



## Northwest Central Dispatch System

1975 E. Davis Street  
Arlington Heights, IL 60005

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### **MINUTES OF A SPECIAL 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 MONDAY, APRIL 13, 2020.**

#### **CALL TO ORDER**

Chairperson Sharon Caddigan called the meeting to order at 2 P.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), Brian Townsend (Village Manager Schaumburg), Sharon Caddigan (Village Manager Streamwood).

A quorum was present

\*Mr. Recklaus arrived at 2:05pm

#### **MEMBERS ABSENT**

Barry Krumstok (City Manager Rolling Meadows)

#### **ALSO ATTENDING**

Andrew Larson (Arlington Heights Fire Chief), Steve Casstevens (Buffalo Grove Police Chief), Chuck Walsh (Elk Grove Police Chief), Ted Bos (Hoffman Estates Police Chief), Pat Fortunato ((Hoffman Estates Fire Chief), John Koziol (Mount Prospect Police Chief), Brian Lambel (Mount Prospect Fire Chief), Scott Anderson (Palatine Fire Chief), Jim Zawlocki (Prospect Heights Police Chief), John Nowacki (Rolling Meadows Police Chief), Jim Walters (Schaumburg Fire Chief), Bill Wolf (Schaumburg Police Chief), Daryl Syre (Streamwood Police Chief), Chris Clark (Streamwood Fire Chief).

#### **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.

#### **LEGAL COUNSEL**

John Kelly, NWCDS General Counsel; Patrick Brankin, Counsel for Buffalo Grove and Palatine.



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### **PUBLIC COMMENT**

None

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

#### **COVID-19**

John stated that the travel questions will continue because travel is expected to open up again and the Telecommunicators won't have to make additional changes when answering calls.

#### **NWCDS**

All non-Telecommunicators are still working from home until further notice.

John thanked Schaumburg and the Schaumburg Police Department for their cooperation in allowing NWCDS to split operations and have some TCs work in our Schaumburg backup dispatch center. This precautionary measure was taken in case the Center has to be evacuated, there will be no disruption of service to our communities.

Bio One disinfected and sanitized the Center as well as the rest of the building on Thursday, April 9<sup>th</sup>. Sanitizing and disinfecting supplies are on hand; John purchased N95 masks and surgical masks for staff.

#### **PRIORITY DISPATCH**

A self-assessment tool is available from Priority Dispatch and is being investigated as to its value for the Center and member communities.

### **CLOSED SESSION**

Moved by Mr. Townsend and seconded by Mr. Bragg to move to a closed session for the purpose of litigation, when an action against, affecting or on behalf of the System has been filed and is pending before a court or administrative tribunal, or when the Board finds that an action is probable or imminent. 5 ILCS120/2(c)(11)

***Roll Call Vote: Motion Carried. Time: 2:07pm***

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

**Nays:** None

The Board moved to a closed session.



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Moved by Mr. Bragg and seconded by Mr. Townsend to adjourn the Closed Session meeting and return to the open Special Board Meeting.

***Roll Call Vote: Motion Carried. Time: 3:01pm***

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

**Nays:** None

Moved by Mr. Ottesen and seconded by Mr. Townsend to direct attorney Pat Brankin, on behalf of NWCDS, to send Cook County a demand letter in the form of McHenry County's letter, subject to any revision by said counsel as well as John Kelly and Executive Director Ferraro. *Voice Vote: Motion Carried.*

### **FOLLOW UP**

The Board planned a follow up special meeting for Thursday, April 16<sup>th</sup> at 3:45pm. Mr. Ferraro will send out a calendar invite with information.

### **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*