



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, AND IN THE PALATINE VILLAGE HALL, 200 E. WOOD STREET, COMMUNITY ROOM B, PALATINE, COOK COUNTY, ILLINOIS, ON THURSDAY, NOVEMBER 19, 2020.

CALL TO ORDER

Chairperson Sharon Caddigan called the meeting to order at 9:03 A.M.

MEMBERS ATTENDING

Randy Recklaus (Village Manager Arlington Heights), Dane Bragg (Village Manager Buffalo Grove), Ray Rummel (Village Manager Elk Grove Village), *Rachel Musiala (Acting 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

*Ms. Musiala arrived at 9:14 am.

MEMBERS ABSENT

NONE

ALSO ATTENDING

Nick Pecora (Arlington Heights Police Chief), Andrew Larson (Arlington Heights Fire Chief), Jim Kreher (Barrington Countryside Fire Chief), D/C Scott Eisenmenger for Steve Casstevens (Buffalo Grove Police Chief), Mike Baker (Buffalo Grove Fire Chief), Chuck Walsh (Elk Grove Police Chief), Richard Mikel (Elk Grove Fire Chief), Assistant Chief Kasia Cawly for Ted Bos (Hoffman Estates Police Chief), Officer Mike Hish for Bob Haas (Inverness Police Chief), D/C Michael Eterno for John Koziol (Mount Prospect Police Chief), Brian Lambel (Mount Prospect Fire Chief), David Daigle (Palatine Police Chief), Scott Anderson (Palatine Fire Chief), Jim Zawlocki (Prospect Heights Police Chief), John Nowacki (Rolling Meadows Police Chief), Jeff Moxley (Rolling Meadows Fire Chief), Bill Wolf (Schaumburg Police Chief), Jim Walters (Schaumburg Fire Chief), Daryl Syre (Streamwood Police Chief), Chris Clark (Streamwood Fire Chief).



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NWCDS PERSONNEL

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

OTHERS ATTENDING

Mick Fleming, Joint Emergency Management System Director; Ira Kessler, IT Specialist- Prescient.

CONSENT AGENDA

Moved by Mr. Ottesen, seconded by Mr. Rummel to approve and accept the September 17, 2020, Joint Meeting Minutes (Regular & Closed). *Voice Vote: Motion Carried.*

Moved by Mr. Rummel and seconded by Mr. Ottesen to approve and accept the September and October Budget Summaries and the NWC and NWC911 System Check Registers for September (NWC=\$972,073.12; NWC911=\$713,260.78) and October (NWC=\$903,376.27; NWC911=\$645,504.51), the Executive Director's Report, the Deputy Director-Operations Report, the Finance/HR Manager's Report and the Deputy Director-Support Services Report. *Voice Vote: Motion Carried*

EXECUTIVE DIRECTOR'S UPDATE

BUDGET

About 83% of the 2020 budget has been spent as overtime hours continue to climb due to Covid19 and the inability to bring new hires into the building to fill some openings.

FEMA GRANT

The end date for eligible expenses for the FEMA grant was October 22, 2020. The deadline to submit expenses is 60-days from that date. Terri Svec is finalizing the list of expenses, and she will be submitting them soon.

PELLA Windows Class Action Lawsuit

Jason Hunt and Terri worked together gathering information and evidence for this class action lawsuit and NWCDS received a \$1,792 settlement. John thanked Jason and Terri for their work on this project.

PEER SUPPORT

A Peer Support Group, headed by Operations Manager Ariana Kitty and Deputy Director Diluia, kicked off this past month with eight other Telecommunicators to help those who might be stressed out or need someone to talk due, especially during these trying times.

Executive Director's Evaluation

Deputy Director Diluia will release John's evaluation to the Board on December 16, 2020. John will also email the NWCDS achievements for 2020 and goals for 2021 at that time.



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COVID-19

After an outbreak of nine employees in August, the situation stabilized. While two members of the administrative staff were infected, they were able to work from home and did not pass on the infection to others within the agency. The center has been sanitized by Bio-One once again.

John thanked Schaumburg Police for allowing the Telecommunicators to use the backup site at the Police Department several times throughout the year for months at a time. Masks are mandated at all positions for additional safety.

Solacom 9-1-1 Phone Transition

As discussed previously, the current 9-1-1 phone system provider is Comtech. Comtech acquired Solacom in 2019, a better industry known 9-1-1 phone system.

System Admin training took place on October 26th. Call-taker training took place during the last week in October and the 1st week of November. "Go-live" of the new system will take place on December 15, 2020.

Parking Lot

The parking lot replacement project was completed on October 17, 2020. After our walkthrough with our consultants from WOLD, we found that the project met our expectations and is a significant improvement.

UPS Room AC Unit

The Joint Board approved the purchase and installation of the UPS Room AC unit replacement at the meeting in September. Mercury Mechanical installed the unit on November 10-11, 2020.

Operations Manager Promotion

With the Operations Manager opening, a process was designed to pick the best internal candidate. An assessment center was conducted with nine candidates on October 23rd at the new Mount Prospect Police Department. The Executive Directors from DU-COMM and E-COMM participated in the evaluation of the candidates during the assessment center. Additional interviews with the candidates were conducted on November 13th and 16th.

The new Operations Manager will begin in January of 2021. He or she will train on the Day Shift and Midnight Shift for a couple of months and then settle in on their new shift (1500-2300) in March of 2021.

Telecommunicator Week 2020

Normally, National Public Safety Telecommunicator Week takes place in April. With COVID-19 at its height in April, NWDCS delayed the celebration until the week of



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October 25th. John announced that Telecommunicator Grace Keaton was awarded the NWCDS Telecommunicator of the Year by her peers. Additionally, Operations Manager Dan Sacomano was awarded the Illinois APCO Supervisor of the Year. Congratulations to Grace and Dan!

Roofing Project

In December of 2018, the roof replacement project was completed. We have been working with John Kelly, our attorney in regards to our dispute. With the receipt of the signed Change Order No. 1 and its Addendum, we have finally concluded the dispute with Bennett and Brosseau Roofing over the project at NWCDS. Based on the claims of NWCDS for costs resulting to NWCDS from the errors of Bennett and Brosseau and the unused Contract Allowance, the total contract price was reduced by \$22,831.09. The allocation of these amounts is \$5,466.09 for Owner's losses and \$17,365.00 for the unused Allowance. After deducting these amounts, the balance left to pay Bennett and Brosseau on the contract amount is \$12,103.91. Matt Bickel of Wold Architects has prepared all of the necessary lien waivers. The NWCDS losses are detailed in a spreadsheet kept on file by Terri Svec. These amounts included additional personnel costs incurred by NWCDS as a result of the roofing project and damaged materials.

NEW BUSINESS

Meeting Calendar 2021

A meeting calendar is included in the packet. These may be virtual and/or in person, depending on the severity of the pandemic. The in-person meetings will take place at the Palatine Village Hall through the middle of the year.

NWCDS Executive Committee Chairperson 2021

The rotational list for the 2021 NWCDS/NWCDS911 Joint Board for Chairperson, Vice Chairperson, et cetera includes Mike Cassady as Chairperson, Joe Wade as Vice Chairperson, and Chief Brian Lambel as the Executive Committee Chairperson.

Moved by Mr. Rummel and seconded by Mr. Ottesen to approve Mike Cassady as Chairperson, Joe Wade as Vice Chairperson, and Chief Brian Lambel at the Executive Committee Chairperson. *Voice Vote: Motion Carried.*

Budget Amendment: Parking Lot Project

Moved by Mr. Rummel and seconded by Mr. Ottesen to approve the parking lot amendment as stated in the meeting packet.

Roll Call Vote: Motion Carried. Time: 9:16 am

Roll Call Ayes: Mr. Recklaus, Mr. Bragg, Mr. Rummel, Ms. Musiala, Mr. Trakas, Mr. Cassady, Mr. Ottesen, Mr. Wade, Mr. Krumstok, Mr. Townsend and Ms. Caddigan.

Nays: None

RFP Recommendation - UPS and UPS Fan Capacitor Replacements



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Moved by Mr. Rummel and seconded by Mr. Ottesen to approve the RFP recommendation for the UPS and UPS Fan Capacitor Replacements, as presented in the meeting packet, as the bid came in under the budget of \$85,000.

Roll Call Vote: Motion Carried. Time: 9:19 am

Roll Call Ayes: Mr. Recklaus, Mr. Bragg, Mr. Rummel, Ms. Musiala, Mr. Trakas, Mr. Cassidy, Mr. Ottesen, Mr. Wade, Mr. Krumstok, Mr. Townsend and Ms. Caddigan.

Nays: None

OLD BUSINESS

New CAD/Police Records/Mobile Data - Update

A tentative “go-live” date of January 19, 2021, has been announced. The key is for NWCDS and its member police and fire departments to complete training and testing before that date. With that in mind, the following meetings and trainings have taken place or are scheduled to occur before “go-live”:

Police

- Demos from Police Officer Perspective with interfaces: 9/22, 9/24, 9/25
- Police/Records Stakeholder Meetings: 10/6, 10/27, 11/10, 11/24, 12/8
- SSRS Records Subcommittee Meetings: 10/20, 11/10, TBD
- Police Mobile Refresher Training: 10/27
- CAD Desk Training: 11/16, 11/17, 11/18, 11/19, 11/20
- Records Demo/Training: TBD
- IDD (Dashboard) Training: 12/8, 12/9, 12/10

Fire

- Fire Stakeholder Meetings: 10/9, 11/13, 12/11
- Fire Preplans Training: 10/15 • Fire Mobile Refresher Training: 10/22
- Fire “Road Testing”: 11/12
- Fire CAD “Desk” Training: 12/3, 12/8, 12/10, 12/15, 12/22

NWCDS

- CAD Training: 11/30, 12/1, 12/2, 12/3, 12/4, 12/7, 12/8, 12/9, 12/10, 12/11, 1/4, 1/5, 1/6, 1/7, 1/8
- System Admin Training: 12/15, 12/16

Additionally, Bob Scott created an Issue Tracker currently containing 43 line items that Motorola is working on, or will be working on until Go Live. This helps everyone keep track of any problems or issues that may arise, using the Issue Tracker as a reference point.



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The Data Conversion is a concern because of the difficulty in converting between ID Networks and Motorola. Covid19 may also be a concern, as some departments are hesitant to participate in group training.

The Board's consensus was to make sure all member communities are trained and ready to go live on January 19, 2021. Chairperson Caddigan will send an email to the Board members reminding all communities of this Consensus.

NIBRS Grant

John thanked Buffalo Grove for their help with the NIBRS Grant. The first Grant distribution to pay the last Motorola invoice for the new CAD, totaling 794,366 has been approved.

Everbridge Committee – Update

The Everbridge Committee met on November 13 to maximize the benefits of Everbridge and standardize its usage. There was great participation and the next meeting is December 11, 2020 at 11am. All Member Communities are welcome to attend. Email Executive Director Ferraro for more information if interested.

NWCDS vs. Cook County - Update

Per Attorney Pat Brankin, we are still awaiting review from the PAC.

ADJOURNMENT

Moved by Mr. Rummel 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. Time: 9:50 am*