks

Attorney Mike Zimmerman recommended signing the ID Networks agreement that states No Maintenance fees will be paid for CAD or Mobile Data for 2016, 2017 or 2018. We will have a finale separation in January, 2019 and if we are not separated by then, ID Networks will charge us month to month.

Moved by Mr. Rummel and seconded by Ms. Caddigan to ratify the Maintenance and Termination Agreement with ID Networks as presented.

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

Roll Call Ayes: Chief Koeppen, Mr. Bragg, Mr. Rummel, Mr. Norris, Chief Hish, Chief Lambel, Mr. Ottesen, Mr. Wade, Chief Franzgrote, Chief Schumann, Ms. Caddigan.

Nays: None

Retirement

Mr. Rummel announced that Chief Steve Schmidt will be retiring at the end of the month. The Board gave Chief Schmidt a round of applause. Mr. Rummel also stated that Chuck Walsh will likely be Chief Schmidt's replacement.

ADJOURNMENT

Moved by Mr. Norris and seconded by Mr. Ottesen 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 9:42 am.