



## Northwest Central Dispatch System

1975 E. Davis Street  
Arlington Heights, IL 60005

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### **MINUTES OF THE REGULAR JOINT MEETING OF THE NORTHWEST CENTRAL DISPATCH BOARD OF DIRECTORS AND THE NORTHWEST CENTRAL 9-1-1 SYSTEM BOARD, HELD VIA CONFERENCE CALL DUE TO THE CORONA VIRUS PANDEMIC, ON THURSDAY, MARCH 19, 2020.**

#### **CALL TO ORDER**

Chairperson Sharon Caddigan called the meeting to order at 9:01 A.M.

#### **MEMBERS ATTENDING**

Randy Recklaus\* (Village Manager Arlington Heights), Chief Baker for Dane Bragg\* (Village Manager Buffalo Grove), Chief Mikel for Ray Rummel\* (Village Manager Elk Grove Village), Jim Norris (Village Manager Hoffman Estates), Sam Trakas\* (Village Administrator Inverness), 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

\*Mr. Recklaus arrived at 9:04am

\*Mr. Bragg arrived at 9:06am

\*Mr. Trakas arrived at 9:14am

\*Mr. Cassady arrived at 9:05am

#### **MEMBERS ABSENT**

None

#### **ALSO ATTENDING**

Jim Kreher (Barrington Countryside Fire Chief), Richard Mikel (Elk Grove Fire Chief), Pat Fortunato ((Hoffman Estates Fire Chief), Brian Lambel (Mount Prospect Fire Chief), Rich May (Palatine Rural Fire Chief), Tammy Mahar for David Daigle (Palatine Police Chief), Scott Anderson (Palatine Fire Chief), Jim Zawlocki (Prospect Heights Police Chief), John Nowacki (Rolling Meadows Police Chief), Jim Walters (Schaumburg Fire Chief), Daryl Syre (Streamwood Police Chief).

#### **NWCDS PERSONNEL**

John Ferraro, Executive Director; Kevin Diluia, Deputy Director-Operations; Brian Drake, Deputy Director-Support Services; Julie Nistler, Records System Manager; Terri Svec, HR/Finance Manager; Christine Zatz, Office Manager.

#### **PUBLIC COMMENT**

None



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### **CONSENT AGENDA**

Moved by Mr. Ottesen, seconded by Mr. Townsend to approve and accept the January 16, 2020 and February 20, 2020, Joint Meeting Minutes (Regular & Closed), the January and February Budget Summaries and the NWC and NWC911 System Check Registers for January (NWC NWC=\$1,152,784.58; NWC911=\$889,723.43) and February (NWC=\$914,402.73; NWC911=\$501,088.93), the Executive Director's Report, the Deputy Director-Operations Report, the Finance/HR Manager's Report and the Deputy Director-Support Services Report.

**Roll Call Vote: Motion Carried. Time: 9:02 am**

**Roll Call Ayes:** Chief Baker, Chief Mikel, Mr. Norris, Mr. Ottesen, Mr. Wade, Mr. Krumstok, Mr. Townsend and Ms. Caddigan.

**Nays:** None

### **EXECUTIVE DIRECTOR'S UPDATE**

#### **Hiring Process NWCDS**

We conducted a hiring process on March 12, 2020 at Prospect High School. Over thirty (30) applicants attended an orientation session and then took our skills and aptitude test.

#### **Records System Manager**

Julie Nistler started on March 9th, and was able to attend the records train-the-trainer sessions in February. She started just in time to attend the SSRS-Records training the week of March 9th.

### **NEW BUSINESS**

#### **NWCDS COOP/COVID-19 - Report**

A Continuity of Operations Plan was developed for NWCDS in regards to COVID-19. The document will be distributed in the Joint Board packet. The plan discusses staffing issues, building and safety considerations, and mandates FEMA training for administrative and management personnel.

On all calls for service the following questions will be asked:

- A. "Has anyone travelled in the last 21 days? If so, where? (as of 1/31/2020) updated 03/18/2020.
- B. "Has anyone in the household been quarantined for the Coronavirus or been in contact with anyone who has in the last 14 days. (on all calls as of 03/12/2020).
- C. "Is anyone experiencing flu like symptoms?" (as of 03/18/2020).



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John explained that we are considering utilizing the backup center in Schaumburg to split personnel. The problem is that without knowing who is infected, the randomness of moving some employees to Schaumburg permanently may not help. We are investigating best practices from NENA, APCO, and other agencies.

The Board talked about the various precautions the Center is taking with regards to cleaning, sanitizing and overall health of the Telecommunicators and Staff. They also discussed the pros and cons of splitting the center.

Moved by Mr. Rummel and seconded by Mr. Townsend to authorize Executive Director Ferraro to take whatever measures he deems necessary to mitigate risk, without Board approval. *Voice Vote: Motion Carried*

### **Projects 2020 – Update**

The main projects for 2020, as approved in 2019 are:

1. Cyber Security
2. New Parking Lot
3. Phone System Upgrade
4. UPS Replacement
5. HVAC Replacement

Due to the Covid-19 Pandemic, these will be revisited in future Board meetings.

### **OLD BUSINESS**

#### **Executive Director's (revamped) Goals 2020 - Update**

Ms. Caddigan thanked John for updating his goals for the Board.

#### **New CAD/RMS/Mobile Data - Update**

Daily conference calls with Motorola continue, working on the punch list, but due to Covid-19, the state had to cancel NIBERS Training, which was a key component of Police reporting. Additionally, both Motorola personnel and Bob Scott from Mission Critical have travel bans. All of the CAD police desk training has been canceled as well. Most departments have cancelled their end user training.

Motorola was not ready for their "A to Z" March 17<sup>th</sup> demonstration that was to take place at NWCDs. For this reason and COVID-19, the April 21 Go Live date is postponed at this time. The Board discussed the CAD Project and concluded that no date can be decided until the Covid-19 Quarantine is over, the pandemic has subsided, and Motorola is ready for their demo.

Mr. Ottesen asked how much more this would cost with ID Networks and John explained that ID Networks will continue with their month-to-month maintenance at a cost of just over \$15,000/month through the end of the year.



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### **Budget Smoothing – Update**

John praised Terri Svec for updating the five-year Budget Smoothing plan, evening out the spikes and anomalies, based on activity. The Budget Sub-Committee will meet to review later in the year when working on the 2021 budget. This new formula will likely become part of the budget policy and the By-laws will need to be updated.

### **ADJOURNMENT**

Moved by Mr. Recklaus and seconded by Mr. Bragg to adjourn the regular joint meeting of the Northwest Central Dispatch System and the Northwest Central 911 System Board. *Voice Vote: Motion Carried. Time: 9:31 am*