



## *Tri-Com Central Dispatch*

### **BOARD OF DIRECTORS**

#### **Regular Meeting Minutes from January 9, 2019**

Chairman Deicke called the meeting to order at 8:00 A.M. at the Tri-Com Central Dispatch training room.

#### **Roll Call:**

##### Members Present:

St. Charles: Chief James Keegan, Chief Joe Schelstreet  
Geneva: Chief Eric Passarelli, Chief Mike Antenore, Alderman Mike Bruno  
Batavia: Chief Dan Eul, Chief Randy Deicke, Alderman Susan Stark  
Contracted Agencies: Chief Pat Rollins

##### Members Absent:

St. Charles: Alderman William Turner  
Geneva: Alderman Mike Bruno  
Batavia: Alderman Susan Stark  
South Elgin: Chief Jerry Krawczyk

##### Others Present:

Nicole Lamela, Director, Tri-Com  
Sarah Stoffa, Deputy Director, Tri-Com  
Shevon Sherod-Ramirez, Administrative Assistant, Tri-Com

Others present listed on attached sign in sheet.

OLD BUSINESS

#### **Consent Agenda:**

Motion to approve the Board Meeting Minutes from the November 14, 2018 Regular Board Meeting, the December 13, 2018 Special Board Meeting, and the General Ledger Distribution Reports of November 2018 and December 2018 was made by Chief Schelstreet and seconded by Chief Passarelli. Motion passed unanimously by roll call vote.

#### **Update on Radio Committee:**

Director Lamela reported that all radios have been delivered. Motorola started the initial work for the templates yesterday. She is looking for guidance regarding encrypting channels. The Fire Operations Committee will be discussing talk groups. Meeting with the police on Friday. If we stay on track, Motorola should receive the templates for the talk groups by the January 17<sup>th</sup>.

Chief Sikora asked how it would work with the police radios encrypted. Chief Antenore stated that it is a cost of \$500 per radio to encrypt them and the fire agencies did not add that onto their budget. None of the DUCOMM radios have encrypted radios. Director Lamela stated that she spoke with Elgin dispatch and they have a Kane County channel that everyone switches to that is not encrypted. There could be a Tri-Com channel that is limited to the Tri-Com police agencies. Chief Antenore stated that he thought this was discussed. The police were going to encrypt certain talk groups. Fire listens to the police channels get an early warning if they will be needed. By encrypting channels, it loses valuable time. He understands the need to keep things encrypted.

Chief Eul stated that they put encryption into their budget for StarCom. They purchased encryption for all their radios to operate across all channels. He understands the value of fire being able to hear police and get the information early. He asked if some fire radios could be encrypted. Chief Eul stated that he understands the value to fire, but the encryption is for officer safety on primary channels. They have spent a lot of money for the encryption devices.

Chief Sikora asked if South Elgin was encrypted. Director Lamela stated that their radios are encrypted. Their primary dispatch channel and TAC channels are not encrypted. Chief Schelstreet stated that, due to the government shut down, the grant website is down. Director Lamela stated that South Elgin's radios are encrypted. Chief Keegan stated that Elgin has the ability to. In answer to a question by Chief Keegan, Director Lamela stated that DUCOMM radios are not encrypted. Northwest Central is encrypted.

Chief Passarelli was concerned that we led fire astray. In the initial discussions, we discussed operating on non-encrypted channels, the TAC channel would be encrypted, and we would move to those channels for sensitive communication. That may have dictated how they ordered their radios.

Chief Eul said he may have had a different interpretation. He stated that 90% or more of the communication, for them, is on a primary channel. One of the goals for moving to StarCom was to keep people from breaking into a channel. Chief Keegan stated that Ravi from Motorola is coming out on Friday. He suggested that they talk to him and ask these questions. Director Lamela stated that she would ask Ravi to bring the Motorola tech person.

Chief Keegan asked about the infrastructure. Director Lamela stated that she asked Motorola for specifications for the Sugar Grove site. There are no other issues. Sugar Grove is working on the legal agreement.

### **Update on Staffing:**

Tiffany Myers reported on staffing. She stated that there was an orientation and testing on November 11<sup>th</sup>. She is looking into doing the next one on a Saturday in hopes of attracting people on a weekend.

Chief Deicke asked where it is being advertised. Director Lamela stated that she is looking at using Waubensee Community College and making it a hiring event and include any of our agencies. She stated that it will be advertised in all the city outlets, other agencies HRs, and social media. A full-time

dispatcher has resigned and may possibly be considering working part-time. Another full-time dispatcher is on FMLA leave.

Ms. Myers reviewed the staffing levels and expected new hires. By the end of March, there should be 15 dispatchers and 4 trainees. Chief Deicke asked if any of the candidates are able to work the radio. Director Lamela stated that she is proposing that trainees in the fire dispatch phase stay in training, but be allowed to work overtime shifts as call takers or police dispatchers. Director Lamela stated that this was a management decision.

Chief Eul asked if she felt confident having the trainees work on call taking or police dispatch. Director Lamela stated that she did. She stated that the union president has resigned. She stated that someone has stepped up to take a trainee and others have had conversations with Sarah stating that they just want more help.

### **Update on Consolidation Sub-Committee:**

Chief Schelstreet stated that the consultant, Mission Critical Partners, will begin on 01/15/19 at Kane County. They will interview board members and others. Chiefs Cluchey, Schelstreet, Krawczyk and Alderman Bruno are on the committee.

### **Update on Hiring/Training Sub-Committee:**

Chief Antenore stated that he is waiting for the union grievances to be completed before moving forward.

### **Approve Dispersing StarCom21 Rebate Funds to Fire Agencies, Resolution at March Board Meeting:**

Director Lamela stated that the rebate is for fire. Chief Schelstreet stated that it would be the proportionate share of the funds. Chief Antenore has already had a check cut to the City of St. Charles. Director Lamela stated that the City of Geneva is requesting that we cut a check back to each agency so it is cleaner for the audits. Director Lamela stated that she just wanted to be sure this was okay with everyone.

Chief Keegan stated that if we have to make a decision on encryption, we may need to look at this. Chief Schelstreet stated that we all agreed to the rebate in September and everyone's fire budget was done with this in mind. Chief Antenore stated that not all the fire equipment could be purchased without this. Chief Deicke originally thought this was the fire district's had to pay and were not given money for radios. Chief Rollins they are still paying for radios. Chief Schelstreet stated that this is an issue that came up because it was originally only switching police over. If not for the grant, this would not be done simultaneously. Chief Keegan stated that there are lots of costs for maintaining VHF and having to do the microwave system. He asked how much the 10% was. Chief Antenore stated that it would be the \$140,000.

Director Lamela stated that the reserves are very good right now. She stated that, if we had to, there would be enough money to get some radios encrypted. Assistant Chief Haley stated that initially they talked about only encrypting some radios. Chief Eul stated that in the beginning it was a different discussion because fire was not switching over. He also stated that it doesn't make sense to not have all the radios encrypted because they would have to switch back and forth.

Chief Schelstreet stated that they need to separate these issues. We need to approve the rebate and discuss sources to pay for encryption. Chief Schelstreet asked Director Lamela to give them the exact dollar amounts

and the reserves. She stated that she has that for the budget. Chief Deicke asked for a consensus on the rebate. All stated that they were for the rebate.

## PUBLIC COMMENT

None

## NEW BUSINESS

### **Approval of FY20 Budget:**

Director Lamela stated that Rita helped with budget. She thanked Rita. There were some changes. We will need to meet again to approve the final budget before January 29<sup>th</sup>. Did not change what would be owed to Tri-Com. She forgot about the Motorola loan and Rita reminded her. Some salary changes were made by Human Resources. Instead of the \$1.3 million in wireless revenue, it has gone up to \$2.7 million. We went conservatively and budgeted for \$2.4 million.

Chief Schelstreet stated that the ETSB funding is now being split with 30% to ETSB and the remaining 70% to the agencies. It will go back to 80/20 split in the following fiscal year. Once the bond is paid, the only administrative costs will be for Jerry Bleck and the accountant. We should be seeing more money from ETSB.

Rita Kruse stated that the Motorola loan could be paid down early as well. If the interest we are making on the reserves is less than the interest we are paying on the loan, we may want to pay off the loan early.

Director Lamela stated that the budget is higher this year with the Motorola purchase and she put in for a 21<sup>st</sup> dispatcher. She is trying to keep the budget the same each year. A capital replacement fund has been started as well. CAD maintenance and StarCom fees will go up. Chief Schelstreet stated that because ETSB is passing money through, we will have to set money aside for projects. Chief Antenore stated that the City of Geneva is currently doing a facilities assessment. Salaries went up slightly due to part-time to full-time Administrative Assistant and an additional dispatcher. Chief Deicke asked if this included a 2% increase. Director Lamela stated that there are some of us that are below midpoint.

Director Lamela stated that 2 additional servers need to be added for GIS. Insurance and IMRF pensions went down. Chief Antenore wanted to confirm the fund balance is 3 months operating expenses. Director Lamela stated that contractual services are higher with StarCom airtime. If you did not tell her about the radios, those airtime charges are not included. The airtime charges could go up depending on what radios you have.

Chief Deicke stated he met with Director Lamela and asked questions. He asked why the overtime budget was only \$70,000 which will not cover it, but that along with budgeting for 21 dispatchers will cover it. A significant increase in contracted services covers airtime and Motorola maintenance contract. The increase in equipment is for the GIS servers. The administrative salaries increased because the Training Coordinator was moved to administration from dispatch.

A special meeting to approve the budget on January 23<sup>rd</sup> at 8:00 A.M.

**Intergovernmental Agreement – ETSB Funding & Budget:**

Chief Schelstreet stated that Attorney Chuck Radovich was concerned that there was an overreliance on ETSB funding for Tri-Com. 56% of the budget is based on ETSB funding. He wanted to update the IGA to reflect this. Chief Deicke stated that the original does state that the agencies are responsible for funding.

Director Lamela stated that she would send the draft out to everyone today.

**Discuss StarCom Project Change Order and Milestone Approval:**

Director Lamela stated that, at the design review, she was asked to sign off on a milestone. Chief Antenore stated that Motorola has taken the cash in, but they cannot recognize it as revenue until the milestones are passed. Chief Deicke stated that he didn't have a problem with Director Lamela signing milestones and reporting on them to the board. Chief Schelstreet stated that we should have the attorney look at it. Chief Antenore suggested the attorney review and then she sign off. All agreed.

Director Lamela stated that they also asked about change orders. If something comes up, not involving costs, what should be done. Chief Keegan suggested that they follow the Geneva policies. Chief Antenore stated that if they have any monetary changes, they require board approval. Director Lamela will find out more about it on Friday. Chief Keegan suggested speaking with Ravi about this as well.

**Authorize the Director and Tri-Com Attorney to Create Memos of Understanding with Tri-Com Agencies Regarding the Purchase of Radios:**

Director Lamela stated that because the whole project is being paid for through Tri-Com. She wanted an MOU with all involved. Chief Antenore stated that funding comes from ETSB and dispatch fees. He asked to see a sample of those used by other agencies. Chief Schelstreet stated that if we took out a loan, may need to have an MOU that states what would happen with the date if an agency left.

**Closed Session:**

A motion was made by Chief Eul and seconded by Chief Antenore to enter into closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body 5 ILCS 120/2(c)(1).

Motion passed unanimously. The Board entered into closed session at 9:19 A.M.

A motion was made by Chief Keegan and seconded by Chief Deicke to return to open session. Motion passed unanimously. Board returned to open session at 10:00 A.M.

**Adjournment:**

With no further business to discuss, Chief Rollins motioned to adjourn the meeting. Chief Passarelli seconded the motion, which then passed by unanimous vote. The meeting was adjourned at 10:01 A.M.

**Next Meeting:**

The next regular meeting of the Tri-Com Board of Directors is scheduled for Wednesday, March 13, 2019 at 8:00 A.M. at Tri-Com, 3823 Karl Madsen Dr. in St. Charles.

Respectfully submitted,

*Shevon Sherod-Ramirez*

Tri-Com Administrative Assistant