



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, SEPTEMBER 17, 2020.

CALL TO ORDER

Chairperson Sharon Caddigan called the meeting to order at 9:45 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), Reid Ottesen (Village Manager Palatine), Chief Zawlocki for 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

Michael Cassady (Village Manager Mount Prospect)

ALSO ATTENDING

Nick Pecora (Arlington Heights Police Chief), Andrew Larson (Arlington Heights Fire Chief), D/C Scott Eisenmenger for Steve Casstevens (Buffalo Grove Police Chief), Mike Baker (Buffalo Grove Fire Chief), Richard Mikel (Elk Grove Fire Chief), Pat Fortunato (Hoffman Estates Fire 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), and 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; Lauri Orwig, Operations Manager-Training; Christine Zatz, Office Manager.

OTHERS ATTENDING

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



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CONSENT AGENDA

Moved by Mr. Rummel, seconded by Mr. Bragg to approve and accept the July 8, 2020, July 16, 2020 and August 20, 2020, Joint Meeting Minutes (Regular & Closed). *Voice Vote: Motion Carried.*

Moved by Mr. Rummel and seconded by Mr. Bragg to approve and accept the July & August Budget Summaries and the NWC and NWC911 System Check Registers for July (NWC=\$1,306,372.67; NWC911=\$ 550,394.07) and August (NWC=\$ 955,629.83; NWC911=\$157,599.30), 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

COVID19

John reminded the Board that as of August, we had no Covid infections; however, in the last 20-days, we have experienced a spike with about 10% of our 9-11 Telecommunicators, as (7) have tested positive for COVID-19. We are managing so far without altering our staffing levels and six have already returned to work.

FEMA-COVID 19 PA Grant Funds

Terri Svec met with an IEMA consultant on September 9th to try to recuperate some of the funds spent due to Covid through the FEMA Grant.

SOLACOM PHONE SYSTEM: Update

Weekly project calls began in July. A plan for the delivery and installation of the new hardware is in place. A testing and training plan is being developed. The transition from the current phone system to the Solacom phone system will occur prior to November 1, 2020.

FOIA REQUEST OF IDPH

Regarding the appeal of the FOIA decision to obtain addresses of COVID-19 addresses for entry into the CAD system, Attorney Brankin is still waiting on a reply from the PAC. He indicated it could be weeks or even months before a final decision is made.

NEW BUSINESS

JEMS Bylaws Changes

Moved by Mr. Ottesen and seconded by Mr. Bragg to approve the JEMS Bylaw changes as presented in the meeting packet.

Roll Call Vote: Motion Carried. Time: 9:50 am

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

Nays: None



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Prescient Annual Report

Ira Kessler's report is in the meeting packet and John praised Ira and his excellent work.

NWCDS/NWC911 CY2021 Budget (Including JEMS Budget)

The NWCDS budget is funded by member assessments; the NWC911 budget is funded by surcharge revenue from the State of Illinois. Changes were made to the amount of positions reimbursed by the NWC911 budget to offset the member assessments, but to still comply with the reserve fund balance policy.

A budget subcommittee, comprised of Randy Recklaus – Village Manager of Arlington Heights, Mike Cassady - Village Manager of Mount Prospect, Sharon Caddigan – Village Manager of Streamwood, and Brian Lambel - Mount Prospect Fire Chief, was provided drafts of the budgets to review on August 19, 2020, and met on August 24, 2020, for discussion.

Northwest Central Dispatch System (NWCDS) – Changes for CY2021

John reviewed the budget with the Board and noted the following topics:

Expenses will increase by 3.37%. Efforts were made with various vendors and contracts to negotiate costs. In some cases, a 2% increase was assumed.

The funding formula of 50% phone calls and 50% case assignments was applied. Earlier this year, the Board approved utilizing 5 years of statistics, so that a one-time anomaly would have less of an impact.

Efforts were made to address the economic uncertainty caused by COVID-19. All NWCDS member communities will see a savings from CY2020 to CY2021. With reimbursements from the NWC911 budget, including additional staff positions, the overall member assessments will decrease by 6.6% for CY2021. Schaumburg's assessment will go down 12.29% and will be the largest decrease. Hoffman Estates' assessment will go down by .73% and will be the smallest decrease.

- The new labor contract included a 2.5% COLA increase for employees in the union, plus, for some employees, the normal step increases.
- Most non-union employees were given a 1.65% COLA increase, and for some employees, the normal step increases. As part of a two-year comparable adjustment in salary for the HR/Finance Manager position, started in FY 2020, a larger increase is noted for this position in FY 2021.
- Health insurance premiums will increase 4.92%, per our IPBC/Gallagher representative. By union contract, employee contribution will be raised to 16% for all employees (union and non-union).
- IMRF employer contributions will increase 12.22%, which is an increase of about \$112,365 from 2020.



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- We are anticipating using more cleaning supplies due to COVID-19 in 2021, so Operating Supplies will increase by just over 8%.

NWC911 – Changes for CY2021

As stated, in order to reduce member assessments, in Calendar Year 2021, NWC911 added 1 Telecommunicator position, as well as 50% of the HR/Finance Manager position to reimbursements to the NWCDS budget. Efforts were taken to reduce certain areas, due to the uncertainty of the economic impact of COVID-19.

- In some cases, when a NWC911 budget item increases, it is because it increased on the NWCDS side, and NWC911 partially reimburses that item.
- The increase in salaries and other employee benefits is because of more reimbursements to the NWCDS side, as well as the 2.5%/1.65% cost-of-living (plus steps) salary increases that were assumed.
- Generator maintenance will increase by 13.22%, because warranties have expired on units at the different radio sites. The units have not reached their end of life, so a maintenance contract will help extend the life of the units. Microwave maintenance increased significantly for similar reasons.
- A review of the HVAC systems at all the NWCDS remote sites indicated the need for parts and labor to ensure they are in good working order. This area will increase by about \$3,540.

Future Capital Equipment Fund

During the review of the first draft of the budget by the subcommittee, a plan was created that showed reserving funds for future large purchases. For example, even though the new CAD/Records/Mobile Data system is going live soon, when will it need to be replaced in the future? On the NWC911 side, estimates were made for replacements costs of CAD/records/mobile data, the phone System, and the radio system. For the NWCDS budget, the same approach was taken for building upgrades such as roof, windows, and parking lot. Taking these estimates and spreading them out over the life of the existing systems or building upgrades equaled over \$400,000 per year.

While the subcommittee agreed that future planning was a good idea, they all concluded that the uncertainty caused by the 9-1-1 law/surcharge sun-setting in December of 2021 and the economic uncertainty of the State of Illinois, required a more conservative approach. The subcommittee agreed to budget \$40,000 annually for NWCDS and \$80,000 annually for NWC911 in the future capital reserve fund. The subcommittee thought that the CY2022 budget subcommittee could meet in June of next year to review the idea of more specific reserves again.

Several members of the Board praised Executive Director Ferraro and HR/Finance Manager Terri Svec for their hard work and dedication on the Calendar Year 2021 Budget and all that it entails.



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Moved by Mr. Bragg and seconded by Mr. Recklaus to approve the NWCDS/NWCDS911 Calendar Year 2021 Budget, including the JEMS Budget, as discussed in today's JEMS meeting and presented in the meeting packet.

Roll Call Vote: Motion Carried. Time: 10:04 am

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

Nays: None

RFP Recommendations – Approval Needed

- Parking Lot
- HVAC for UPS Room
- IT Equipment

NWCDS completed RFP processes for the parking lot replacement project, the HVAC system for the UPS room, and various IT equipment in support of the CAD project. All three purchases are budgeted in the NWCDS/NWC911 CY2020 capital budget.

The parking lot replacement's budgeted amount is \$135,000. The recommended bid is for \$136,039, but includes \$20,000 in contingency funds in case there are any soil issues.

The HVAC for the UPS Room's budgeted amount is \$30,000. The lone bid has been negotiated to \$30,000.

The IT equipment's budgeted amount is \$82,300 (total capital budget was \$109,800). The recommended bid is for \$78,878.38.

Moved by Mr. Ottesen and seconded by Mr. Krumstok to approve the recommended bidders for the above budgeted capital purchases.

Roll Call Vote: Motion Carried. Time: 10:05 am

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

Nays: None

NWCDS CY2020 Budget Amendment – Approval Needed

At the May 21st, 2020, meeting, the NWCDS/NWC911 Joint Board approved a two-month waiver of Member Assessments (apportioned over a four-month period) utilizing the Systems cash reserves in an effort to provide economic relief to member communities.



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Moved by Mr. Trakas to approve the amendment to reduce the original NWCDS CY2020 budgeted member assessment revenues to Member Agencies, by \$1,037,979.08 as detailed above, and Mr. Townsend approved for discussion only.

The Board discussed whether or not to extend the reduction of member assessments to the contracted agencies within Northwest Central Dispatch System.

Moved by Mr. Ottesen and seconded by Mr. Recklaus to approve an amendment to reduce the original NWCDS CY2020 budgeted member assessment revenues to Member Agencies, by \$1,037,979.08 as detailed above, but not to include the contracted agencies.

Roll Call Vote: Motion Carried. Time: 10:10 am

Roll Call Ayes: Mr. Recklaus, Mr. Bragg, Mr. Rummel, Ms. Musiala, Mr. Ottesen, Chief Zawlocki, Mr. Krumstok, Mr. Townsend and Ms. Caddigan.

Nays: Mr. Trakas

OLD BUSINESS

New CAD/RMS/Mobile Data – Update

John stated that member agencies are being held accountable for their progress with CAD and offered assistance if falling behind. He reminded everyone that the Police demos are starting next week on September 21 in Schaumburg, and then two departments at a time will train until all departments have gone through the demonstrations. Additionally the DACRA/LEADS problem has been fixed, so everyone will be going through training, testing and installs until Go Live.

NWCDS Centralized Police Records Feasibility Committee – No Update

NWCDS v. Cook County - Update

Awaiting a response from the PAC regarding the FOIA request.

Everbridge – Update

John explained that in the recent Fire Liaison Committee meeting, it was decided that NWCDS will not send out inclement weather notifications, but that each member community is able to send Everbridge messages out on their own discretion.

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: 10:20 am*