

MINUTES OF THE SPECIAL MEETING OF THE NORTHWEST CENTRAL DISPATCH SYSTEM BOARD OF DIRECTORS, HELD IN THE NORTHWEST CENTRAL DISPATCH SYSTEM TRAINING CENTER, 1975 EAST DAVIS STREET, ARLINGTON HEIGHTS, COOK COUNTY, ILLINOIS, ON THURSDAY, APRIL 6, 2017.

CALL TO ORDER

Chairman Townsend called the meeting to order at 9:02 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 Tim Janowick for Michael Cassady (Village Manager Mount Prospect), Joe Wade (Village Manager Prospect Heights), Barry Krumstok (City Manager Rolling Meadows), Brian Townsend (Village Manager Schaumburg), Chief Chris Clark for Sharon Caddigan (Village Manager Streamwood).

A quorum was present

MEMBERS ABSENT

Reid Ottesen (Village Manager Palatine)

NWCDS PERSONNEL

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

PUBLIC COMMENT

None

EXECUTIVE DIRECTOR'S UPDATE

Retirement

John announce that NWCDS' HR/Finance Manager, Barb DeWolf, will be retiring in May. In order to replace her, several ads we posted on various sites and so far we have received nine (9) applications, several which are well qualified. The hope is to have a replacement by May 1st so that he or she can have a few weeks of training and overlap with Barb prior to her retirement. There will be an official announcement at May's Board meeting.

Alarms

An update was given by John and Brian Townsend about the status of the alarm lawsuit involving other alarm companies, the Village of Schaumburg, TYCO, and Northwest Central Dispatch System. John advised that an insurance claim was made with VFIS, and they assigned an attorney, Mike Bersani.

OLD BUSINESS

Project Manager/Consultant Contract Approval

As discussed at the Joint Board meeting on March 16, 2017, seven (7) consulting firms submitted their qualifications to NWCDS. Mission Critical Partners (MCP) was chosen based on an evaluation grid and their overall price. The Joint Board approved a motion to authorize the Executive Director to negotiate with MCP.

Over the course of the last two (2) weeks, negotiations have occurred with MCP. The quote was reduced based on work already done by NWCDS and the stakeholder committees. In addition, implementation was made optional. The goal is to have MCP assist with writing the request for proposal (RFP), selecting the product, and reviewing the contract. As the project progresses, using MCP for assistance with product implementation will be considered. NWCDS attorney, John Kelly, reviewed the contract and made necessary edits. The contract with the amended quote is attached.

The Board discussed the pros and cons at length, as well as the lessons learned from the last CAD implementation, and emphasized what must be included in the contract with MCP. MCP may be used for the implementation phase, which was optional in the contract. Some of the main points covered throughout the discussion were:

1. Communication – The more communication between NWCDS and the departments, the better. People want to be informed and there should be regular updates coming from Central throughout the entire process. All the stakeholders are involved in the process, but one group, such as records, should not fully dictate the direction.
2. Setting Expectations – Whatever the metrics are, they must be on point and up to our expectations. No shortcuts. No ‘work-around’. The product needs to work as everyone expects it to work, along every level and in each community.
3. Accountability – MCP will be held accountable. The new CAD vendor will have be held to high accountability standards.
4. Connectivity – NWCDS uses a hybrid fiber/coax network from Comcast, and there have been issues. Discussion about fiber-only and a redundant path to NWCDS from the communities should stay on the agenda and determined.
5. Standardization – The member departments need to be as standardized as possible for the most efficient processes within communications.

Recommendation

The recommendation is to authorize the Executive Director to enter into an agreement with MCP in accordance with the contract for an amount not to exceed \$170,000 over the next two (2) budgets (CY2017 and CY2018).

Moved my Mr. Norris and seconded by Mr. Rummel to approve Executive Director Ferraro to enter into an agreement with MCP in accordance with the contract for an amount not to exceed \$170,000 over the next two (2) budgets (CY2017 and CY2018).

Roll Call Vote: Motion Carried. Time 10:19am

Roll Call Ayes: Mr. Recklaus, Mr. Bragg, Mr. Rummel, Mr. Norris, Mr. Trakas, Chief Janowick, Mr. Wade, Mr. Krumstok, Mr. Townsend, Chief Clark.

Nays: None

Budget Amendment to CY2017 NWC911 Budget – Account number: 9-6117 (Consulting/CAD)

With the approval of the Project Management/Consultant contract, a budget amendment will be needed to the CY2017 NWC911 Budget – account number: 9-6117 (Consulting/CAD). \$50,000 was budgeted for Consulting/CAD in the CY2017 NWC911 Budget, because of the possibility of the Illinois Criminal Justice Information Authority (ICJIA) grant. After being declined for that grant opportunity, the Joint Board authorized the release of the RFQ.

Recommendation

The recommendation is to amend the CY2017 NWC911 Budget – account number: 9-6117 (Consulting/CAD) from \$50,000 to \$105,510 to fulfil the payment terms of the contract with MCP for Project Management/Consulting. If this is not covered by the savings in the Motorola contract and other areas, the funds would be covered from the NWC911 reserves reducing the amount from \$2,184,923 to \$2,129,413.

Moved by Mr. Norris and seconded by Mr. Bragg to amend the CY2017 NWC911 Budget – account number: 9-6117 (Consulting/CAD) from \$50,000 to \$105,510 to fulfil the payment terms of the contract with MCP for Project Management/Consulting. If this is not covered by the savings in the Motorola contract and other areas, the funds would be covered from the NWC911 reserves reducing the amount from \$2,184,923 to \$2,129,413.

Roll Call Vote: Motion Carried. Time 10:20am

Roll Call Ayes: Mr. Recklaus, Mr. Bragg, Mr. Rummel, Mr. Norris, Mr. Trakas, Chief Janowick, Mr. Wade, Mr. Krumstok, Mr. Townsend, Chief Clark.

Nays: None

ADJOURNMENT

Moved by Mr. Recklaus and seconded by Mr. Krumstok to adjourn the special meeting of the Northwest Central Dispatch System Board of Directors. *Voice Vote: Motion Carried.* The meeting was adjourned at 10:21 am.