



Northwest Central Dispatch System

1975 E. Davis Street
Arlington Heights, IL 60005

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, MAY 21, 2020.

CALL TO ORDER

Chairperson Sharon Caddigan 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), Chief Bos for Jim Norris (Village Manager Hoffman Estates), Sam Trakas (Village Administrator Inverness), Michael Cassady (Village Manager Mount Prospect), Chief Anderson for 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

Nick Pecora (Arlington Heights Police Chief), Andrew Larson (Arlington Heights Fire Chief), Steve Casstevens (Buffalo Grove Police Chief), Mike Baker (Buffalo Grove Fire Chief), Chuck Walsh (Elk Grove Police Chief), Richard Mikel (Elk Grove Fire Chief), Pat Fortunato ((Hoffman Estates Fire Chief), John Koziol (Mount Prospect Police Chief), Brian Lambel (Mount Prospect Fire Chief), David Daigle (Palatine Police Chief), Rich May (Palatine Rural Fire Chief), Jim Zawlocki (Prospect Heights Police Chief), Bill Wolf (Schaumburg Police Chief), Jim Walters (Schaumburg Fire Chief), and Chris Clark (Streamwood Fire Chief).

NWCDS PERSONNEL

John Ferraro, Executive Director; Kevin Diluia, Deputy Director-Operations; Brian Drake, Deputy Director-Support Services; Lauri Orwig, Operations Manager-Training; Terri Svec, HR/Finance Manager; Christine Zatz, Office Manager.

OTHERS ATTENDING

Mick Fleming, Emergency Management Coordinator; Auditor Brad Porter, Lauterbach & Amen, LLP



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PUBLIC COMMENT

None

CONSENT AGENDA

Moved by Mr. Krumstok, seconded by Mr. Rummel to approve and accept the March 19, 2020 and April 13, 2020, Joint Meeting Minutes (Regular & Closed), as well as the April 16, 2020 and April 23, 3030 Special Meetings, the March and April Budget Summaries and the NWC and NWC911 System Check Registers for March (NWC=\$925,318.59; NWC911=\$ 588,869.86) and April (NWC=\$ 890,000.88; NWC911=\$ 487,473.14), 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: Mr. Recklaus, Mr. Bragg, Mr. Rummel, Chief Bos, Mr. Trakas, Mr. Cassady, Chief Anderson, Mr. Wade, Mr. Krumstok, Mr. Townsend and Ms. Caddigan.

Nays: None

EXECUTIVE DIRECTOR'S UPDATE

9-1-1 Law

John announced that the 9-1-1 law that is set to sunset 12/31/2020 is expected to be extended to 12/31/2021 with no changes.

Interest Revenue

Due to the economic downturn and interest rates dropping, John explained that Terri worked with Chase to reduce some of our fees and thanked her for her efforts in this cost-saving move.

COVID 19 Mitigation

The Telecommunicators continue with questions about quarantine, asking about travel and flu-like symptoms on every single 9-1-1 call, whether it be for police, fire, or EMS. The information is added to the CAD incident and communicated to the responders.

The Center is still split with the Schaumburg location and John thanked Chief Wolf and the Schaumburg Police Department for their cooperation and accommodations as well as helping in the coordination effort. The Schaumburg TCs are expected to return to NWCDS about mid-June. Most of the administrative staff continues to work from home, as well as the Operation Managers. They will be transitioning back in the next few weeks.

Capital Projects: Parking Lot

Wold has surveyed the parking lot and is assisting NWCDS with writing the RFP for the parking lot replacement. Wold has met with the NWCDS team, and the project is in its



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early stages. This was one of the major capital improvement projects for CY2020, and we are eager to keep this project moving forward, as the parking lot is in need of repair.

NEW BUSINESS

NWCDS/NWC911 CY2019 Audit – Roll Call Vote

Our annual financial audit for the calendar year ending December 31, 2019 was successfully completed on March 11th. Brad Porter discussed some of the highlights of the Calendar Year 2019 audit and praised Terri Svec for all of her work preparing for the audit. For the second year in a row, the audit was completed with no findings, adjustments, or new Management Letter recommendations from the auditors. Mr. Recklaus also thanked Terri for her work on the audit.

John noted that the audit states that the 9-1-1 surcharge funding is unknown if the amount will continue after 2020, but the new surcharge House Bill #1530 to keep funding the same until December 2021 is expected to pass.

Mr. Townsend asked how long the contract between NWCDS and Lauterbach & Amen, LLC, and John replied that we are in year three of a five-year agreement.

Roll Call Vote: Motion Carried. Time: 9:18 am

Roll Call Ayes: Mr. Recklaus, Mr. Bragg, Mr. Rummel, Chief Bos, Mr. Trakas, Mr. Cassady, Chief Anderson, Mr. Wade, Mr. Krumstok, Mr. Townsend and Ms. Caddigan.

Nays: None

NWCDS/NWC911 5-year Budget Projection – Report

John reviewed the 5-year Budget Projection with these highlights:

NWCDS

- Salaries & benefits make up about 95% of our total expenses.
- NWCDS assumed the potential for 4 employee retirements – two in CY20 and two in CY21.
- NWCDS assumed a 2.5% increase in salaries across the board for each year, as agreed to in the collective bargaining agreement.
- NWCDS assumed a 4% increase in medical insurance premiums, a 3% increase in dental insurance premiums, and 2% increase in life insurance premiums each year. These increases are consistent with the historical increases we have seen since moving to the IBPC cooperative.
- Member assessments are based off the call/case statistics used in the CY20 budget. Fluctuations in call/case numbers can dramatically shift member assessments, but we



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will address that with the budget subcommittee and the 5-year smoothing that was discussed with the Board earlier this year

- In Calendar Year 2020, an aggressive adjustment was made to reduce member assessments by adding 12 additional positions to the reimbursements provided by 911.

NWC911

- The 9-1-1 surcharge law will sunset December 31st, 2020, but is expected to be extended until December, 2021. Additionally, beginning this summer, the State of Illinois will begin taking an estimated \$.08 per dollar to fund Next Generation 9-1-1 initiatives in the State. Because the actual surcharge revenue for CY18 and CY19 greatly exceeded expectations, we have adjusted our proposed 5-Year Plan for CY21 through CY25, but remain somewhat conservative.
- 9-1-1 has already reimbursed 12 additional positions beginning in CY20 and will reimburse an additional 2 positions in CY21-CY25 in order to keep increases to member assessments to a minimum.
- When the new CAD project is complete, we will see approximately \$550,000+ a year in annual maintenance costs. Maintenance will begin after 12-months of no-cost warranty, plus an additional 3-months of no-cost warranty, due to the delay in “go-live” of the project, per the contractual terms. This maintenance is reflected starting in CY22. These costs will be offset by the fact that our Radio System loan will be fully repaid in January of 2021, and our building loan with the Village of Arlington Heights will be repaid in April of 2023.
- NWCDS has worked with the Buffalo Grove Police Department on a grant from the Department of Justice. NWCDS and Buffalo Grove have proven that the move to Motorola Records was necessary to comply with the State’s eventual NIBRS reporting requirement. The grant should be about \$1,000,000. We did not plug this into the 5-year estimate, because while we have been told we will be receiving it, we do not have it yet. The State of Illinois has been delayed with their training of NIBRS due to COVID19, and we do not want to make any assumptions about this grant.

Mr. Recklaus asked if the NWCDS reserves are healthy and what the policy is regarding the amount. John replied that the policy is to have five months of operating expenses, but said the net operating expenses are not specifically defined.

Ms. Caddigan reiterated that the 2020 budget contained a 16% reduction, modified member assessments, and cut expenses. She also said that the subcommittee needs to improve the Capital Reserves Policy and try to normalize the shifts to each member communities.



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Mr. Townsend suggested using some of the Capitol Reserve money and/or Grant money to waive assessments for three months. The Board discussed the best and most responsible way to waive member assessments, whether it should be, one, two or three months, or in half-month portions.

Moved by Mr. Townsend and seconded by Mr. Rummel to amend the Calendar Year 2020 budget, use cash reserves to provide two months of assessment relief to member communities, apportioned over a four-month period and beginning as soon as possible, and modifying the Capital Reserves fund policy, if necessary.

Roll Call Vote: Motion Carried. Time: 9:49 am

Roll Call Ayes: Mr. Recklaus, Mr. Bragg, Mr. Rummel, Chief Bos, Mr. Trakas, Mr. Cassidy, Chief Anderson, Mr. Wade, Mr. Krumstok, Mr. Townsend and Ms. Caddigan.

Nays: None

Mr. Townsend would like those in the Budget Subcommittee to focus on ways to cut expenses like eliminating travel, cutting tuition reimbursements, minimizing discretionary expenditures, etc. John replied that NWCDS has cut several expenses like travel and projects, and also held off on filling the four vacant Telecommunicator positions until later in the year. Additionally, staff will look for other ways to reduce expenses.

OLD BUSINESS

New CAD/RMS/Mobile Data – Update

No 'Go-Live' date has yet been determined. Required face-to-face user training, State NIBRS training, testing, and on-site meetings have all been cancelled indefinitely. Without those important steps, we simply can't proceed. When we can start scheduling, we will be able to predict a go-live date.

In the meantime, every effort is still being made to ready the system for go-live. Virtual meetings are still regularly occurring, including with police/records, fire, and IT. The NWCDS team, Motorola, and other vendors continue to meet to iron out important details, especially as they pertain to different product interfaces such as CABS, LEADS, Dacra, and Quicket.

The delay in CAD has created the need for the police departments to reach out to ID Networks to extend records maintenance. ID Networks has agreed to extend in quarterly increments with those that have reached out to them already. John reminded everyone that records maintenance will be paid by NWCDS in the future, because it is one lump sum for CAD, records, and mobile data maintenance.



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NWCDS Centralized Police Records Feasibility Committee – No Update

NWCDS v. Cook County - Update

Although we lost on the Temporary Restraining Order against Cook County, we did not lose the case and it will be heard on June 5th next month. The judge asked NWCDS to work with the County on a resolution. Cook County has a board meeting scheduled for later today and we are on the agenda.

Mr. Townsend suggested we see this to the end not only for this pandemic, but for any future pandemics which may arise. Mr. Bragg agreed and added that the county health department cannot handle these types of pandemics and we should explore options of taking control over the public health aspect.

ADJOURNMENT

Moved by Mr. Krumstok 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: 10:06 am*