



## **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 IN THE PALATINE VILLAGE HALL, 200 E. WOOD STREET, COMMUNITY ROOM B, PALATINE, COOK COUNTY, ILLINOIS, ON THURSDAY, MAY 18, 2023.**

### **CALL TO ORDER**

Chairperson Eric Palm called the meeting to order at 9:00 A.M.

### **MEMBERS ATTENDING**

Randy Recklaus (Village Manager Arlington Heights), Scott Anderson (Village Manager Barrington), Dane Bragg (Village Manager Buffalo Grove), Matthew Roan (Village Manager Elk Grove Village), Eric Palm (Village Manager Hoffman Estates), Sam Trakas (Village Administrator Inverness), Michael Cassady (Village Manager Mount Prospect), Reid Ottesen (Village Manager Palatine), Chief Caponigro for Joe Wade (City Administrator Prospect Heights), Rob Sabo (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), Lance Harris (Arlington Heights Fire Chief), Dave Dorn (Barrington Police Chief), John Christian (Barrington Fire Chief), Scott Motisi (Barrington Countryside Fire Chief), Brian Budds (Buffalo Grove Police Chief), Mike Baker (Buffalo Grove Fire Chief), D/C Christopher Torres and Richard Mikel (Elk Grove Police Chief), Nathan Gac (Acting Elk Grove Fire Chief), Kasia Cawley (Hoffman Estates Police Chief), Alan Wax (Hoffman Estates Fire Chief), Kyle Ingebrigtsen (Inverness Police Chief), Mike Eterno (Mount Prospect Police Chief), D/C Tom Wang for John Dolan (Mount Prospect Fire Chief), Dave Daigle (Palatine Police Chief), Pat Gratziana (Palatine Fire Chief), John Nowacki (Rolling Meadows Police Chief), Pete Sutter (Rolling Meadows Fire Chief), Bill Wolf (Schaumburg Police Chief), Jim Walters (Schaumburg Fire Chief), Shawn Taylor (Streamwood Police Chief), Mike Meyer (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.



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### **OTHERS ATTENDING**

Mick Fleming, JEMS Director; Jamie Wilkey, Lauterbach and Amen.

### **PUBLIC COMMENT**

None

### **CONSENT AGENDA**

Moved by Mr. Bragg, and seconded by Mr. Roan to approve and accept the March 16, 2023, Joint Meeting Minutes (Regular & Closed), the March and April, 2023 Budget Summaries and the NWC and NWC911 System Check Registers for March (NWC=\$992,066.42; NWC911=\$507,095.28) and April (NWC=\$946080.13; NWC911=\$534677.05), 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: 9:01am***

**Roll Call Ayes:** Mr. Recklaus, Mr. Anderson, Mr. Bragg, Mr. Roan, Mr. Palm, Mr. Trakas, Mr. Cassidy, Mr. Ottesen, Chief Caponigro, Mr. Sabo, Mr. Townsend, Ms. Caddigan.

**Nays:** None

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

#### **TC Week**

Executive Director Ferraro thanked the member communities for their generosity during TC Week, informing the Board members how appreciative the Telecommunicators were for all the meals and visits from the police and fire departments.

#### **Hiring and Personnel Matters**

The five (5) Telecommunicators that were hired in October of last year are doing well. Two (2) have completed their training and are counted in shift totals. The remaining three (3) will complete their training in early June.

We will be four (4) Telecommunicators below full-staffing due to retirements that occurred in February and May. For this reason, we conducted our large scale testing on March 30, 2023. Eighty-eight (88) people registered for the test. Forty-four (44) registrants attended the orientation and testing. Nine (9) applicants passed the test. We have completed the hiring process, and have made conditional offers of employment to three (3) candidates. If they pass the conditional steps of hire, their start date will be on June 12, 2023.



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Our new 9-1-1 Information Specialist, Jessica Putra, began her role on May 1, 2023. Jessica has strong GIS experience, and a Master's Degree in Geography. She will be assisting our CAD System Manager and 911/GIS Analyst.

### **New 9-1-1 Network/ESInet**

On May 4, 2023, AT&T successfully transitioned NWCDS to the Next Generation 9-1-1 / ESInet IP-Based network. AT&T's first attempt at this back in August of 2022 was unsuccessful based on calls being misrouted to Chicago. They conducted extensive testing the week before the transition, and there were no routing issues after the cutover this time.

The transition was mostly successful with no interruption of service to the citizens. There were issues with duplicate calls and the ANI/ALI (address/phone number) "dump" into the CAD system, but these have been corrected. We are still reviewing data because there seems to be issues with system reporting. We may need to skip May in our monthly reporting of statistics.

### **9-8-8 and CESSA**

The 9-1-1 Statewide Administrator has instructed all 9-1-1 Emergency Communication Centers to handle all requests for police, fire, and EMS in the same manner as usual. From the reports at these meetings, implementation for the State will not occur this year and has been extended to July 1<sup>st</sup>, 2024.

### **State of Illinois Update**

The new Emergency Telephone System Act (ETSA) is expected to pass with no significant changes to the current law. The 9-1-1 surcharge of \$1.50 per wire line or wireless account is not expected to change with ETSA's receiving about \$1.05 of the \$1.50. As it has been in the past, this law will expire in two (2) years.

### **NEW BUSINESS**

#### **NWCDS/NWC911 CY2022 Audit: Lauterbach and Amen**

Jamie Wilkey from Lauterbach and Amen presented some of the highlights from the 2022 Audit, thanked Terri Svec for all of her help and preparation, and reminded the Board that once again the Audit received a High-Level Clean, Unmodified Audit Opinion.

Moved by Mr. Bragg and seconded by Mr. Anderson to approve and accept the NWCDS/NWC911 Calendar Year 2022 Audit as presented in the meeting packet, with the adjustments to the interest income.

***Roll Call Vote: Motion Carried. Time: 9:10am***



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**Roll Call Ayes:** Mr. Recklaus, Mr. Anderson, Mr. Bragg, Mr. Roan, Mr. Palm, Mr. Trakas, Mr. Cassady, Mr. Ottesen, Chief Caponigro, Mr. Sabo, Mr. Townsend, Ms. Caddigan.

**Nays:** None

### **NWCDS/NWC911 5-year Financial Plan**

Moved by Mr. Sabo and seconded by Mr. Bragg to approve the NWCDS/NWC911 5-year Financial Plan as presented in the meeting packet and discussed at the Board Meeting. Per Mr. Townsend's suggestion, Ms. Svec will make some adjustments to the expected interest income.

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

**Roll Call Ayes:** Mr. Recklaus, Mr. Anderson, Mr. Bragg, Mr. Roan, Mr. Palm, Mr. Trakas, Mr. Cassady, Mr. Ottesen, Chief Caponigro, Mr. Sabo, Mr. Townsend, Ms. Caddigan.

**Nays:** None

### **Severe Weather Sirens – After Action Report/March 31, 2023 – Recommendations**

Severe weather siren activation is always a "hot" topic. There are always questions from citizens after a storm about whether the sirens should have been activated or not. Over the years, there have been some technical issues, as well as a strong desire for more communication to more employees from the communities. The solutions discussed in the Meeting Packet Memorandum will provide for more consistent operations regarding severe weather sirens.



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The recommendation is for NWCDS to budget for the following solutions for CY2024:

SOLUTION	COST
Upgrade to the Fulton, PC-based controllers	\$8,800
Automatic notification of siren activation to the selected staff of the member communities	\$0
Integration with National Weather Service	\$23,000
Integration with Everbridge	\$500
<b>Total (NWCDS/NWC911 CY2024 Budget)</b>	<b>\$32,300</b>

It is suggested that Arlington Heights, Barrington, and Prospect Heights plan to have their sirens moved to the Fulton controller:

CONVERSION TO FULTON	COST
Arlington Heights	\$59,400
Barrington	\$34,650
Prospect Heights	\$4,950

The following solutions were suggested to help when activating the severe weather sirens:

1. Move all member communities onto Fulton
2. Transition to the computerized version of Fulton
3. Integrate with the National Weather Service for notifications
4. Promote the Policy through a Media Blitz

If after those four steps are completed, the Board can revisit this with the possibility of adding an Everbridge notification to the citizens, if this is necessary. John also agreed to send the Board members a copy of the NWCDS Severe Weather Siren Policy. Additionally, NWCDS may create a brochure with information about the weather sirens and what criteria is needed in order for them to be activated to be used on community websites, but only after all the improvements to the system are made.



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### **Collective Bargaining Agreement**

Moved by Mr. Recklaus and seconded by Mr. Cassady to approve the Collective Bargaining Agreement as presented in the meeting packet.

***Roll Call Vote: Motion Carried. Time: 9:39 am***

**Roll Call Ayes:** Mr. Recklaus, Mr. Anderson, Mr. Bragg, Mr. Roan, Mr. Palm, Mr. Trakas, Mr. Cassady, Chief Caponigro, Mr. Sabo, Mr. Townsend, Ms. Caddigan.

**Abstain:** Mr. Ottesen

**Nays:** None

### **OLD BUSINESS**

#### **Future Planning Joint Board Subcommittee - Update**

John explained that the next meeting is scheduled for May 26<sup>th</sup> at 1400 hours and the subcommittee will also double as the Budget Subcommittee for the CY2024 budget process.

#### **CAD/RMS/Mobile Data –Update**

John announced that LinX is ready and Darin Felgenhauer has scheduled virtual training for this on June 22, and June 29, at 9am, and it will last about four (4) hours. He stressed for the police departments to send people who will learn how to use LinX and be able to train others in their department. To sign up, send an email to Darin ([dfelgenhauer@nwcds.org](mailto:dfelgenhauer@nwcds.org)) so he can set up a login for those attending.

The newest version of the CAD update (4.6.10A) will take place on Tuesday, May 23<sup>rd</sup>.

#### **Portable Radio Subcommittee/Tech Day – Update**

John stated that Technology Day is next Tuesday, May 23<sup>rd</sup>, located at Harper College from 9am - 2pm CDT. Various Public Safety vendors will be on-site to give demos and showcase their latest technology. Register ASAP and reserve your spot to experience the latest technology helping make your communities safer. All four (4) major portable radio vendors will be present. The hope is to review functionality to help the Portable Radio Subcommittee write the best RFP. Lunch will be provided.

#### **Wheeling Transition to NWCDS – Update**

Regular monthly meetings have occurred with the NWCDS and Wheeling transition teams. Now that talk group realignment has been agreed to, the focus of the work has been police and fire unit numbering in CAD and interfaces. One of the upcoming decisions regarding Wheeling is whether NWCDS wants to utilize Wheeling's newer, 7-position dispatch center or not.



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Chairperson Palm explained that most large-scale developments like the proposed Arlington Heights Entertainment area typically include an operational space for dispatchers on site; therefore, the Wheeling center may not be needed.

### **ADJOURNMENT**

Moved by Mr. Bragg and seconded by Mr. Cassady to adjourn the regular joint meeting of the Northwest Central Dispatch System and the Northwest Central 911 System Board. ***Voice Vote: Motion Carried. Time: 9:45 A.M.***