

DU-COMM

DuPage Public Safety Communications
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EXECUTIVE COMMITTEE MEETING - MINUTES

Wednesday, September 22, 2021 – 7:30 a.m.
DU-COMM, 420 N. County Farm Road, Wheaton, IL
Virtual

Mayor Brummel called the Executive Committee meeting to order at 7:30 a.m.

1. Roll Call

Present:

Mayor David Brummel (Chairman)	City of Warrenville
Manager David Fieldman (Secretary)	Village of Downers Grove
President Timothy Deutschle (Treasurer)	Bloomingtondale FPD
President Brent Frank	Lisle-Woodridge FPD
Administrator Michael Guttman	City of West Chicago
Police Chief Phil Norton	Village of Glen Ellyn
Fire Chief Richard Sanborn	York Center FPD
Fire Chief Mark Bozik	Village of Roselle

Staff: Executive Director Tegtmeier, Deputy Director Lamela, Deputy Director Matt Baarman, Finance/HR Manager Athitakis, Executive Secretary Keifer

Guests: Attorney John Kelly, DiNolfo, Ottosen DiNolfo Hasenbalg & Castaldo, Ltd., and Glen Ellyn Manager Mark Franz

2. Public Comment

None

3. Approval of Minutes

- A. August 25, 2021 – Executive Committee Minutes
- B. September 8, 2021 – Executive Committee Special Call Minutes

Manager Fieldman made the motion to approve the August 25, 2021 and September 8, 2021 minutes and President Deutschle seconded. Motion approved by unanimous roll call vote.

Administrator Guttman joined the meeting at 7:31 a.m.

4. Approval of Financials

- A. Monthly Revenue Expenditure Report – July 2021
- B. Monthly Bill Listing – July 2021

Chief Norton made the motion to approve the Bill Listing and Manager Fieldman seconded. The motion was approved by unanimous roll call vote.

5. Committee Reports

- A. Chiefs Operating Committee Report – Chief Madden

Director Tegtmeier noted a discussion on Community Notification system and decided to postpone action, but will potentially learn more from the City of Wheaton, IPAWS user. Roselle Fire Chief Bozik nominated an appointed Chiefs Operations Chairman and joins the Executive Committee today. Mayor Brummel welcomed Chief Bozik.

- B. Finance Subcommittee Report – Administrator Guttman

Administrator Guttman noted the Benchmarking Report. Staff did excellent work with Lauterbach and Amen. The report not as helpful as expected, but shows DU-COMM is unique when compared to other PSAPs, and also efficient. The report will be distributed when details are finalized. Began discussion to increase alarm fees, over three years. Then will start budget review.

- C. DuPage County ETSB Report – Executive Director Tegtmeier

Director Tegtmeier noted the ETSB budget is under discussion. As previously reported, the ETSB Chairman noted ETSB needs more staff, but DU-COMM needs more access. If the extra staff is approved in the budget, unsure there is a guarantee of more system access for DU-COMM. Their budget included the radio purchase, which could occur by the end of the calendar year. The PAC and Associations continue work on the radio purchase. The IGA is under review by the State's Attorney and not yet provided to DU-COMM. Village Manager Franz joined the meeting and has also asked for the IGA. Manager Franz noted not thrilled about the added two ETSB positions, when funds could be used by PSAPs (as noted for years) but there is room for compromise. Agreed with the Director if DU-COMM wants more system access, we should get a response to that request. Still unclear how the budgeted 1 million dollars will be divided among the two PSAPs. We need answers on the IGA and the budgeted 1 million dollars.

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The ETSB Finance Committee did a good job reviewing the details. Director Zerwin does not want a formally structured committee. Will continue to work through it. Mayor Brummel asked if there were questions, there were none.

6. Staff Reports

A. Executive Director's Report - Brian Tegtmeyer

Director Tegtmeyer noted work to hire TCs, four (4) to start in October and another group to start before the end of the year. A Manager resign for the private sector. Leadership training continues with opportunities to review and implement plans. 600 Wall Street on the market and information released last week by the Broker.

B. Operations Department Report - Nicole Lamela

DD Lamela noted work on training and adding newer TCs to Committees. Two (2) Admin Assistants to start soon, and agencies will see more efficiencies.

C. Support Services Department Report - Matt Baarman

DD Baarman noted work on microwave links. Three (3) remaining T1s to be cancelled at the end of October. Will replace two (2) T1s with microwaves, and the third T1 will move to another site. Next week, work at the Tollway tower to add three (3) cambium links. Also, work to reduce 25 Comcast connections, which will be replaced with microwaves before the Comcast renewal.

D. Administrative Department Report - Angela Athitakis

Manager Athitakis noted work to finish the FYE21 Audit, met Wheaton Bank yesterday to begin the transition and improve our financial controls. Then will begin the next budget.

7. Old Business

8. New Business

A. FYE21 Annual Audit

Director Tegtmeyer noted Manager Athitakis report recaps the audit. A clean audit with a significant gain in reserves. In January, we discussed not including the ETSB \$500k, and held specific projects in that amount. Now, could recognize the reserve funds and revisit that issue. Mayor Brummel thanked Manager Athitakis for the excellent work.

Administrator Guttman made a motion to recommend approval of the FYE21 Annual Audit to the Board of Directors, and Manager Fieldman seconded. Motion approved by unanimous roll call vote.

B. Site Agreement

1. Village of Winfield MOU
2. Winfield FPD MOU
3. Glenside FPD MOU
4. Oakbrook Terrace MOU

Chief Norton made a motion to approve all the site agreements and President Frank seconded. Motion approved by unanimous roll call vote.

C. 800 Police Backup – Additional Selex Base Stations

Director Tegtmeyer noted the expansion of the 800 backup to provide countywide communications.

Chief Norton made a motion to approve the Selex Base Stations purchase, budgeted at \$65,944.00, and Manager Fieldman seconded. Motion approved by unanimous roll call vote.

D. DU-COMM Network – Additional Cambium Links.

Director Tegtmeyer noted additional Microwave links are needed to reduce Comcast connection fees.

Administrator Guttman made the motion to approve the Cambium Link purchase, budgeted at \$58,812.16, and President Frank seconded. Motion approved by unanimous roll call vote.

E. Surplus Equipment Disposal List

Director Tegtmeyer noted COMM-1 on the list, at the end of useful life and will remove from insurance, etc.

Chief Norton made the motion to declare the equipment list surplus and authorize disposal, per policy. Chief Bozik seconded and the motion was approved by unanimous roll call vote.

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F. 2022 DU-COMM Meeting Calendar

Director Tegtmeyer noted two options the first: the Board continues to meets the Third Tuesday quarterly, the second: the Board meets the Fourth Wednesday quarterly to keep the Executive Committee meetings on Wednesday throughout the year. The Director contacted DMMC to determine conflicts. Discussion ensued, and President Frank prefers the change to the fourth Wednesday and Manager Fieldman agreed. Director Tegtmeyer noted the matter would go the Board and asked the group to review meetings to determine conflicts.

Manager Fieldman made the motion to approve the option to move Board meetings to the Fourth Wednesday, and President Frank seconded. The motion was approved by unanimous roll call vote.

9. Executive Closed Session for the purposes of discussing:

- A. Personnel matters (5 ILCS 120/2 (c) 1)
- B. Collective negotiating matters (5 ILCS 120/2 (c) 2)
- C. Purchase or lease of real property (5 ILCS 120/2 (c) 5)
- D. Pending, Probable, or Imminent Litigation (5 ILCS 120/2 (c) 11)

The Executive Committee did not enter closed session.

10. Other Business

- A. Actions from closed session, if needed.

Next Meeting: Tuesday, October 19, 2021 – following the 7:30 a.m. Board of Directors Meeting, DU-COMM, 420 N. County Farm Road, Wheaton, IL

7. Adjournment

At 7:58 a.m. Administrator Guttman made a motion to adjourn the meeting and Manager Fieldman seconded. The motion was approved by unanimous roll call vote. Meeting adjourned.

Respectfully submitted,

Christine Keifer

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