



## **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, AND IN THE PALATINE VILLAGE HALL, 200 E. WOOD STREET, COMMUNITY ROOM B, PALATINE, COOK COUNTY, ILLINOIS, ON THURSDAY, JULY 16, 2020.**

### **CALL TO ORDER**

Chairperson Sharon Caddigan called the meeting to order at 9:05 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), 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

### **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), Richard Mikel (Elk Grove Fire Chief), Kasha Cawley for Ted Bos (Hoffman Estates Police Chief), Pat Fortunato ((Hoffman Estates Fire Chief), Officer Mike Hish for Bob Haas (Inverness Police Chief), John Koziol (Mount Prospect Police Chief), Brian Lambel (Mount Prospect Fire Chief), David Daigle (Palatine Police Chief), Deputy Chief Pat Gratziana for Scott Anderson (Palatine 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; Christine Zatz, Office Manager.

### **OTHERS ATTENDING**

Mick Fleming, Emergency Management Coordinator



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### **RETIREMENT**

Chairperson Caddigan congratulated Mr. Norris on his retirement and Mr. Norris thanked everyone for his and her support.

### **CONSENT AGENDA**

Moved by Mr. Krumstok, seconded by Mr. Rummel to approve and accept the May 21, 2020, June 3, 2020 and June 24, 2020, Joint Meeting Minutes (Regular & Closed), as well as the May and June Budget Summaries and the NWC and NWC911 System Check Registers for May (NWC=\$ 928,174.86; NWC911=\$ 526,432.85) and June (NWC=\$ 916,459.24; NWC911=\$ 981,768.38), 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: 9:08 am***

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

**Nays:** None

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

#### **Illinois Heart Rescue**

Illinois Heart Rescue Association presented NWCDS a PSAP of the Year Award earlier this week. NWCDS has been working with Dr. Jordan from Northwest Community Hospital this past year. Dr. Jordan put together a system-wide training that included NWCDS' involvement with successful cardiac arrest treatment. NWCDS averaged 'Hands on Chest' compressions 71% of the time, compared to the national average of 49%.

John thanked Operations Manager Dan Sacomano (EMD/EFM Coordinator), who works under Kevin Diluia, Robin Chamberlain (Quality Assurance Specialist), who works under Training Manager Lauri Orwig, as well as the Telecommunicators for this achievement.

#### **COVID19: Transition Plan**

The administrative staff that was working at home staggered their return to the NWCDS building between June 1 and June 15th. The Telecommunicators assigned to the backup center at Schaumburg PD returned to the NWCDS building on June 18th (Ten employees were assigned there since April 4, 2020, to increase social distancing of the staff). Visitors, member agency personnel, and most vendors are still prohibited from entering the building until further notice. Necessary vendors are permitted, but must wear a mask. Cleaning supplies, such as disinfecting wipes have been kept in regular supply. Masks, gloves, thermometers, and hand sanitizer are provided to the staff and use of these items is encouraged. Social distancing procedures such as hallway and stairwell foot traffic patterns will remain in effect until further notice.



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### **Economic Actions**

The initial FEMA Public-Assistance grant application was initiated in early April by the deadline. The itemized spreadsheet will be provided to FEMA by mid-July for expenses incurred through June 30, 2020. These include some personnel costs, as well as COVID-19-related building costs. Terri Svec, HR/Finance Manager, attended a couple of webinars about what can be included in the application.

Monthly calls occur with Buffalo Grove PD, NWCDS, and the DOJ regarding the NIBRS grant. We have been authorized to draw funds from the grant. We are waiting for the next milestone with Motorola which should occur in the next 30-days. When we are invoiced, we will use grant funds to pay Motorola.

NWCDS has either cancelled or delayed the following expenditures to offset the economic hardships caused by COVID19: Cancelling or delaying several expenditures to offset the economic hardships caused by COVID19, eliminating Net Motion and staying with Radio IP, as well as cancelling several conferences.

### **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 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. The RFP will be released before the end of July. A recommendation will be brought to the NWCDS/NWC911 Joint Board at the September meeting.

### **Cybersecurity**

Funds were budgeted for cybersecurity this year. The idea was to contract with a consultant and potentially add more security measures to our network. While COVID-19 has delayed that project, there have still be steps taken:

Our Prescient IT resource, Ira Kessler, has attended on-line training, including a recent webinar presented by the Cybercrime Support Network, a national nonprofit whose mission is to assist individual and small business cybercrime victims before, during, and after a cybercrime incident. Prescient is in the process of conducting a security audit. They have done this before, but it was time for another analysis of our security measures. Ira and Brian Drake have been researching and reviewing different services provided by COMCAST, our internet provider. Rather than spend the budgeted capital funds, a viable option may be to pay for this security in our monthly COMCAST bill.

### **NEW BUSINESS**

#### **Prescient One-Year Renewal**

The current agreement with Prescient is set to expire on September 15, 2020. It was a 1-year agreement and when it was renewed, the conversation at the Board meeting was



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to initiate an RFP process before the next contract. Because we are still heavily involved with the new CAD/Records Management/Mobile data project, it would be detrimental to consider a new company for our IT needs at this time. Our current IT person has been involved with the implementation since we signed a contract with Motorola, and plays a key role with the success of the project.

A one-year renewal was requested from Prescient so that we can initiate the RFP process when the CAD/Records Management/Mobile Data project has been completed. The NWCDS attorney, John Kelly has renewed the contract, and there are no issues with the extension. A 2% increase was negotiated with Prescient.

Recommendation: The recommendation is to authorize the Executive Director to execute the Addendum to extend the contract to September 15, 2021.

Moved by Mr. Ottesen and seconded by Mr. Norris to approve the Addendum with Prescient whereby extending the contract between NWCDS and Prescient for another year, set to expire on September 15, 2021.

**Roll Call Vote: Motion Carried. Time: 9:14 am**

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

**Nays:** None

### **NWCDS/NWC911 – CY2020 Budget Subcommittee – Volunteers Needed**

The budget process for the NWCDS/NWC911 CY2021 Budget has begun. It is customary to have a budget subcommittee comprised of two (2) Joint Board members and one (1) Executive Committee member review the draft of the budget and assist with the process before approval in September. Typically there are two (2) meetings or conference calls in the month of August to complete this task.

Ms. Caddigan, Mr. Cassady and Mr. Recklaus volunteered to from the Calendar Year 2020 Budget Subcommittee.

### **OLD BUSINESS**

#### **MOTOROLA CAD / RECORDS / MOBILE DATA**

Obviously COVID-19 delayed progress with the project. The biggest impact was training. While a majority of the summer was going to be used for training, COVID-19 restrictions prevented that from happening. At the most recent stakeholder meeting, the question was posed to each police department – when can you start training again? The hope is August. If that is the case, we could target a November “go-live” timeframe.

There are still “open” items with Motorola that need to be corrected, and we have taken the hard line of not going live without them.



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Bob Scott from Mission Critical continues to provide critical assistance, especially on the records portion of the project. We are nearing the end of the agreed to contracted pay for Bob, but Mission Critical has agreed to hold the 2017 rate for any additional time he spends on the project until “go-live”.

The Board discussed various ways to move this project along as the delay can become more costly (ID Networks Maintenance and Bob Scott fees). The plan is for Motorola to schedule a demo with the police departments in the next few weeks so that the departments are more comfortable with setting training dates. Since a lot of progress has been made, the Board volunteered to speak to their chiefs to determine departments’ concerns and move this project forward. John volunteer to attend any meetings to address any issues head on. Training dates from each Police and Fire Department were requested after Motorola’s demo and by the September 10, 2020 Executive Committee meeting.

### **NWCDS Centralized Police Records Feasibility Committee – No Update**

#### **NWCDS v. Cook County (Health Department) – Update**

John explained that the Board moved to dismiss the case against Cook County, but filed a FOIA request with Illinois Department of Public Health to try to obtain address information to those infected with Covid19. In today’s Executive Committee meeting, Chief Lambel offered to contact Illinois Fire Chiefs, the AFFI (Associated Fire Fighters of Illinois), and his Union President for additional backing to help with legislation. Additionally, John stated that he will work with the Illinois Joint NENA and APCO legislative committee to see if additional language can be added to the 911 Law that expires December 2021.

#### **COVID-19 Self-Assessment Tool – Update**

NWCDS launched a Covid-19 Assessment tool on the website and made the link available for the member communities.

### **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: 10:02 am*