

DU-COMM

DuPage Public Safety Communications
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EXECUTIVE COMMITTEE MEETING - MINUTES

Wednesday, January 26, 2022 – following the 7:30 a.m. Board of Directors Meeting
DU-COMM, 420 N. County Farm Road, Wheaton, IL
Virtual

Mayor Brummel called the Executive Committee meeting to order at 8:08 a.m.

1. Roll Call

Present:

Mayor David Brummel (Chairman) *	City of Warrenville
Mayor Rod Craig (Vice-Chairman)	Village of Hanover Park
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
Manager Scott Niehaus	Village of Lombard
Police Chief Phil Norton	Village of Glen Ellyn
Fire Chief Rick Sanborn	York Center FPD
Fire Chief Mark Bozik	Village of Roselle
Police Chief John Madden	Village of Burr Ridge (joined at 8:09 a.m.)

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

Guests: Attorney John Kelly - Ottosen DiNolfo Hasenbalg & Castaldo, Ltd.*,
Bloomingtondale Fire Chief Matt Beyer, Village of Burr Ridge Administrator Evan Walter

* Present at 420.

2. Public Comment

None

3. Approval of Minutes

A. December 15, 2021 Minutes

B. December 15, 2021 Closed Session Minutes

Manager Niehaus made a motion to approve the minutes of December 15, 2021 and Chief Norton seconded. The motion was approved by unanimous roll call vote.

Chief Madden joined the meeting at 8:09 a.m.

4. Approval of Financials

A. Monthly Revenue Expenditure Report – November and December 2021

B. Monthly Bill Listing – November and December 2021

Chief Norton asked about payroll payments to the Secretary of State and it was noted the payments were wage garnishments.

Chief Norton made the motion to approve the November and December 2021 Monthly Bill Listings, and Manager Niehaus seconded. The motion was approved by unanimous roll call vote.

5. Committee Reports

A. Chiefs Operating Committee Report – Chief Bozik

Chief Bozik noted discussions at the January 11th meeting regarding the COMM-1 replacement, which the Chiefs supported. Discussed Mental Health legislation, but waiting for the State to create the Regional Committees. Oak Brook Fire Chief Arie noted the mall shooting incident and issues with small businesses VOIPs not programmed correctly, more to follow in the after-action report.

B. Finance Subcommittee Report – Administrator Guttman

Administrator Guttman noted the Subcommittee did not meet in January. Director Tegtmeyer continues work with affected agencies on the proposed phase-in of the fire alarm monitoring fee increase.

C. DuPage County ETSB Report – Executive Director Tegtmeyer

Director Tegtmeyer noted IGA work continues, meetings with Director Zerwin and ETSB Chairman. The ACDC Director retired.

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Administrator Guttman noted last year's ETSB allocations for ACDC and DU-COMM was postponed, because the IGA was not in place. Asked about discussions regarding granting the allocation prior to the completion of the IGA, or combining two years of allocations. Director Tegtmeier noted a discussion with the Chairman, and a hope to get the IGA to address both allocations at once. Administrator Guttman noted this remains a high priority for DU-COMM.

6. Staff Reports

A. Executive Director's Report - Brian Tegtmeier

Director Tegtmeier noted several large incidents recently, the Oak Brook mall shooting was the most high profile. Staff's handling of the incident is a testament to their abilities, as they also reassured callers. The VOIP issue will be reviewed further. Many calls were transferred, unsure if the issues relate to cell routing, third party callers, or VOIPs not programmed correctly. Working on plans to test VOIP systems. There has been an increase in other incidents across 22 communities and staff is doing a great job. We will continue to support staff through mental health programs, etc. They are handling a lot, and we must recognize them.

Director Tegtmeier noted a pipe burst in the CM office this morning, DD Lamela held a meeting in the room and water was shut off quickly. County involved to restore the office.

B. Operations Department Report - Nicole Lamela

DD Lamela noted four in training, two in police radio, two in call taking, and two new hires started on January 20th and in classroom training for five weeks. The Administrative Assistant for Operations, and Operations Training, will assist the CM and CS. Working with the ETSB on the phone upgrade RFP responses (with NextGen 9-1-1 and texts). Continues work with ETSB on needed software updates for fire responses, and changes to LiveMUM. Working with JCSS to add alarm board interface to CAD and hope it is completed in the next month. Working with Dave Jordon to obtain WebRMS access for police. Small group union negotiations continue.

C. Support Services Department Report - Matt Baarman

DD Baarman noted the issue with the weather warning siren test was corrected after a several failed tests. A broken antenna was replaced. Will monitor to ensure the problem is resolved. Techs continue to install microwave ahead of the Comcast renewal in June, about 15 agencies remain. Reducing tower sites and consolidating to shrink footprint, and transferred antennas to agencies, as applicable. The last site agreement is on the agenda today.

D. Administrative Department Report - Angela Athitakis

Manager Athitakis noted focus on TC hiring continues, as other position are fully staffed. Currently have 73 TCs, but with many in training, only 67 are certified, lowest since January 2018. Four offers issued and hope to start them in March. Dealing with COVID related illness and FMLA. About 30% of employees have been out with COVID. Currently four out, and five out for longer term FMLA, which impacts staffing. Working on the Wheaton Bank transition, deposits moved to the new account, new credit cards issued, and first A/P check run, with Positive Pay, will be this week. Will transition IMRF, payroll, etc., to new accounts. W2s issued yesterday and 1099s to be issued next.

7. Old Business

A. Wall Street Sale – Update

Director Tegtmeier noted the property went on the market at \$130 per square foot. In December, the price was dropped to \$98 per square foot, which attracted interest of 6-7 showings. One low offer under consideration, and follow-up from a showing yesterday. The generator project was delayed until April due to production/shipping. If a fast closing is needed, generator rental cost may be incurred to separate the building from the tower. Working with vendor on competitive rental price.

8. New Business

A. Site Agreements:

1. City of Elmhurst Agreement

Chief Norton made a motion to approve the City of Elmhurst site agreements and President Frank seconded. The motion was approved by unanimous roll call vote.

B. Semi-annual review of closed session minutes pursuant to the (5 ILCS 120/2 (c) 21).

Chief Norton made a motion to hold minutes of: 8/27/08, 3/28/12, 4/17/12, 5/22/13, 8/27/14, 11/26/14, 3/25/15, 4/19/16, 3/22/17, 3/21/18, 08/22/18, 11/28/18, 12/12/18, 03/20/19, 07/10/19, 01/15/20, 02/26/20, 04/21/20, 08/26/20, 12/16/20, 02/24/21, 03/24/21, 04/20/21, and motion to authorize the destruction of verbatim records (audio) of closed meetings older than 18 months that meet destruction criteria. Mayor Craig seconded. The motion was approved by unanimous roll call vote.

9. Executive Closed Session for the purposes of discussing:

- A. Semi-annual review of closed session minutes (5 ILCS 120/2 (c) 21).
- B. Personnel matters (5 ILCS 120/2 (c) 1)
- C. Collective negotiating matters (5 ILCS 120/2 (c) 2)
- C. Purchase or lease of real property (5 ILCS 120/2 (c) 5)
- E. Pending, Probable, or Imminent Litigation (5 ILCS 120/2 (c) 11)

The Executive Committee did not enter closed session.

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10. Other Business

A. Actions from closed session, if needed.

Director Tegtmeyer noted from the last Executive Session regarding an employee placed on administrative leave. The employee resigned prior to a pre-disciplinary hearing. Contact the Director with any questions.

Next Meeting: Wednesday, February 23, 2022 – 7:30 a.m., 420 N. County Farm Road, Wheaton, IL

11. Adjournment

At 8:31 a.m. Chief Norton made a motion to adjourn the meeting and Administrator Guttman seconded. The motion was approved by roll call vote. Meeting adjourned.

Respectfully submitted,

Christine Keifer

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