



**TRI-COM BOARD OF DIRECTORS REGULAR MEETING**  
**Regular Meeting Agenda**  
**Wednesday, September 13, 2017**

Location: Tri-Com Central Dispatch, 3823 Karl Madsen Drive, St. Charles, IL 60175

Time: 8:00 AM

Call Meeting to Order: Roll Call

Old Business: 1) Consent Agenda.

A) Approve the minutes from the July 12, 2017 Regular Board Meeting.

B) Approve the General Ledger Distribution Reports of July 2017 and August 2017.

2) Update on Consolidation

3) Update on Staffing

4) Update on Radio Replacement/Committee Summary

A) Radio Assessment Study – Authorize Director to Conduct a Radio Assessment Study

New Business:

1) FirstNet Summary

2) Authorize Director to Enter Into a Sump Pump Maintenance Contract with Skirmont Mechanical, Not to Exceed \$680.00/quarter.

3) Tri-Com Vehicle

Public Comment:

Closed Session:

1) For the purpose of discussing:

A) Employment/Appointment Matters

B) Legal Matters

C) Business Matters

D) Security/Criminal Matters

E) Miscellaneous Exceptions to the Open Meetings Act

Adjournment:

Next Regular Meeting: Wednesday, November 8, 2017 at 8:00 A.M.

# *Tri-Com Central Dispatch*

## **BOARD OF DIRECTORS**

### **Regular Meeting Minutes from May 10, 2017**

Chairman Passarelli called the meeting to order at 8:02 A.M. at the Tri-Com Central Dispatch training room.

#### **Roll Call:**

##### **Members Present:**

St. Charles: Chief Jim Keegan, Chief Joe Schelstreet,  
Alderman William Turner (left at 9:30AM)  
Geneva: Chief Eric Passarelli, Chief Mike Antenore  
Batavia: Chief Dan Eul, Chief Randy Deicke  
South Elgin: Chief Jerry Krawczyk (left at 8:50AM)  
Contracted Agencies: Chief Pat Rollins

##### **Members Absent:**

St. Charles: None  
Geneva: Alderman Mike Bruno  
Batavia: Alderman Susan Stark  
South Elgin: None  
Contract Agencies: None

##### **Others Present:**

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

Others present listed on sign in sheet.

### **OLD BUSINESS**

#### **Consent Agenda:**

Motion to approve the Board Meeting Minutes from the May 10, 2017 Regular Board Meeting and the May 31, 2017 Special Board Meeting was made by Alderman Turner and seconded by Chief Schelstreet. Motion passed unanimously.

Motion to approve the General Ledger Distribution Reports of April 2017 (complete), May 2017, and June 2017 was made by Chief Schelstreet and seconded by Chief Eul. The motion passed unanimously by roll call vote.

### **Update on Consolidation:**

Chief Schelstreet reported that there were some statute changes. The governor extended his amendatory veto on the house bill regarding the increase in 911 surcharges. The increase will go from \$0.87 to \$1.50 per month. In Chicago, it will go from \$3.90 to \$5.00 per month. This will begin in January 2018.

### **Update on Staffing:**

Director Lamela stated that there are currently 2 in training and 1 on the list. We are currently down 3 dispatchers. The Deputy Director interviews will be done by August 3<sup>rd</sup>. Ms. Stoffa attended the NENA Conference and was focusing on staffing, training, and retention while there. She reported that the problems are across the board. Charleston, SC stated that they tested 800. Only 30 passed, 15 were hired, and 50% of those are still in training. Focusing on public education and recruitment at National Night Out in South Elgin.

### **Update on CAD Project:**

Director Lamela stated that there are still outstanding issues. We are still holding the final payment. St. Charles has some issues with internet connection and the Freedom App.

### **Update on T-Band:**

Chief Passarelli stated that police must be off the T-band by 2021. A radio committee was formed and StarComm looked like the best option at the time. The city administrators agreed. A committee was formed for financing. There are some connection problems with North Aurora and communication problems with Sugar Grove PD. The coverage will be tested to find the best coverage for all. There are different options for radios and equipment.

Director Lamela stated that the fire north towers are from about 1993-1996 and are no longer supported by Motorola. The phone lines are currently over \$200,000 per year. There have been failures at Sugar Grove and North Aurora. It was discovered that the UPS didn't work. The battery failed and there was no back up battery. Miner quoted \$6,000 to replace all. Director Lamela went to all the towers. Miner has no maintenance contract on police or fire frequencies. Miner quoted about \$8,000 per year for maintenance. Waiting to hear back from Radicom and United Radio.

A basic microwave for fire is about \$400,000 and \$1.4 million to replace the north and south fire microwave. Going with StarComm for fire would be a significant increase. There are other options.

Answering a question by Chief Antenore, Chief Schelstreet stated that the philosophy on financing has been to build infrastructure for Tri-Com. Take the rest of the money and divide it by percentage to each agency. Each can decide on needs. Chief Antenore stated that there will be a point where there is no money left. Chief Lambert asked if there was any talk of fire moving off of VHF. None at this point.

Answering a question by Chief Deicke, Chief Schelstreet stated that the \$3 million includes all of the radios. If we only pay for Tri-Com needs, it would be \$500,000 for hardware at Tri-Com, \$300,000 for 2 towers, and \$300,000 for operations. Ravi from Motorola stated that the infrastructure is the same for police and fire. A fire cost is just radios. Chief Schelstreet stated that we need to look at

needs for radios. Chief Cluchey stated that Tri-Com is the base and we need to make that work. Director Lamela stated that maintenance includes hardware replacement. VHF does not include anything inside, just outside.

According to Chief Rollins and Ravi, Wescom did their own system, NWCDS built their own system that Motorola supports. DeKalb City got their system on a grant, but cannot afford air time now. Director Lamela stated that we are not used to seeing these types of numbers because we have maintained our own system. We currently do not have maintenance, but we pay for phone lines, etc.

Ravi stated that the costs in the next 10 years would be spare batteries, spare mics, and maybe additional radios with expansion. Chief Deicke stated that we need to look at what is better regardless of cost for interoperability. Chief Antenore stated that we already have issues with interoperability with agencies east of here. Tone cannot go out on StarComm. The microwave system would need to stay up for paging. Chief Deicke stated that an app would work. Chief Antenore stated that it would need to be secondary, not primary.

Chief Lambert asked if there was any grant money. Chief Keegan stated that he has written letters to legislators, etc. and has gotten nothing. Chief Eul stated that there is supposed to be grant money, but not until 2021 when the migration starts. This is not a choice by us to move now. Chief Keegan stated that we need to do something now or soon. He said he did not feel comfortable with the service South Elgin is currently receiving. We need a long-term solution for infrastructure.

Chief Passarelli stated that we will get more information and look at infrastructure costs for just St. Charles going to StarComm and other options.

## NEW BUSINESS

### **Consider Authorizing Executive Director to Sign an Agreement with OTIS Elevator for Service Consisting of Hydraulic Plunger (Repack Stuffing Box), Not to Exceed \$6,635.20:**

Chief Schelstreet moved to approve authorizing Executive Director to sign an agreement with OTIS elevator for service consisting of hydraulic plunger, not to exceed \$6,635.20. Chief Antenore seconded the motion. Director Lamela stated that we have a maintenance contract with OTIS Elevator and must use them for repairs. She stated that the original quote was almost \$10,000 and Ms. Ramirez got them to lower their quote to \$6,635.20. Motion passed unanimously by roll call vote.

### **Consider Authorizing Executive Director to Sign an Agreement with Illini Power Products for Service Consisting of Removing and Re-Coring Remote Radiator and Generator Standby Rental of 1 Hour Per Week, Not to Exceed \$16,096.50:**

Chief Schelstreet moved to approve authorizing Executive Director to sign an agreement with Illini Power Products for service consisting of removing and re-coring remote radiator and generator standby rental of 1 hour per week, not to exceed \$16,096.50. Chief Antenore seconded the motion. After some discussion, it was decided to postpone this decision until 3 quotes were received.

**Consider Authorizing Executive Director to Sign an Agreement with ICN/LEADS for Internet Service & LEADS Access at a Cost of \$1,641.00/Per Month:**

Chief Schelstreet motioned to approve authorizing Executive Director to sign an agreement with ICN/LEADS for internet service & LEADS access at a cost of \$1,641.00/per month. Chief Deicke seconded the motion. Mark Marzetta, IT Manager, stated that there is no local fiber for internet. The state will be bringing in fiber for LEADS. Chief Schelstreet stated that currently the internet at Tri-Com is through the City of St. Charles. If their internet goes down, so does Tri-Com's. The county has plans to eventually run cable to 38 and Brundige.

Motion passed unanimously by roll call vote.

**Consider Authorizing Executive Director to Sign an Agreement with Sound Incorporated for Service Consisting of Replacing 2 Inoperable Cameras and 1 Inoperable Monitor and Upgrading Software for Security System, Not to Exceed \$6261.10:**

Alderman Turner moved to approve authorizing Executive Director to sign an agreement with Sound Incorporated for service consisting of replacing 2 inoperable cameras and 1 inoperable monitor and upgrading software for security system, not to exceed \$6261.10. Chief Schelstreet seconded the motion.

Mark Marzetta reported that 2 of the outside cameras are not working. The system is 12 years old. This would include replacing the 2 cameras and a server system upgrade for the security system.

Motion passed unanimously by roll call vote.

**Upcoming Radio Maintenance:**

Director Lamela stated that North Aurora Fire problems needed to be fixed. There are still outstanding Sugar Grove radio issues. There has been no maintenance for the last 8 years. She and Mark Marzetta will look at a 5-year plan for maintenance needed on computers, radios, etc.

<b>PUBLIC COMMENT</b>
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NONE.

**Closed Session:**

A motion was made by Chief Schelstreet and seconded by Chief Eul 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 9:50 A.M.

A motion was made by Chief Schelstreet and seconded by Chief Antenore to return to open session. Motion passed unanimously. Board returned to open session at 10:14 A.M.

**Adjournment:**

With no further business to discuss, Chief Schelstreet motioned to adjourn the meeting. Chief Eul seconded the motion, which then passed by unanimous vote. The meeting was adjourned at 10:16 A.M.

The next regular meeting of the Tri-Com Board of Directors is scheduled for Wednesday, September 13, 2017 at 8:00 A.M. at Tri-Com, 3823 Karl Madsen Dr. in St. Charles.

Respectfully submitted,

*Shevon Sherod-Ramirez*

Tri-Com Administrative Assistant



# Accounts Payable by G/L Distribution Report

Invoice Due Date Range 07/01/17 - 07/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>236 - Tri-Com</b>										
Account <b>200.15 - Accounts Payable Retainage</b>										
3614 - KRISTINA ROHRBACH	KR2017-012	CAD Project GIS Analyst	Paid by Check # 149440		06/16/2017	07/17/2017	07/21/2017	06/19/2017	07/21/2017	.00
3575 - SUPERION	135021	CAD Project Implementation	Paid by EFT # 8291		03/24/2017	07/17/2017	07/21/2017	04/03/2017	07/21/2017	.00
Account <b>200.15 - Accounts Payable Retainage</b> Totals							Invoice Transactions 2			\$0.00
Department <b>85 - Dispatch Services</b>										
Division <b>41 - Administration</b>										
Program <b>00 - General</b>										
Account <b>521.25 - Group Insurance Life</b>										
1062 - STANDARD INSURANCE COMPANY	070117	July 2017 Life Insurance Premiums	Paid by EFT # 8173		07/01/2017	07/17/2017	07/21/2017	07/07/2017	07/21/2017	33.15
Account <b>521.25 - Group Insurance Life</b> Totals							Invoice Transactions 1			\$33.15
Account <b>561.05 - Postage General</b>										
1508 - USPS	406041268	Postage for Headsets Repair	Paid by EFT # 8130		05/19/2017	07/03/2017	06/23/2017	06/01/2017	06/23/2017	11.70
Account <b>561.05 - Postage General</b> Totals							Invoice Transactions 1			\$11.70
Account <b>563.15 - Publishing Employment</b>										
1086 - THE BLUE LINE	35565	Deputy Director Job Posting	Paid by Check # 149338		06/12/2017	07/03/2017	07/07/2017	06/13/2017	07/07/2017	250.00
Account <b>563.15 - Publishing Employment</b> Totals							Invoice Transactions 1			\$250.00
Account <b>572 - Travel &amp; Meals</b>										
4150 - TAP HOUSE GRILL	51117	Lunch Meeting	Paid by EFT # 8136		05/11/2017	07/03/2017	06/23/2017	06/01/2017	06/23/2017	26.90
4088 - MARK MARZETTA	Marzetta062517	Reimbursement Travel Expenses	Paid by Check # 149418		06/25/2017	07/17/2017	07/21/2017	06/25/2017	07/21/2017	230.17
Account <b>572 - Travel &amp; Meals</b> Totals							Invoice Transactions 2			\$257.07
Account <b>595.05 - Rentals Copier</b>										
1169 - GORDON FLESCH CO INC	IN11944257	Copier Monthly Fee	Paid by EFT # 8283		06/20/2017	07/17/2017	07/21/2017	06/26/2017	07/21/2017	129.90
Account <b>595.05 - Rentals Copier</b> Totals							Invoice Transactions 1			\$129.90
Account <b>599 - Other Contractual Services</b>										
1304 - CITY OF GENEVA	2018-08008004	COG General Fund Wages Chargeable to TriCom	Paid by EFT # 8166		07/03/2017	07/17/2017	06/30/2017	07/10/2017	07/10/2017	2,820.91
Account <b>599 - Other Contractual Services</b> Totals							Invoice Transactions 1			\$2,820.91
Program <b>00 - General</b> Totals							Invoice Transactions 7			\$3,502.73
Division <b>41 - Administration</b> Totals							Invoice Transactions 7			\$3,502.73



# Accounts Payable by G/L Distribution Report

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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 236 - Tri-Com</b>										
Department <b>85 - Dispatch Services</b>										
Division <b>86 - Operations</b>										
Program <b>00 - General</b>										
Account <b>521.10 - Group Insurance FSA Administration</b>										
1190 - INFINSOURCE BENEFITS SERVICES	8942810	Monthly Adm Fee - May 2017	Paid by EFT # 8150		06/09/2017	07/03/2017	07/07/2017	06/20/2017	07/07/2017	10.00
Account <b>521.10 - Group Insurance FSA Administration</b> Totals										Invoice Transactions 1
										\$10.00
Account <b>521.25 - Group Insurance Life</b>										
1062 - STANDARD INSURANCE COMPANY	070117	July 2017 Life Insurance Premiums	Paid by EFT # 8173		07/01/2017	07/17/2017	07/21/2017	07/07/2017	07/21/2017	196.69
Account <b>521.25 - Group Insurance Life</b> Totals										Invoice Transactions 1
										\$196.69
Account <b>531.05 - Maintenance Service Building</b>										
1205 - ORKIN	050917	Wasp Control	Paid by EFT # 8125		05/09/2017	07/03/2017	06/23/2017	06/01/2017	06/23/2017	325.00
1505 - VALLEY FIRE PROTECTION	140563	Fire Extinguisher Maintenance	Paid by Check # 149466		06/23/2017	07/17/2017	07/21/2017	06/26/2017	07/21/2017	308.00
Account <b>531.05 - Maintenance Service Building</b> Totals										Invoice Transactions 2
										\$633.00
Account <b>531.10 - Maintenance Service Equipment</b>										
2392 - MINER ELECTRONICS CORPORATION	261539	Repair Water Damaged Equipment SG	Paid by Check # 149301		06/12/2017	07/03/2017	07/07/2017	06/15/2017	07/07/2017	2,791.36
2732 - PLANTRONICS INC	101172365	Replacement Parts	Paid by Check # 149310		06/06/2017	07/03/2017	07/07/2017	06/13/2017	07/07/2017	300.90
2592 - ILLINI POWER PRODUCTS	PCN000225-1	Headphone Power Generator Maintenance	Paid by Check # 149408		06/12/2017	07/17/2017	07/21/2017	06/17/2017	07/21/2017	1,297.00
2392 - MINER ELECTRONICS CORPORATION	263378	UPS Battery Repair	Paid by Check # 149421		06/22/2017	07/17/2017	07/21/2017	06/26/2017	07/21/2017	1,534.00
Account <b>531.10 - Maintenance Service Equipment</b> Totals										Invoice Transactions 4
										\$5,923.26
Account <b>531.40 - Maintenance Service Computer Software</b>										
3351 - MDE INC. COM	7116	Adore Software	Paid by EFT # 8123		03/13/2017	07/03/2017	06/23/2017	06/01/2017	06/23/2017	550.00
3153 - SENDGRID	INV02154166	Monthly Fee for Emergin Paging	Paid by EFT # 8119		05/01/2017	07/03/2017	06/23/2017	06/01/2017	06/23/2017	19.95
3153 - SENDGRID	P-02472253	Monthly Fee for Emergin Paging	Paid by EFT # 8254		06/01/2017	07/17/2017	07/24/2017	06/28/2017	07/24/2017	19.95
1953 - INSIGHT PUBLIC SECTOR INC	1100540947	Netmotion Annual Maintenance Fee	Paid by Check # 149411		06/22/2017	07/17/2017	07/21/2017	06/28/2017	07/21/2017	2,899.19
Account <b>531.40 - Maintenance Service Computer Software</b> Totals										Invoice Transactions 4
										\$3,489.09
Account <b>546 - Janitorial Service</b>										
3346 - CITYWIDE BUILDING MAINTENANCE	26172	Monthly Cleaning for City Locations - July 2017	Paid by EFT # 8275		07/01/2017	07/17/2017	07/21/2017	07/05/2017	07/21/2017	1,643.92
Account <b>546 - Janitorial Service</b> Totals										Invoice Transactions 1
										\$1,643.92





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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 236 - Tri-Com</b>										
Department <b>85 - Dispatch Services</b>										
Division <b>86 - Operations</b>										
Program <b>00 - General</b>										
Account <b>559 - Other Professional Services</b>										
3277 - FASTSPRING TYPING MASTER	TYP170507829	Candidate Typing Test	Paid by EFT #		05/07/2017	07/03/2017	06/23/2017	06/01/2017	06/23/2017	49.00
	8781	Fee	8122							
3277 - FASTSPRING TYPING MASTER	TYP170607270	Typing Test for	Paid by EFT #		06/07/2017	07/17/2017	07/24/2017	06/28/2017	07/24/2017	49.00
	5121	Applicant	8257							
Account <b>559 - Other Professional Services</b> Totals										Invoice Transactions 2
										\$98.00
Account <b>562 - Telephone</b>										
1004 - CALL ONE	Tricom061517	Monthly Phone Service	Paid by EFT #		06/15/2017	07/17/2017	07/21/2017	06/17/2017	07/21/2017	20,271.88
			8272							
Account <b>562 - Telephone</b> Totals										Invoice Transactions 1
										\$20,271.88
Account <b>571 - Dues &amp; Subscriptions</b>										
3407 - NATIONAL FIRE PROTECTION ASSOCIATION	301247	Membership Renewal	Paid by EFT #		06/23/2017	07/17/2017	07/24/2017	06/28/2017	07/24/2017	175.00
			8266							
Account <b>571 - Dues &amp; Subscriptions</b> Totals										Invoice Transactions 1
										\$175.00
Account <b>572 - Travel &amp; Meals</b>										
3149 - CHIPOTLE	050317	Meal for Negotiations	Paid by EFT #		05/03/2017	07/03/2017	06/23/2017	06/01/2017	06/23/2017	6.99
			8120							
3149 - CHIPOTLE	50317	Meal for Negotiations	Paid by EFT #		05/03/2017	07/03/2017	06/23/2017	06/01/2017	06/23/2017	72.03
			8121							
1401 - SARAH STOFFA	Stoffa061217	Reimbursement NENA Conference	Paid by Check #		06/15/2017	07/03/2017	07/07/2017	06/12/2017	07/07/2017	1,188.00
			149336							
4170 - DEANE'S MARKET & DELI	1/061617	Lunch for Negotiation Meeting	Paid by EFT #		06/16/2017	07/17/2017	07/24/2017	06/28/2017	07/24/2017	78.53
			8260							
1841 - POTBELLY SANDWICH SHOP	15103	Lunch for Negotiation Meeting	Paid by EFT #		06/01/2017	07/17/2017	07/24/2017	06/28/2017	07/24/2017	60.15
			8255							
Account <b>572 - Travel &amp; Meals</b> Totals										Invoice Transactions 5
										\$1,405.70
Account <b>573 - Training &amp; Professional Development</b>										
1605 - APCO INTERNATIONAL	51217	Instructor & Supervisor Fees	Paid by EFT #		05/12/2017	07/03/2017	06/23/2017	06/01/2017	06/23/2017	318.00
			8124							
1605 - APCO INTERNATIONAL	438352	Student Manuals	Paid by EFT #		06/05/2017	07/03/2017	06/23/2017	06/01/2017	06/23/2017	422.65
			8127							
1605 - APCO INTERNATIONAL	450813	Illuminations - CTO Track	Paid by EFT #		06/22/2017	07/17/2017	07/24/2017	06/28/2017	07/24/2017	99.00
			8264							
2061 - FRED PRYOR CAREERTRACK	20-26536143	Making the Transition from Staff to Supervisor Training	Paid by EFT #		06/16/2017	07/17/2017	07/24/2017	06/28/2017	07/24/2017	199.00
			8261							
Account <b>573 - Training &amp; Professional Development</b> Totals										Invoice Transactions 4
										\$1,038.65
Account <b>581.05 - Utilities Electric</b>										
1005 - CITY OF ST CHARLES	Tricom060117	Utilities - Electricity & Sewer	Paid by Check #		06/15/2017	07/03/2017	07/07/2017	06/13/2017	07/07/2017	2,761.38
			149257							
Account <b>581.05 - Utilities Electric</b> Totals										Invoice Transactions 1
										\$2,761.38



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<b>Fund 236 - Tri-Com</b>										
Department <b>85 - Dispatch Services</b>										
Division <b>86 - Operations</b>										
Program <b>00 - General</b>										
Account <b>581.20 - Utilities Water/Sewer</b>										
1005 - CITY OF ST CHARLES	Tricom060117	Utilities - Electricity & Sewer	Paid by Check # 149257		06/15/2017	07/03/2017	07/07/2017	06/13/2017	07/07/2017	51.10
Account <b>581.20 - Utilities Water/Sewer</b> Totals										Invoice Transactions 1
										<u>\$51.10</u>
Account <b>595.95 - Rentals Miscellaneous</b>										
1246 - COMMUNICATIONS REVOLVING FUND	T1738950	LEADS Line Monthly Fee	Paid by Check # 149379		06/12/2017	07/17/2017	07/21/2017	06/20/2017	07/21/2017	490.40
Account <b>595.95 - Rentals Miscellaneous</b> Totals										Invoice Transactions 1
										<u>\$490.40</u>
Account <b>601.05 - Maintenance Supplies Buildings</b>										
4149 - LIGHT BULB SURPLUS	200075959	Light Bulbs	Paid by EFT # 8134		05/22/2017	07/03/2017	06/23/2017	06/01/2017	06/23/2017	25.77
3225 - SEARS ROEBUCK	W031233	Dehumidifier Air Filters	Paid by EFT # 8132		05/19/2017	07/03/2017	06/23/2017	06/01/2017	06/23/2017	26.46
4171 - H & H INDUSTRIES INC	772907	Light Bulbs	Paid by EFT # 8265		06/23/2017	07/17/2017	07/24/2017	06/28/2017	07/24/2017	118.76
4169 - JET.COM	737916173155	Flagpole Light	Paid by EFT # 8258		06/15/2017	07/17/2017	07/24/2017	06/28/2017	07/24/2017	116.12
4149 - LIGHT BULB SURPLUS	200076176	Light Bulbs	Paid by EFT # 8253		06/28/2017	07/17/2017	07/24/2017	06/28/2017	07/24/2017	68.72
4149 - LIGHT BULB SURPLUS	200076252	Light Bulbs	Paid by EFT # 8256		06/05/2017	07/17/2017	07/24/2017	06/28/2017	07/24/2017	10.58
Account <b>601.05 - Maintenance Supplies Buildings</b> Totals										Invoice Transactions 6
										<u>\$366.41</u>
Account <b>621 - Office Supplies</b>										
1031 - OFFICE DEPOT	928914491-001	Velcro Fasteners	Paid by EFT # 8128		05/17/2017	07/03/2017	06/23/2017	06/01/2017	06/23/2017	3.49
1031 - OFFICE DEPOT	928914490-001	Index Cards	Paid by EFT # 8129		05/17/2017	07/03/2017	06/23/2017	06/01/2017	06/23/2017	9.96
1031 - OFFICE DEPOT	92891499-001	Tri-Com Office Supplies	Paid by EFT # 8131		05/17/2017	07/03/2017	06/23/2017	06/01/2017	06/23/2017	25.68
1031 - OFFICE DEPOT	9292000961-001	Tri-Com Office Supplies	Paid by EFT # 8133		05/18/2017	07/03/2017	06/23/2017	06/01/2017	06/23/2017	84.07
2454 - WALMART # 5352	4091792277512	File Folders	Paid by EFT # 8126		05/18/2017	07/03/2017	06/23/2017	06/01/2017	06/23/2017	17.30
1649 - MICHAEL'S	062417	Planner Books	Paid by EFT # 8262		06/24/2017	07/17/2017	07/24/2017	06/28/2017	07/24/2017	30.88
1031 - OFFICE DEPOT	937593095-001	TriCom Office Supplies	Paid by EFT # 8263		06/21/2017	07/17/2017	07/24/2017	06/28/2017	07/24/2017	58.26
2063 - VISTAPRINT.COM	GG5GRC4A784 H6	Business Cards	Paid by EFT # 8267		06/26/2017	07/17/2017	07/24/2017	06/28/2017	07/24/2017	28.65
Account <b>621 - Office Supplies</b> Totals										Invoice Transactions 8
										<u>\$258.29</u>



# Accounts Payable by G/L Distribution Report

Invoice Due Date Range 07/01/17 - 07/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 236 - Tri-Com</b>										
Department <b>85 - Dispatch Services</b>										
Division <b>86 - Operations</b>										
Program <b>00 - General</b>										
Account <b>624.95 - Operating Supplies Other Operating Supplies</b>										
1956 - HARTFORD BADGES	52496	ID Badge	Paid by EFT # 8135		05/23/2017	07/03/2017	06/23/2017	06/01/2017	06/23/2017	9.00
Account <b>624.95 - Operating Supplies Other Operating Supplies</b> Totals										Invoice Transactions 1
										\$9.00
Account <b>626 - Janitorial Supplies</b>										
1252 - LOWE'S	909738	Janitorial Supplies	Paid by Check # 149299		05/02/2017	07/03/2017	07/07/2017	06/12/2017	07/07/2017	43.58
1826 - MEIJER	061517	Coffee Machine Cleaner	Paid by EFT # 8259		06/15/2017	07/17/2017	07/24/2017	06/28/2017	07/24/2017	10.78
Account <b>626 - Janitorial Supplies</b> Totals										Invoice Transactions 2
										\$54.36
Account <b>663 - Computer Software</b>										
3351 - MDE INC. COM	7116	Adore Software	Paid by EFT # 8123		03/13/2017	07/03/2017	06/23/2017	06/01/2017	06/23/2017	.00
3153 - SENDGRID	INV02154166	Monthly Fee for Emergin Paging	Paid by EFT # 8119		05/01/2017	07/03/2017	06/23/2017	06/01/2017	06/23/2017	.00
1022 - CDW GOVERNMENT	HSQ8899	Adobe Acrobat Software	Paid by EFT # 8143		05/05/2017	07/03/2017	07/07/2017	05/11/2017	07/07/2017	1,960.05
1022 - CDW GOVERNMENT	HSL3378	Sharepoint Software	Paid by EFT # 8143		05/04/2017	07/03/2017	07/07/2017	05/08/2017	07/07/2017	4,281.75
3153 - SENDGRID	P-02472253	Monthly Fee for Emergin Paging	Paid by EFT # 8254		06/01/2017	07/17/2017	07/24/2017	06/28/2017	07/24/2017	.00
1953 - INSIGHT PUBLIC SECTOR INC	1100540947	Netmotion Annual Maintenance Fee	Paid by Check # 149411		06/22/2017	07/17/2017	07/21/2017	06/28/2017	07/21/2017	.00
Account <b>663 - Computer Software</b> Totals										Invoice Transactions 6
Program <b>00 - General</b> Totals										Invoice Transactions 52
										\$6,241.80
										\$45,117.93
Program <b>95 - Capital Outlay</b>										
Account <b>820 - Machinery &amp; Equipment</b>										
3614 - KRISTINA ROHRBACH	KR2017-012	CAD Project GIS Analyst	Paid by Check # 149440		06/16/2017	07/17/2017	07/21/2017	06/19/2017	07/21/2017	1,475.00
3575 - SUPERION	135021	CAD Project Implementation	Paid by EFT # 8291		03/24/2017	07/17/2017	07/21/2017	04/03/2017	07/21/2017	90,874.00
Account <b>820 - Machinery &amp; Equipment</b> Totals										Invoice Transactions 2
										\$92,349.00
Account <b>835 - Computer Equipment</b>										
1022 - CDW GOVERNMENT	JFW3400	Wireless Router	Paid by EFT # 8273		06/19/2017	07/17/2017	07/21/2017	06/29/2017	07/21/2017	53.86
Account <b>835 - Computer Equipment</b> Totals										Invoice Transactions 1
Program <b>95 - Capital Outlay</b> Totals										Invoice Transactions 3
Division <b>86 - Operations</b> Totals										Invoice Transactions 55
										\$53.86
										\$92,402.86
										\$137,520.79



# Accounts Payable by G/L Distribution Report

Invoice Due Date Range 07/01/17 - 07/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>236 - Tri-Com</b>										
Department <b>85 - Dispatch Services</b> Totals							Invoice Transactions	62		<u>\$141,023.52</u>
Fund <b>236 - Tri-Com</b> Totals							Invoice Transactions	64		<u>\$141,023.52</u>
Grand Totals							Invoice Transactions	64		<u>\$141,023.52</u>



# Accounts Payable by G/L Distribution Report

Invoice Due Date Range 08/01/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 236 - Tri-Com</b>										
Account <b>200.15 - Accounts Payable Retainage</b>										
3614 - KRISTINA ROHRBACH	KR2017-013	CAD Project GIS Consultant	Paid by Check # 149552		06/30/2017	08/07/2017	08/11/2017	07/03/2017	08/11/2017	.00
3614 - KRISTINA ROHRBACH	KR2017-014	CAD Project GIS Consultant	Paid by Check # 149552		07/14/2017	08/07/2017	08/11/2017	07/10/2017	08/11/2017	.00
3614 - KRISTINA ROHRBACH	KR2017-015	CAD GIS Analyst	Paid by Check # 149675		07/28/2017	08/21/2017	08/25/2017	07/27/2017	08/25/2017	.00
Account <b>200.15 - Accounts Payable Retainage</b> Totals									Invoice Transactions 3	\$0.00
Department <b>85 - Dispatch Services</b>										
Division <b>41 - Administration</b>										
Program <b>00 - General</b>										
Account <b>521.25 - Group Insurance Life</b>										
1062 - STANDARD INSURANCE COMPANY	072117	August 2017 Life Insurance Premiums	Paid by EFT # 8320		07/21/2017	08/07/2017	08/11/2017	07/24/2017	08/11/2017	33.15
Account <b>521.25 - Group Insurance Life</b> Totals									Invoice Transactions 1	\$33.15
Account <b>541 - Accounting &amp; Auditing Service</b>										
1990 - SIKICH	304061	Auditing Service	Paid by EFT # 8478		07/19/2017	08/21/2017	08/25/2017	07/25/2017	08/25/2017	2,000.00
Account <b>541 - Accounting &amp; Auditing Service</b> Totals									Invoice Transactions 1	\$2,000.00
Account <b>543 - Legal Service</b>										
1013 - CLARK BAIRD SMITH LLP	8741	Legal Service	Paid by Check # 149499		06/30/2017	08/07/2017	08/11/2017	07/10/2017	08/11/2017	812.50
Account <b>543 - Legal Service</b> Totals									Invoice Transactions 1	\$812.50
Account <b>561.05 - Postage General</b>										
1508 - USPS	409073779	Shipping Charges for Return	Paid by EFT # 8434		06/29/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	9.75
Account <b>561.05 - Postage General</b> Totals									Invoice Transactions 1	\$9.75
Account <b>562 - Telephone</b>										
1233 - VERIZON WIRELESS	9789659805	July 2017 Wireless Bill	Paid by EFT # 8319		07/21/2017	08/07/2017	07/21/2017	07/28/2017	07/28/2017	69.23
Account <b>562 - Telephone</b> Totals									Invoice Transactions 1	\$69.23
Account <b>573 - Training &amp; Professional Development</b>										
2061 - FRED PRYOR CAREERTRACK	2026558628	Comprehensive Training for HR Managers	Paid by EFT # 8445		07/12/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	319.00
1693 - ILLINOIS PUBLIC SAFETY TELECOMMUNICATIONS ASSOC	258015	Full Conference Registration	Paid by EFT # 8450		07/18/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	150.00
Account <b>573 - Training &amp; Professional Development</b> Totals									Invoice Transactions 2	\$469.00
Account <b>595.05 - Rentals Copier</b>										
1169 - GORDON FLESCH CO INC	IN11972659	Copier Monthly Fee	Paid by EFT # 8470		07/20/2017	08/21/2017	08/25/2017	08/01/2017	08/25/2017	151.05
Account <b>595.05 - Rentals Copier</b> Totals									Invoice Transactions 1	\$151.05



# Accounts Payable by G/L Distribution Report

Invoice Due Date Range 08/01/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 236 - Tri-Com</b>										
Department <b>85 - Dispatch Services</b>										
Division <b>41 - Administration</b>										
Program <b>00 - General</b>										
Account <b>599 - Other Contractual Services</b>										
1304 - CITY OF GENEVA	2018-08008006	COG General Fund Wages Chargeable to TriCom	Paid by EFT # 8362		08/01/2017	08/21/2017	07/31/2017	08/03/2017	08/03/2017	2,803.00
Account <b>599 - Other Contractual Services</b> Totals									Invoice Transactions 1	\$2,803.00
Account <b>623 - Office Furniture</b>										
4184 - STAND UP DESK STORE	200017564	Air Ride Pro Standing Desk Converter	Paid by EFT # 8448		06/29/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	214.92
Account <b>623 - Office Furniture</b> Totals									Invoice Transactions 1	\$214.92
Program <b>00 - General</b> Totals									Invoice Transactions 10	\$6,562.60
Division <b>41 - Administration</b> Totals									Invoice Transactions 10	\$6,562.60
Division <b>86 - Operations</b>										
Program <b>00 - General</b>										
Account <b>521.10 - Group Insurance FSA Administration</b>										
1190 - INFINSOURCE BENEFITS SERVICES	8957134	Monthly Adm Fee - June 2017	Paid by EFT # 8339		07/09/2017	08/07/2017	08/11/2017	07/19/2017	08/11/2017	10.00
Account <b>521.10 - Group Insurance FSA Administration</b> Totals									Invoice Transactions 1	\$10.00
Account <b>521.25 - Group Insurance Life</b>										
1062 - STANDARD INSURANCE COMPANY	072117	August 2017 Life Insurance Premiums	Paid by EFT # 8320		07/21/2017	08/07/2017	08/11/2017	07/24/2017	08/11/2017	199.75
Account <b>521.25 - Group Insurance Life</b> Totals									Invoice Transactions 1	\$199.75
Account <b>531.05 - Maintenance Service Building</b>										
1271 - FOX VALLEY FIRE & SAFETY	IN00100401	Fire Alarm Monitoring PSAP	Paid by Check # 149513		07/12/2017	08/07/2017	08/11/2017	07/17/2017	08/11/2017	135.00
1271 - FOX VALLEY FIRE & SAFETY	IN00100872	Fire Alarm Monitoring Tower	Paid by Check # 149513		07/12/2017	08/07/2017	08/11/2017	07/17/2017	08/11/2017	135.00
1201 - MENDEL PLUMBING & HEATING INC	281160	HVAC Repair	Paid by Check # 149537		06/27/2017	08/07/2017	08/11/2017	06/29/2017	08/11/2017	1,606.75
1201 - MENDEL PLUMBING & HEATING INC	281683	Repair Broken Sink Pipe	Paid by Check # 149537		06/28/2017	08/07/2017	08/11/2017	07/05/2017	08/11/2017	266.95
1527 - REHM ELECTRIC SHOP INC	10828	Replace/Repair Lighting Fixtures	Paid by Check # 149549		07/10/2017	08/07/2017	08/11/2017	07/17/2017	08/11/2017	2,258.26
1505 - VALLEY FIRE PROTECTION	140784	Backflow Inspection	Paid by Check # 149571		06/28/2017	08/07/2017	08/11/2017	07/03/2017	08/11/2017	144.95
3776 - GOODENOUGH INC	59394	Internal Lanyard Flagpole	Paid by Check # 149629		06/14/2017	08/21/2017	08/25/2017	08/03/2017	08/25/2017	2,500.00
1201 - MENDEL PLUMBING & HEATING INC	283953	Sink Repair	Paid by Check # 149648		08/03/2017	08/21/2017	08/25/2017	08/03/2017	08/25/2017	399.83



# Accounts Payable by G/L Distribution Report

Invoice Due Date Range 08/01/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 236 - Tri-Com</b>										
Department <b>85 - Dispatch Services</b>										
Division <b>86 - Operations</b>										
Program <b>00 - General</b>										
Account <b>531.05 - Maintenance Service Building</b>										
3889 - OTIS ELEVATOR COMPANY	CY04070817	Maintenance Contract	Paid by Check # 149660		07/20/2017	08/21/2017	08/25/2017	07/24/2017	08/25/2017	1,862.16
Account <b>531.05 - Maintenance Service Building</b> Totals Invoice Transactions 9										\$9,308.90
Account <b>531.10 - Maintenance Service Equipment</b>										
2392 - MINER ELECTRONICS CORPORATION	263545	Repair Consolette	Paid by Check # 149539		07/05/2017	08/07/2017	08/11/2017	07/10/2017	08/11/2017	190.00
3863 - TOWER WORKS	66387	Relamp South Street Tower	Paid by Check # 149567		07/11/2017	08/07/2017	08/11/2017	07/12/2017	08/11/2017	680.00
1080 - UNITED RADIO COMMUNICATIONS	103003288-1	Repair Transmitter	Paid by Check # 149700		07/19/2017	08/21/2017	08/25/2017	07/24/2017	08/25/2017	149.25
1080 - UNITED RADIO COMMUNICATIONS	103003289-1	Repair Power & Generator Failure	Paid by Check # 149700		07/19/2017	08/21/2017	08/25/2017	07/24/2017	08/25/2017	199.00
1080 - UNITED RADIO COMMUNICATIONS	103003290-1	Repair Headset	Paid by Check # 149700		07/19/2017	08/21/2017	08/25/2017	07/24/2017	08/25/2017	149.25
1080 - UNITED RADIO COMMUNICATIONS	109012480-1	Repair Power Supply	Paid by Check # 149700		07/25/2017	08/21/2017	08/25/2017	08/01/2017	08/25/2017	1,524.45
Account <b>531.10 - Maintenance Service Equipment</b> Totals Invoice Transactions 6										\$2,891.95
Account <b>531.35 - Maintenance Service Landscape</b>										
1252 - LOWE'S	920488	Landscaping Supplies	Paid by Check # 149533		06/17/2017	08/07/2017	08/11/2017	07/10/2017	08/11/2017	37.00
Account <b>531.35 - Maintenance Service Landscape</b> Totals Invoice Transactions 1										\$37.00
Account <b>531.40 - Maintenance Service Computer Software</b>										
1821 - GODADDY.COM	1153101933	Web Security	Paid by EFT # 8433		06/28/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	69.99
3153 - SENDGRID	P02549356	Monthly Fee for Emergin Paging	Paid by EFT # 8435		07/01/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	19.95
Account <b>531.40 - Maintenance Service Computer Software</b> Totals Invoice Transactions 2										\$89.94
Account <b>546 - Janitorial Service</b>										
3346 - CITYWIDE BUILDING MAINTENANCE	26350	Monthly Cleaning for City Locations - August 2017	Paid by EFT # 8465		08/01/2017	08/21/2017	08/25/2017	07/31/2017	08/25/2017	1,643.92
Account <b>546 - Janitorial Service</b> Totals Invoice Transactions 1										\$1,643.92
Account <b>559 - Other Professional Services</b>										
4135 - DIRECTV	31738012096	Business Select Pack	Paid by Check # 149506		06/26/2017	08/07/2017	08/11/2017	07/03/2017	08/11/2017	25.55
3277 - FASTSPRING TYPING MASTER	TYP170707958 7561	Typing Test for Applicant	Paid by EFT # 8439		07/07/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	49.00



# Accounts Payable by G/L Distribution Report

Invoice Due Date Range 08/01/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 236 - Tri-Com</b>										
Department <b>85 - Dispatch Services</b>										
Division <b>86 - Operations</b>										
Program <b>00 - General</b>										
Account <b>559 - Other Professional Services</b>										
4135 - DIRECTV	31975292276	Business Select Pack	Paid by Check # 149614		07/26/2017	08/21/2017	08/25/2017	08/01/2017	08/25/2017	51.10
Account <b>559 - Other Professional Services</b> Totals										Invoice Transactions 3
										<u>\$125.65</u>
Account <b>562 - Telephone</b>										
1004 - CALL ONE	071517	Monthly Phone Service	Paid by EFT # 8325		07/15/2017	08/07/2017	08/11/2017	07/17/2017	08/11/2017	20,204.69
Account <b>562 - Telephone</b> Totals										Invoice Transactions 1
										<u>\$20,204.69</u>
Account <b>565 - Internet</b>										
1821 - GODADDY.COM	1163505022	Domain Renewal	Paid by EFT # 8451		07/20/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	221.28
Account <b>565 - Internet</b> Totals										Invoice Transactions 1
										<u>\$221.28</u>
Account <b>572 - Travel &amp; Meals</b>										
1401 - SARAH STOFFA	Stoffa071717	Training Reimbursement Mileage Meal	Paid by Check # 149562		07/17/2017	08/07/2017	08/11/2017	07/17/2017	08/11/2017	46.67
1842 - PANERA BREAD	62717	Negotiations Lunch	Paid by EFT # 8432		06/27/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	68.91
2994 - ANDREW R KUNSTLER	Kunstler080117	Reimbursement Training Mileage Meal	Paid by Check # 149644		08/01/2017	08/21/2017	08/25/2017	08/01/2017	08/25/2017	57.23
2243 - SHEVON SHEROD-RAMIREZ	Ramirez080117	Reimbursement Meal Mileage	Paid by Check # 149679		08/01/2017	08/21/2017	08/25/2017	08/01/2017	08/25/2017	107.59
1401 - SARAH STOFFA	Stoffa072517	Reimbursement Mileage Training	Paid by Check # 149690		07/25/2017	08/21/2017	08/25/2017	07/25/2017	08/25/2017	37.02
Account <b>572 - Travel &amp; Meals</b> Totals										Invoice Transactions 5
										<u>\$317.42</u>
Account <b>573 - Training &amp; Professional Development</b>										
1597 - AMAZON	1135468344722	Misc Item	Paid by EFT # 8446		07/17/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	15.84
1597 - AMAZON	1136016630415	Misc Items	Paid by EFT # 8452		07/17/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	71.33
1592 - PAYPAL	71717	Game Wheel	Paid by EFT # 8447		07/17/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	48.59
3575 - SUPERION	60607183984	Conference Registration	Paid by EFT # 8454		07/26/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	125.00
3575 - SUPERION	072617	Conference Registration	Paid by EFT # 8455		07/26/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	125.00
Account <b>573 - Training &amp; Professional Development</b> Totals										Invoice Transactions 5
										<u>\$385.76</u>





# Accounts Payable by G/L Distribution Report

Invoice Due Date Range 08/01/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 236 - Tri-Com</b>										
Department <b>85 - Dispatch Services</b>										
Division <b>86 - Operations</b>										
Program <b>00 - General</b>										
Account <b>581.05 - Utilities Electric</b>										
1005 - CITY OF ST CHARLES	Tricom071317	Utilities - Electricity & Sewer	Paid by Check # 149497		07/13/2017	08/07/2017	08/11/2017	07/13/2017	08/11/2017	2,143.43
Account <b>581.05 - Utilities Electric</b> Totals Invoice Transactions 1										\$2,143.43
Account <b>581.10 - Utilities Natural Gas</b>										
1373 - NICOR GAS 0632	9305123193/0617	Monthly Charge - 3823 Karl Madsen Dr	Paid by Check # 149541		06/27/2017	08/07/2017	08/11/2017	07/03/2017	08/11/2017	76.62
1373 - NICOR GAS 0632	8152828017/0717	Monthly Charge - 1850 South St	Paid by Check # 149653		07/24/2017	08/21/2017	08/25/2017	08/01/2017	08/25/2017	4.09
1373 - NICOR GAS 0632	9305123193/0717	Monthly Charge - 3823 Karl Madsen Dr	Paid by Check # 149653		07/27/2017	08/21/2017	08/25/2017	08/01/2017	08/25/2017	137.55
Account <b>581.10 - Utilities Natural Gas</b> Totals Invoice Transactions 3										\$218.26
Account <b>581.20 - Utilities Water/Sewer</b>										
1005 - CITY OF ST CHARLES	Tricom071317	Utilities - Electricity & Sewer	Paid by Check # 149497		07/13/2017	08/07/2017	08/11/2017	07/13/2017	08/11/2017	51.10
Account <b>581.20 - Utilities Water/Sewer</b> Totals Invoice Transactions 1										\$51.10
Account <b>595.95 - Rentals Miscellaneous</b>										
1246 - COMMUNICATIONS REVOLVING FUND	T1742479	LEADS Line Monthly Fee	Paid by Check # 149608		07/18/2017	08/21/2017	08/25/2017	07/24/2017	08/25/2017	490.40
Account <b>595.95 - Rentals Miscellaneous</b> Totals Invoice Transactions 1										\$490.40
Account <b>601.05 - Maintenance Supplies Buildings</b>										
1252 - LOWE'S	909530	Misc Supplies	Paid by Check # 149533		06/29/2017	08/07/2017	08/11/2017	07/10/2017	08/11/2017	77.24
1252 - LOWE'S	910748	Misc Supplies	Paid by Check # 149533		06/30/2017	08/07/2017	08/11/2017	07/10/2017	08/11/2017	49.14
4149 - LIGHT BULB SURPLUS	200076176-1	Credit	Paid by EFT # 8437		07/08/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	(47.95)
4182 - THE FLAG GUYS	07170040	Telecommunicator Flag	Paid by EFT # 8438		07/09/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	38.95
2454 - WALMART # 5352	4581769-913476	Vacuum	Paid by EFT # 8441		07/06/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	109.00
Account <b>601.05 - Maintenance Supplies Buildings</b> Totals Invoice Transactions 5										\$226.38
Account <b>621 - Office Supplies</b>										
3615 - SHI INTERNATIONAL CORP	B06755006	Ink Cartridges	Paid by EFT # 8347		06/30/2017	08/07/2017	08/11/2017	07/12/2017	08/11/2017	77.79
1667 - OFFICE MAX	941528563-001	TriCom Office Supplies	Paid by EFT # 8440		07/06/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	114.96
1667 - OFFICE MAX	946427652-001	Index Cards	Paid by EFT # 8453		07/24/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	5.84



# Accounts Payable by G/L Distribution Report

Invoice Due Date Range 08/01/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 236 - Tri-Com</b>										
Department <b>85 - Dispatch Services</b>										
Division <b>86 - Operations</b>										
Program <b>00 - General</b>										
Account <b>621 - Office Supplies</b>										
1667 - OFFICE MAX	946427080-001	Chair & Office Supplies	Paid by EFT # 8456		07/24/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	33.12
2063 - VISTAPRINT.COM	HWDP8D4A937	Banners & Table	Paid by EFT # 8442		07/11/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	242.22
2063 - VISTAPRINT.COM	GG5GRC4A784	Runners	Paid by EFT # 8443		07/12/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	(1.68)
2063 - VISTAPRINT.COM	H6-1	Credit -Sales Tax	Paid by EFT # 8444		07/12/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	(14.25)
2063 - VISTAPRINT.COM	NQ3Q8D4A628	Credit -Sales Tax	Paid by EFT # 8444		07/12/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	(14.25)
1401 - SARAH STOFFA	Stoffa072717	Reimbursement Office Supplies	Paid by Check # 149690		07/27/2017	08/21/2017	08/25/2017	07/27/2017	08/25/2017	24.28
Account <b>621 - Office Supplies</b> Totals Invoice Transactions 8										<b>\$482.28</b>
Account <b>623 - Office Furniture</b>										
1667 - OFFICE MAX	940179222-001	Desk	Paid by EFT # 8436		06/29/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	243.98
1667 - OFFICE MAX	946427080-001	Chair & Office Supplies	Paid by EFT # 8456		07/24/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	98.11
Account <b>623 - Office Furniture</b> Totals Invoice Transactions 2										<b>\$342.09</b>
Account <b>624.95 - Operating Supplies Other Operating Supplies</b>										
3994 - CENTURY SPRINGS	2755303	Water Service	Paid by Check # 149496		06/09/2017	08/07/2017	08/11/2017	07/03/2017	08/11/2017	69.50
3994 - CENTURY SPRINGS	2759347	Water Service	Paid by Check # 149496		06/23/2017	08/07/2017	08/11/2017	07/03/2017	08/11/2017	62.55
3994 - CENTURY SPRINGS	2763361	Water Service	Paid by Check # 149496		06/30/2017	08/07/2017	08/11/2017	07/03/2017	08/11/2017	28.50
1956 - HARTFORD BADGES	52829	Photo ID Badge	Paid by EFT # 8431		06/27/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	17.00
3994 - CENTURY SPRINGS	2764588	Water Service	Paid by Check # 149601		07/07/2017	08/21/2017	08/25/2017	08/01/2017	08/25/2017	62.55
3994 - CENTURY SPRINGS	2768936	Water Service	Paid by Check # 149601		07/21/2017	08/21/2017	08/25/2017	08/01/2017	08/25/2017	62.55
Account <b>624.95 - Operating Supplies Other Operating Supplies</b> Totals Invoice Transactions 6										<b>\$302.65</b>
Account <b>626 - Janitorial Supplies</b>										
1252 - LOWE'S	914388	Janitorial Supplies	Paid by Check # 149533		06/14/2017	08/07/2017	08/11/2017	07/10/2017	08/11/2017	41.72
Account <b>626 - Janitorial Supplies</b> Totals Invoice Transactions 1										<b>\$41.72</b>
Account <b>663 - Computer Software</b>										
1821 - GODADDY.COM	1153101933	Web Security	Paid by EFT # 8433		06/28/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	.00
1821 - GODADDY.COM	1163505022	Domain Renewal	Paid by EFT # 8451		07/20/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	.00



# Accounts Payable by G/L Distribution Report

Invoice Due Date Range 08/01/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 236 - Tri-Com</b>										
Department <b>85 - Dispatch Services</b>										
Division <b>86 - Operations</b>										
Program <b>00 - General</b>										
Account <b>663 - Computer Software</b>										
3153 - SENDGRID	P02549356	Monthly Fee for Emergin Paging	Paid by EFT # 8435		07/01/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	.00
Account <b>663 - Computer Software</b> Totals								Invoice Transactions	3	\$0.00
Program <b>00 - General</b> Totals								Invoice Transactions	67	\$39,734.57
Program <b>95 - Capital Outlay</b>										
Account <b>820 - Machinery &amp; Equipment</b>										
3614 - KRISTINA ROHRBACH	KR2017-013	CAD Project GIS Consultant	Paid by Check # 149552		06/30/2017	08/07/2017	08/11/2017	07/03/2017	08/11/2017	900.00
3614 - KRISTINA ROHRBACH	KR2017-014	CAD Project GIS Consultant	Paid by Check # 149552		07/14/2017	08/07/2017	08/11/2017	07/10/2017	08/11/2017	600.00
4183 - FACTORY OUTLET STORE.COM	FOS7659960E	Headset	Paid by EFT # 8449		07/17/2017	08/21/2017	08/21/2017	07/31/2017	08/21/2017	61.00
3614 - KRISTINA ROHRBACH	KR2017-015	CAD GIS Analyst	Paid by Check # 149675		07/28/2017	08/21/2017	08/25/2017	07/27/2017	08/25/2017	750.00
Account <b>820 - Machinery &amp; Equipment</b> Totals								Invoice Transactions	4	\$2,311.00
Account <b>835 - Computer Equipment</b>										
1022 - CDW GOVERNMENT	JJV3198	Memory Director's Office CAD Access	Paid by EFT # 8326		07/01/2017	08/07/2017	08/11/2017	07/10/2017	08/11/2017	63.82
3615 - SHI INTERNATIONAL CORP	B06778720	Computer Towers	Paid by EFT # 8347		07/10/2017	08/07/2017	08/11/2017	07/17/2017	08/11/2017	2,637.00
1022 - CDW GOVERNMENT	JMZ3109	Cables for New Computers	Paid by EFT # 8463		07/19/2017	08/21/2017	08/25/2017	08/01/2017	08/25/2017	143.60
Account <b>835 - Computer Equipment</b> Totals								Invoice Transactions	3	\$2,844.42
Program <b>95 - Capital Outlay</b> Totals								Invoice Transactions	7	\$5,155.42
Division <b>86 - Operations</b> Totals								Invoice Transactions	74	\$44,889.99
Department <b>85 - Dispatch Services</b> Totals								Invoice Transactions	84	\$51,452.59
Fund <b>236 - Tri-Com</b> Totals								Invoice Transactions	87	\$51,452.59
Grand Totals								Invoice Transactions	87	\$51,452.59

**COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN**

**METROPOLITAN ALLIANCE OF POLICE,  
TRI-COM CENTRAL DISPATCH CHAPTER #531**

**AND**

**TRI-COM CENTRAL DISPATCH CENTER**

**MAY 1, 2017 - APRIL 30, 2021**

## Table of Contents

PREAMBLE .....	7
ARTICLE I .....	7
RECOGNITION .....	7
Section 1.01 Recognition. ....	7
Section 1.02 Union's Exclusive Bargaining Rights. ....	7
Section 1.03 Definitions.....	7
Section 1.04 Gender of Words.....	8
Section 1.05 Chapter Officers.....	8
ARTICLE II.....	8
NONDISCRIMINATION.....	8
ARTICLE III.....	8
MANAGEMENT RIGHTS .....	8
ARTICLE IV .....	9
DUES CHECKOFF AND UNION RIGHTS .....	9
Section 4.01 M.A.P. President .....	9
Section 4.02 Dues Checkoff.....	9
Section 4.03 Fair Share. ....	9
Section 4.04 Bulletin Board and File Cabinet.....	10
Section 4.05 Access to Premises by Union Representatives.....	10
Section 4.06 Union Representatives. ....	10
Section 4.07 Labor-Management Committee. ....	10
Section 4.08 Minutes of Tri-Com Operating Board.....	11
Section 4.09 Bargaining Unit Work.....	11
ARTICLE V.....	11
GRIEVANCE PROCEDURE.....	11
Section 5.01 Definition. ....	12
Section 5.02 Procedure. ....	12
Section 5.03 Arbitration.....	12
Section 5.04 Limitations on Authority of Arbitrator. ....	13
Section 5.05 Right to Request.....	13
Section 5.06 Thirty Day Limit .....	13
Section 5.07 Multiple Grievances.....	13
Section 5.08 Union Participation. ....	13
Section 5.09 Fees and Expenses. ....	13
Section 5.10 Grievance Withdrawal or Settlement.....	13
Section 5.11 No Reprisals.....	13

Section 5.12 Representation Time. ....	14
Section 5.13 Miscellaneous.....	14
ARTICLE VI .....	14
DISCIPLINE.....	14
Section 6.01 Just Cause.....	14
Section 6.02 Disciplinary Measures.....	14
Section 6.03 Investigatory Interviews.....	14
Section 6.04 Notice of Disciplinary Action. ....	15
Section 6.05 Removal of Discipline. ....	15
Section 6.06 Personnel Files. ....	15
ARTICLE VII.....	15
NO STRIKE – NO LOCKOUT .....	15
Section 7.01 No Strike. ....	15
Section 7.02 No Lockout. ....	15
Section 7.03 Discipline of Strikers. ....	15
Section 7.04 Judicial Restraint.....	16
ARTICLE VIII.....	16
SENIORITY, LAYOFF AND RECALL.....	16
Section 8.01 Seniority.....	16
Section 8.02 Posting of Seniority List. ....	16
Section 8.03 Termination of Seniority.....	16
Section 8.04 Layoffs. ....	17
Section 8.05 Effects of Layoff. ....	17
Section 8.06 Recall. ....	17
Section 8.07 Probationary Period.....	17
Section 8.08 Application of Seniority.....	18
Section 8.09 Creation of New Bargaining Unit Positions.....	18
Section 8.10 Promotions. ....	18
Section 8.11 Transfers.....	19
Section 8.12 Probationary Period for Promotions.....	19
Section 8.13 Residency.....	19
ARTICLE IX .....	19
SICK LEAVE .....	19
Section 9.01 Purpose.....	19
Section 9.02 Sick Leave Bank. ....	20
Section 9.03 Sick Leave Accrual. ....	20

ARTICLE X.....	20
LEAVES .....	20
Section 10.01 Funeral Leave.....	20
Section 10.02 Military Leave.....	21
Section 10.03 Jury Leave. ....	21
Section 10.04 Voluntary Unpaid Leave.....	21
Section 10.05 Disability Leave. ....	21
Section 10.06 Safety Day.....	21
Section 10.07 Donated Leave. ....	22
Section 10.08 School Visitation Rights Act.....	23
Section 10.09 FMLA Leave.....	23
Section 10.10 Non-Employment Elsewhere. ....	23
ARTICLE XI .....	23
VACATION.....	23
Section 11.01 Accrual.....	23
Section 11.02 Vacation Scheduling. ....	24
Section 11.03 Use of Vacation Pay.....	25
ARTICLE XII .....	26
TRAINING, PROFESSIONAL DEVELOPMENT AND TRAVEL .....	26
Section 12.01 Training and Tuition Reimbursement. ....	26
Section 12.02 Travel Reimbursement.....	26
ARTICLE XIII.....	27
INSURANCE.....	27
Section 13.01 Health Insurance Plan. ....	27
Section 13.02 Life Insurance. ....	27
Section 13.03 Right to Maintain Coverage While on Unpaid Leave.....	27
Section 13.04 Pension Benefits.....	28
Section 13.05 Employee Assistance Program.....	28
Section 13.06 Terms of Policies to Govern. ....	28
Section 13.07 Cost Containment.....	28
ARTICLE XIV .....	29
UNIFORMS .....	29
Section 14.01 Uniform Allowance Credit.....	29
ARTICLE XV .....	29
HOURS OF WORK.....	29
Section 15.01 Shift Schedules.....	29

Section 15.02 Lunch and Breaks.....	30
Section 15.03 Overtime.....	30
Section 15.04 Shift Trades.....	32
Section 15.05 Shift Bidding.....	32
Section 15.06 Posting of Work Schedule.....	33
Section 15.07 Court Time.....	33
Section 15.08 Call Out.....	33
Section 15.09 Compensatory Time.....	34
Section 15.10 Standby Pay.....	34
Section 15.11 Work Duties.....	34
Section 15.12 CAD Administrator Shift Schedule.....	34
Section 15.13 CAD Administrator Hours of Work.....	34
Section 15.14 Non-Dispatch Personnel Completing Dispatch Work.....	35
ARTICLE XVI.....	35
WAGES.....	35
Section 16.01 Wage Schedule.....	35
Section 16.02 Telecommunicator in Charge Pay.....	36
Section 16.03 Training.....	36
Section 16.04 LEADS Agency Coordinator Compensation.....	37
Section 16.05 Longevity Award.....	37
Section 16.06 Working out of Classification.....	37
Section 16.07 Deferred Compensation Contribution.....	37
Section 16.08 Flexible Spending Account.....	37
ARTICLE XVII.....	38
HOLIDAYS AND PERSONAL LEAVE.....	38
Section 17.01 Holidays Observed.....	38
Section 17.02 Eligibility Requirements.....	38
Section 17.03 Personal Business Leave.....	39
ARTICLE XVIII.....	39
EMPLOYEE ALCOHOL AND DRUG TESTING.....	39
Section 18.01 Drug and Alcohol Testing.....	39
Section 18.02 Test To Be Conducted.....	39
Section 18.03 Voluntary Requests for Assistance.....	40
ARTICLE XIX.....	40
MISCELLANEOUS.....	40
Section 19.01 Ratification and Amendment.....	40



Section 19.02 Physical Examinations.....	40
Section 19.03 Outside Employment.....	41
Section 19.04 Americans with Disabilities Act. ....	41
Section 19.05 No Smoking. ....	41
ARTICLE XX.....	41
MAINTENANCE OF BENEFITS.....	41
ARTICLE XXI.....	42
SAVINGS CLAUSE.....	42
ARTICLE XXII .....	42
ENTIRE AGREEMENT.....	42
ARTICLE XXIII.....	42
TERMINATION.....	42
APPENDIX A.....	44
WAGE SCHEDULE.....	44
APPENDIX B .....	45
PLACEMENT ON STEP SCHEDULE .....	45
APPENDIX C .....	46
SENIORITY SIGN-UP RULES .....	44
APPENDIX D.....	47
SHIFT BIDDING TEMPLATE .....	47

## **PREAMBLE**

This Agreement is made and entered into by and between the Tri-Com Central Dispatch (hereinafter referred to as “Tri-Com”) and the Metropolitan Alliance of Police, Tri-Com Central Dispatch Chapter #531 (hereinafter collectively referred to as the “Union”).

It is the intent and purpose of this Agreement to set forth the parties’ entire agreement with respect to the rates of pay, hours of employment, fringe benefits, and other conditions of employment that will be in effect during the term of this Agreement for employees covered by this Agreement; to prevent interruptions of work and interference with the operations of Tri-Com; to encourage and improve efficiency and productivity; to maintain the highest standards of personal and professional integrity and conduct at all times; and to provide procedures for the prompt and peaceful adjustment of grievances as provided herein.

NOW, THEREFORE, the parties agree as follows:

## **ARTICLE I** **RECOGNITION**

### **Section 1.01 Recognition.**

Tri-Com recognizes the Union as the sole and exclusive bargaining representative with respect to all matters relating to wages, hours and other terms and conditions of employment as certified on June 23, 2009, pursuant to Illinois Labor Relations Board case number S-RC-09-137 for all full-time and probationary employees of Tri-Com Central Dispatch in the following titles or positions: Telecommunicator; CAD System Administrator; and Shift Supervisor, and excluding all other employees of Tri-Com Central Dispatch.

All persons covered by this Agreement, as certified by the Illinois State Labor Relations Board, shall herein after be referred to as “employees”, “employee”, “members”, “member” or “bargaining unit.”

### **Section 1.02 Union’s Exclusive Bargaining Rights.**

Unless otherwise specifically provided herein, Tri-Com agrees not to negotiate over any mandatory subject of bargaining with any employee individually, any group of employees, or employees’ organization other than the Union provided, however, that nothing in this Section shall limit Tri-Com’s authority to negotiate with employees who are not covered by this Agreement.

### **Section 1.03 Definitions.**

For purposes of calculating the hourly rate of pay under this Agreement, a full-time “employee” shall be defined as a bargaining unit employee who is regularly scheduled to work eighty (80) hours per two-week pay period.

**Section 1.04 Gender of Words.**

The masculine gender as used herein shall be deemed to include the feminine gender, unless the feminine gender is clearly inappropriate in the context of the provisions(s) concerned.

**Section 1.05 Chapter Officers.**

For purpose of this Agreement, the term “Chapter Officers” shall refer to the Tri-Com employees who are the Chapter’s duly elected president, vice-president and stewards.

**ARTICLE II**  
**NONDISCRIMINATION**

Neither Tri-Com nor the Union shall discriminate against employees because of membership or non-membership in the Union; because of participation or nonparticipation in Union activities, because of their race, sex, sexual orientation, national origin, religion, physical or mental disability, the perception of mental disability, age, marital status, veteran status, political affiliation or any other basis prohibited by applicable federal, state or local fair employment laws or regulations. Any claimed violation of this provision may be grieved through step two of the grievance procedure. The claimed violation is not be subject to arbitration but shall instead be subject to the enforcement in the applicable court, administrative agency, or other legal body. It is not a prerequisite for such legal action that a grievance be filed by the employee or employees.

**ARTICLE III**  
**MANAGEMENT RIGHTS**

It is understood and agreed that Tri-Com possesses the sole right and authority to operate and direct the employees of Tri-Com and its various departments in all respects, including, but not limited to, all rights and authority exercised by Tri-Com prior to the execution of this Agreement, except as specifically modified in this Agreement. These rights include, but are not limited to, the following: to determine the mission, organization, operation, and budget of Tri-Com and to plan, direct, and control all Tri-Com operations, and set policies, goals, objectives, and all standards of service offered to the public by Tri-Com; to plan, schedule, direct, control and determine all the operations and services of Tri-Com; to determine the places, means, methods and number of personnel needed to carry out Tri-Com’s mission; to manage, supervise, and direct the working forces; to establish the qualifications for employment and to employ employees; to schedule and assign work; to establish work and productivity standards and, from time to time, to change those standards; to assign overtime; to determine the methods, means, organization and number of personnel by which operations are conducted; to determine whether goods or services are to be provided by employees covered by this Agreement or by other employees or nonemployees not covered by this Agreement; to move, close or liquidate its operations in whole or in part; to make, alter and enforce rules, regulations, orders and policies; to discipline, suspend and discharge employees; to change or eliminate existing methods,

equipment or facilities; to lay off employees; to contract out for goods and services; and to evaluate performance and productivity and establish awards or sanctions for various levels of performance; to authorize promotions of employees and determine promotional procedures; to educate and train employees; and to take any and all actions that may be necessary to carry out the mission of the Employer declared by the Tri-Com Board of Directors or the Executive Director, provided that no right enumerated herein shall be exercised or enforced in a manner contrary or inconsistent with the provisions of this Agreement.

In the event of a civil emergency, which may include but is not limited to riots, civil disorders, tornado conditions, floods, or other emergencies as may be declared by the Tri-Com Board, the Director or their designees, Tri-Com may take any and all actions as may be necessary to carry out the mission of Tri-Com, which actions may include the suspension of the provisions of this Agreement regarding shift time, callback procedures, scheduling and leave time, provided that wage rates and monetary benefits shall not be suspended and providing that all provisions of this Agreement shall be promptly reinstated once a civil emergency condition ceases to exist.

The exercise of the foregoing rights and powers by Tri-Com, and the adoption of policies, rules, regulations and practices in furtherance thereof, shall be limited only by the specific and express terms of this Agreement. The exercise by Tri-Com of, or its waiver of, or its failure to exercise its full rights on any matter or occasion shall not be binding on Tri-Com and shall not be the subject or basis of any grievance.

#### **ARTICLE IV**

#### **DUES CHECKOFF AND UNION RIGHTS**

##### **Section 4.01 M.A.P. President.**

Although generally, Union business shall not be conducted during working time, the M.A.P. Chapter #531 President, and/or his one designee, shall be allowed a reasonable period of time to devote to official business of the Union, such time off from normal duties to be obtained with the prior approval of the Director of Tri-Com or designee, subject to the operational and scheduling needs of Tri-Com, which approval shall not be unreasonably withheld, and such time shall be compensated by Tri-Com, however overtime shall not be paid to conduct union business.

##### **Section 4.02 Dues Checkoff.**

Upon receipt of proper written authorization from a Member, the Employer shall deduct each month's Union dues in the amount certified by the Union from the pay of all members covered by this Agreement who, in writing, authorize such deductions. Such money shall be submitted to the Metropolitan Alliance of Police within fifteen (15) days after the deductions have been made.

##### **Section 4.03 Fair Share.**

During the term of this Agreement, Members who are not members of the Chapter shall, commencing thirty (30) days after the effective date of this Agreement, pay a fair share fee to the Union for collective bargaining and contract administration services tendered by the Union as the exclusive representative of the members covered by this Agreement. Such fair share fee shall be

deducted by Tri-Com from the earnings of non-members and remitted to the Union each month. The Union shall annually submit to Tri-Com a list of the members covered by this Agreement who are not members of the Chapter and an affidavit which specifies the amount of the fair share fee, which shall be determined in accordance with the applicable law. Tri-Com agrees to allow a Union Representative to discuss this matter with all new employees who would be covered by this collective bargaining agreement, within the first fourteen (14) days of employment.

#### **Section 4.04 Bulletin Board and File Cabinet.**

Tri-Com shall provide the Union with a bulletin board, which shall be no larger than 24 inches by 30 inches, in a designated location which is accessible to bargaining unit members, upon which the Union may post notices. The items posted shall not be political, partisan or defamatory in nature. The Union will limit the posting of Union notices to such bulletin board. Notices posted in violation of this section shall be removed by Tri-Com.

Space permitting, Tri-Com shall allow the Chapter to maintain a locking file cabinet on Tri-Com premises for the Chapter's exclusive use, provided that Tri-Com shall have the right to require the Chapter to open the file cabinet for inspection so that Tri-Com can verify that it contains only papers, tapes and other records pertaining to Chapter business.

#### **Section 4.05 Access to Premises by Union Representatives.**

Non-employee Union representatives may have access to Tri-Com property in order to help resolve a dispute or problem. In order to receive access, the Union representatives must provide reasonable advance notice to the Director or his designee and make reasonable arrangements to minimize any disruption of the work of employees or non-bargaining unit employees on duty. The representative may visit with employees during their non-work time if such visit does not unduly disturb the work of any employees or non-bargaining unit employees who may otherwise be working.

#### **Section 4.06 Union Representatives.**

A written list of the Chapter Officers and MAP Representatives shall be furnished to Tri-Com. The Chapter will notify Tri-Com promptly of any changes. If requested by an employee, a Union Representative or Union attorney shall represent a bargaining unit member in any grievance, provided that the Union shall provide Tri-Com with reasonable advance notice in the event a Union attorney will be present.

#### **Section 4.07 Labor-Management Committee.**

The Union and Tri-Com agree that, in the interest of efficient management and harmonious employee relations, regular meetings be held. Meetings will be held six times a year, every other month beginning in January on the second Wednesday of the month. Changes to the dates and frequency of the meetings may be mutually agreed upon. Meeting minutes for the previous meeting and the agenda for the next meeting will be provided by management at least a week before the meeting. Such meetings, locations, and times, if mutually agreed upon, shall be limited to:

- (a) discussion on the implementation and general administration of this Agreement;
- (b) a sharing of general information of interest to the parties;

- (c) giving representatives an opportunity to express their views:
- (d) safety issues; and
- (e) notifying the Union of changes in conditions of employment contemplated by the Employer which may affect employees.
- (f) Any other topic mutually agreed upon in advance of the meeting.

It is expressly understood and agreed that such meetings shall be exclusive of the grievance procedure. Specific grievances being processed under the grievance procedure shall not be considered at "labor-management meetings" nor shall negotiations for the purpose of adding to or altering any of the terms of this Agreement be carried on at such meetings. Such meetings are intended to improve communications and are advisory only.

Meetings will include radio coverage time for up to two union board members, as needed. Other members of the union may attend to observe only, voluntarily and without pay. In the event an employee's attendance is requested by management, they will be compensated for their time, if not already scheduled.

#### **Section 4.08 Minutes of Tri-Com Operating Board.**

Upon request, Tri-Com shall supply the Chapter President with a non-redacted copy of the minutes of the Operating Board with any attachments, within five business days after the minutes are approved. The minutes provided to the Chapter President shall not include minutes from any closed meetings, as that term is defined in the Open Meetings Act, 5 ILCS 120/1 *et seq.*

#### **Section 4.09 Bargaining Unit Work.**

For the duration of this agreement, and on a non-precedential basis, Tri-Com agrees not to subcontract any bargaining unit work, including the use of part-time Telecommunicators.

Should Tri-Com face a staffing crisis because of employee turnover, Tri-Com will first attempt to fill vacancies with bargaining unit employees using the normal hiring process. If Tri-Com cannot alleviate the staffing crisis through the normal hiring process, then Tri-Com shall have the right to subcontract on a temporary basis until it is able to hire full-time, bargaining unit employees. The Union shall have the right to grieve whether there is a staffing crisis, or whether Tri-Com is diligently pursuing the replacement of subcontractors with bargaining unit employees. If the Union prevails in such a grievance, the parties agree that the sole remedy for the violation will be that Tri-Com shall cease and desist from the continued use of sub-contractors.

The parties agree that this Section 4.09 shall not be considered the "status quo" in any future impasse resolution proceedings.

## **ARTICLE V** **GRIEVANCE PROCEDURE**

### **Section 5.01 Definition.**

For the purposes of this Agreement, a grievance is any claimed violation of the Agreement raised by an employee or the Chapter, in writing, against Tri-Com involving the meaning, interpretation or application of the provisions of this Agreement.

### **Section 5.02 Procedure.**

Recognizing that grievances should be raised and settled promptly, a grievance must be raised by the affected employee and/or Chapter Representative within seven (7) calendar days after the occurrence of the event or within seven (7) calendar days of when the grievance could have been reasonably ascertained. Grievances involving the termination of employees shall be advanced directly to Arbitration.

STEP 1: The Chapter Representative and/or Grievant shall present the grievance in writing to the Tri-Com Director or designee, within seven (7) calendar days after the event that is the basis of the grievance, or seven (7) calendar days after the employee, through the use of reasonable diligence, should have had knowledge of the event that is the basis of the grievance.

STEP 2: The Chapter Representative and/or Grievant shall present the grievance in writing to the Tri-Com Board of Directors or designee, within seven (7) calendar days after denial of Step 1 of the grievance process, or failure to respond at Step 1.

The Tri-Com Board of Directors or designee shall investigate the grievance and, in the course of such investigation, shall offer to discuss the grievance within ten (10) calendar days with the grievant and an authorized representative of the Union at a time mutually agreeable to the parties. The Tri-Com Board of Directors or designee shall provide a written answer to the Chapter Representative and the Grievant within seven (7) calendar days.

The Director or designee shall investigate the grievance and, in the course of such investigation, shall offer to discuss the grievance within ten (10) calendar days with the grievant and an authorized representative of the Union at a time mutually agreeable to the parties. The Director or designee shall provide a written answer to the Chapter Representative and the Grievant within seven (7) calendar days of the discussion.

### **Section 5.03 Arbitration.**

If the grievance is not settled at Step 1 and the Union wishes to appeal the grievance, the Union may refer the grievance to arbitration, as described below, within fifteen (15) calendar days of receipt of the written response in Step One. The parties shall attempt to agree upon an arbitrator within fifteen (15) calendar days after receipt of the notice of referral. In the event the parties are unable to agree upon the arbitrator within said fifteen (15) day period, the parties shall jointly request the Federal Mediation and Conciliation Service to submit a panel of seven (7) arbitrators. The parties agree to limit the panel to members of the National Academy of Arbitrators, from the "metropolitan" (within 125 miles) area, with a principal business office in the State of Illinois, and with an industry specialization of "police or fire" if available. Each party retains the right to reject one panel in its entirety within seven (7) calendar days of its receipt and request that a new panel be submitted. The party requesting arbitration shall strike the first name. The parties shall

select the arbitrator by alternately striking a name until one (1) name remains, who shall be the arbitrator. The party requesting arbitration shall strike the first name.

**Section 5.04 Limitations on Authority of Arbitrator.**

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the question of fact as to whether there has been a violation, misinterpretation or misapplication of the specific provisions of this Agreement. The arbitrator shall be without power to make any decision or award which is contrary to or inconsistent with, in any way, applicable laws. The arbitrator shall have no authority to make a decision on any issues not so submitted or raised. The award of the arbitrator shall be final and binding on Tri-Com, the Union, and the grievant(s), to the extent provided by the Illinois Public Labor Relations Act and/or the Illinois Uniform Arbitration Act.

**Section 5.05 Right to Request.**

Tri-Com and the Union shall have the right to request the arbitrator to require the presence of witnesses or documents. Tri-Com and the Union retain the right to employ legal counsel.

**Section 5.06 Thirty Day Limit.**

The arbitrator shall submit his/her decision in writing within thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later.

**Section 5.07 Multiple Grievances.**

More than one grievance may be submitted to the same arbitrator where both parties mutually agree in writing.

**Section 5.08 Union Participation.**

Tri-Com acknowledges the right of the Union representative and/or Attorney to participate in the processing of a formal grievance at any level. In the event that a MAP attorney will be present for a grievance hearing, the Chapter agrees to provide three (3) days written notice to Tri-Com.

**Section 5.09 Fees and Expenses.**

The fees and expenses of the arbitrator and the cost of a written transcript shall be divided equally between Tri-Com and the Union. However, should only one party request a transcript, that party shall pay for the cost of the transcript; provided, however, that each party shall be responsible for compensating its own representatives and witnesses. If one party requests and is granted a postponement of a scheduled hearing, that party shall bear any fee charged by the arbitrator for the postponement.

**Section 5.10 Grievance Withdrawal or Settlement.**

A grievance may be withdrawn at any step without establishing a precedent. By mutual written agreement, a grievance may be settled at any step without establishing a precedent.

**Section 5.11 No Reprisals.**

No reprisals shall be taken by either Tri-Com or the Union against an employee because of the employee's participation or refusal to participate in a grievance.



### **Section 5.12 Representation Time.**

A Member who is serving in a representative capacity during his scheduled working hours and who attends a meeting between the Union and Tri-Com for the purposes(s) of adjustments of grievances shall not suffer a loss in pay because of such attendance, provided that staffing levels permit.

### **Section 5.13 Miscellaneous.**

No members of the bargaining unit shall have any authority to settle or respond on behalf of Tri-Com to a grievance as defined in Section 1. Moreover, no action, statement, settlement, or representation made by any member of the bargaining unit concerning the meaning, interpretation or application of any provision of the Agreement shall impose any obligation or duty or be considered as authorized or binding upon Tri-Com unless and until Tri-Com has agreed thereto in writing.

## **ARTICLE VI** **DISCIPLINE**

### **Section 6.01 Just Cause.**

Anon-probationary employee covered by this Agreement shall not be disciplined or dismissed without just cause. Probationary employees may be disciplined or dismissed without just cause. Covered employees who are discharged shall be paid for all accrued but unused leave within two weeks of the termination date.

### **Section 6.02 Disciplinary Measures.**

Tri-Com agrees that disciplinary action shall generally be progressive in nature and intended as a corrective measure. Giving consideration to the severity of the infraction, disciplinary actions may include the following:

- Verbal Reprimand;
- Written Reprimand;
- Suspension;
- Discharge.

The Employer agrees to use its best efforts to follow the tenets of progressive discipline for probationary employees. However, nothing in this agreement shall be construed as limiting the Employer's right to summarily discharge or suspend an employee without warning for serious offenses. If Tri-Com has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public. Upon conclusion of an investigation and discipline is determined to be warranted, the employee will be issued the discipline within 15 calendar days, unless the employee is on an excused absence.

### **Section 6.03 Investigatory Interviews.**

Where Tri-Com desires to conduct an investigatory interview of an employee where the results of the interview might result in discipline, Tri-Com will permit the employee reasonable time to

obtain the presence of a Union representative. The Union may designate a member other than a Representative to accompany the employee at the interview. All investigatory interviews shall be conducted in accordance with *Weingarten* rights.

**Section 6.04 Notice of Disciplinary Action.**

Notice of disciplinary action, except for counseling, shall be in writing. Employees shall be permitted to write rebuttals to any disciplinary reprimands or suspensions they receive.

**Section 6.05 Removal of Discipline.**

Verbal and written reprimands will not serve as the basis for additional progressive discipline if no further action has been taken on the matter within 12 months of the date of the reprimand. All expired discipline will be sealed and opened only by the Director or the Board of Directors.

**Section 6.06 Personnel Files.**

The Employer agrees to comply with the provisions of the Illinois Personnel Record Review Act, 820 ILCS 40/1, *et. seq.*

**ARTICLE VII**  
**NO STRIKE – NO LOCKOUT**

**Section 7.01 No Strike.**

Neither the Union nor any officers, agents or employees covered by this Agreement shall instigate, promote, sponsor, engage in, or condone any strike, sympathy strike, concerted stoppage of work, concerted mass absenteeism, or any other concerted interruption or disruption of the operations of Tri-Com, regardless of the reason for doing so. No employee covered by this Agreement shall refuse to cross any pick line, wherever established. Each employee who holds the position of a Union Chapter Officer occupies a position of special trust and responsibility in maintaining and bringing about compliance with the provisions of this Article. In the event of a violation of this Section of this Article, the Union agrees to inform employees of their obligation under this Agreement and to direct them to return to work. This Section is not intended to limit the employees' right to strike after the expiration of this Agreement, as described in Section 17 of the Illinois Public Labor Relations Act.

**Section 7.02 No Lockout.**

Tri-Com will not lock out any employees during the term of this Agreement as a result of a labor dispute with the Union. This Section is not intended to limit the employer's right to lockout after the expiration of this Agreement, as described in Section 7 of the Illinois Public Labor Relations Act.

**Section 7.03 Discipline of Strikers.**

Any employee who violates the provision of Section 1 of this Article shall be subject to disciplinary action. Any disciplinary action taken by Tri-Com against any employee who participates in any action prohibited by Section 1 shall not be subject to the provisions of the grievance and arbitration procedure, except that the issue of whether an employee in fact

engaged or participated in a prohibited action shall be subject to the grievance and arbitration procedure.

**Section 7.04 Judicial Restraint.**

Nothing contained herein shall preclude Tri-Com or the Union from obtaining judicial restraint and damages in the event the other party violates this Article.

**ARTICLE VIII**  
**SENIORITY, LAYOFF AND RECALL**

**Section 8.01 Seniority.**

Full-time seniority shall be based on the length of time from the last date of beginning continuous fulltime employment in any position covered by this Agreement, less adjustments for layoff or approved leaves of absence without pay (other than military leave) of thirty (30) days or more. If the length of time is equal, then the person who is listed higher on the eligibility list will be considered to have more seniority.

**Section 8.02 Posting of Seniority List.**

One month prior to the date for the submission of vacation requests, Tri-Com will provide to the Union a seniority list showing the seniority of active full-time employees, which sets forth the names of part-time and full-time employees who are covered by this Agreement, in order of seniority as defined in Section 8.01 of this Agreement. Tri-Com shall not be responsible for any errors in the aforementioned seniority list (or any other seniority list posted at various times throughout the year), unless such errors are brought, in writing, to the attention of Tri-Com by employees and/or the Union within twenty-one (21) calendar days after the list(s) is posted. The failure to challenge a seniority list during this twenty-one (21) calendar day challenge period does not preclude the Union and/or employees from challenging future seniority lists. The time line for filing a grievance regarding an employee's seniority shall begin on the day that Tri-Com responds to an employee or Union's challenge.

**Section 8.03 Termination of Seniority.**

Seniority and the employment relationship shall be terminated for all purposes if the employee:

- (a) quits;
- (b) is discharged;
- (c) retires or is retired;
- (d) falsifies the reason for a leave of absence or is found to be working during a leave of absence, in a way that conflicts with stated reasons for leave (as defined by Sections 10.01, 10.02, 10.03, 10.04, 10.05, 10.08 and 10.09) without prior written approval of Tri-Com;
- (e) fails to report for work within seventy-two (72) hours after the conclusion of an authorized leave of absence (as defined by Sections 10.01, 10.02, 10.03, 10.04, 10.05, 10.08 and 10.09);
- (f) is laid off and fails to notify Tri-Com of his intent to return to work within fifteen

- (15) calendar days after receipt of notice of recall;
- (g) is laid off for a period in excess of two (2) years; or
- (h) is unreasonably absent for three (3) consecutive working days without notifying Tri-Com.

#### **Section 8.04 Layoffs.**

In the event it becomes necessary to decrease the work force, the probationary employees shall be laid off first. Thereafter, employees with the least seniority in the affected job classification shall be laid off. The laid off employee(s) shall be entitled to bump the least senior employee in that classification whose job is in a lesser pay grade, provided that the senior employee has the ability to perform the work within that position. Except in an emergency, no layoff will occur without at least a thirty (30) day advance notice to the Union. Tri-Com agrees to consult with the Union, upon request, and afford the Union the opportunity within such thirty (30) day period to propose alternatives to the layoff. Employees who are laid off shall be placed on a lay-off and recall list.

#### **Section 8.05 Effects of Layoff.**

Any employee who is laid off as a result of Tri-Com's decision to implement a layoff shall, in addition to the recall rights set forth above:

- (a) Be paid for any earned but unused vacation, personal days and holidays. In the event that a laid off employee is recalled, he regains any accumulated sick time that existed prior to the layoff.
- (b) Be permitted to remain in Tri-Com's group insurance program at the employee's cost for a period of time not to exceed eighteen (18) months from the effective date of layoff by paying in advance each month the full applicable monthly premium. This provision is not intended to diminish rights otherwise provided under COBRA or similar legislation.

#### **Section 8.06 Recall.**

Employees who are laid off shall be recalled in inverse order of layoff for the first vacancy for which they are qualified. Notice of recall shall be made by a certified, return receipt letter with the obligation and responsibility of the employee to provide the Director or Director's designee with such employee's current mailing address. Employees returning from layoff shall have their seniority rights restored and shall be reinstated at the pay rate of the position classification that corresponds to their seniority. Recall rights expire after an employee has been on layoff for a period of twenty-four (24) months. Laid off employees will be recalled for a vacancy in inverse order of seniority, provided that the recalled employee is "qualified" to fill the vacancy. As used in this provision, "qualified" means: the recalled employee is able to perform the duties of the vacant position with acceptable quality with no more training than an outside applicant needs to perform such duties with acceptable quality.

#### **Section 8.07 Probationary Period.**

All new employees and those hired after loss of seniority shall be considered probationary employees until they have completed a probationary period of fifteen (15) months of work. The

Director of Tri-Com will have the sole discretion to decrease the length of probation. The Director's decision to decrease probation may not be grieved. Probationary employees shall be entitled to all rights, privileges and benefits provided for in this Agreement, except those limited specifically to non-probationary employees. During an employee's probationary period, the employee may be suspended, laid off or terminated without cause at the sole discretion of Tri-Com. Such probationary employee shall have no recourse to the grievance procedure to contest such a suspension, layoff or termination. Furthermore, there shall be no seniority among probationary employees. Upon successful completion of the probationary period, a full-time employee shall acquire seniority which shall be retroactive to his last date of hire with Tri-Com in a position covered by this Agreement.

#### **Section 8.08 Application of Seniority.**

In all cases of promotions, filling job vacancies and changes of status, all as hereafter defined, seniority shall govern when "qualifications" are equal. "Qualifications" as used in this Article is defined as the reasonable consideration of the factors of experience, work record (including attendance and disciplinary record), skill, ability, test scores and/or assessment centers when applicable, education, perception of the candidate's potential aptitude to perform the job duties of the new position, and such other factors as may be relevant at the time, such as but not limited to, the length of time the employee has been in the employee's current position and/or status as a full-time employee.

#### **Section 8.09 Creation of New Bargaining Unit Positions.**

"Promotion" as used herein, is solely defined as a move to a bargaining unit position having greater responsibility and pay than "Telecommunicator." In the event Tri-Com establishes a bargaining unit position or positions carrying such greater responsibility and pay, Tri-Com will post all such positions it deems vacant for a minimum of fourteen (14) calendar days. Non-probationary employees desiring promotion to such positions shall apply for such positions in writing using forms provided by Tri-Com. If Tri-Com desires to fill the vacancy, the position shall be awarded based upon the needs of Tri-Com and the factors set forth in Section 8.08. Non-probationary employees as defined in Section 8.07 shall be given preference over outside applicants when qualifications are relatively equal. Promoted employees shall serve a probationary period of six (6) months in the new position. Such employees who are not successful in their new position in the opinion of Tri-Com will be returned to their former position and applicable placement on the wage scale for telecommunicators, commensurate with their seniority and, if necessary, the least senior employee in such former position may be laid off or terminated to make room for such returning employee having more seniority. The demoted employee will reselect vacation from the available days.

Tri-Com initially shall establish the pay rate for such new position and will promptly meet with the Union in effects bargaining solely about such pay rate.

#### **Section 8.10 Promotions.**

Promoted employees shall receive a pay increase which:

1. Shall place them at the hire level in the applicable classification.
2. Date of promotion will become the date of movement through the step process.

### **Section 8.11 Transfers.**

Tri-Com will post all Telecommunicator positions it deems vacant in the Center for a minimum of fourteen (14) calendar days. Applications for transfers to such vacant position shall be awarded based on the needs of Tri-Com and considerations of seniority, provided that no employee shall be awarded a position for which he/she is not trained or not qualified. Non-probationary Tri-Com employees will be given preference over outside applicants for such positions for which such employee is qualified. Positions will be posted and filled on the shift on which the vacancy exists. Thereafter, shift bidding may occur as provided in Section 15.05. "Qualified," as used in this provision, includes considerations of experience, work record, skill and ability. If Tri-Com initiates the transfer of an employee to a different shift after the employee has selected vacation time, the employee may keep or reselect new vacation time from the available days.

After the vacant position is filled, the position vacated by the transferred employee shall not be subject to the posting requirements of this section. If Tri-Com elects to fill the vacancy, the employee hired will work in the position vacated by the transferring employee until the shift bidding process in Section 15.05 occurs.

This section shall not restrict Tri-Com's ability to ensure that each shift is staffed with an adequate number of Supervisors and Telecommunicators in Charge.

### **Section 8.12 Probationary Period for Promotions.**

Employees promoted to higher paid positions shall serve a probationary period of six (6) months in the new position. If the employee is not successful in the new position, in the opinion of Tri-Com, he/she will return to his/her former position and rate of pay.

### **Section 8.13 Residency.**

There shall be no residency requirements for chapter members.

## **ARTICLE IX** **SICK LEAVE**

### **Section 9.01 Purpose.**

Sick leave with pay is provided by Tri-Com to protect, to the extent provided herein, eligible employees from loss of earnings if such employee is unable to work by reason of such employee's own non-work related injury, illness or pregnancy (including up to two (2) days for an employee whose spouse has given birth, unless certification from a physician states that additional time is necessary for the care of the employee's spouse) or, by reason of the injury or illness of immediate family members (as defined from Public Act 99-0841), and for employee and dependent medical or dental appointments. Employees should notify the duty Shift Supervisor/Telecommunicator in charge within four (4) hours of their start time, whenever practicable.

Employees shall schedule doctor's appointments on non-duty time. When such scheduling is not

possible the employee shall make every attempt to schedule the doctor's appointment at the beginning or end of his/her work day to minimize disruption. The employee will be required to provide a doctor's note for each occurrence. Employees will notify the duty shift supervisor more than 5-days in advance of non-emergency employee or dependent medical or dental appointments. Overtime will not be mandated to cover employees requesting time off for a non-emergency employee or dependent medical or dental appointment when the employee provides less than 5-days notice.

In the event an employee has three (3) occurrences (consecutive unscheduled sick days shall be counted as one (1) occurrence) of unscheduled sick time in a rolling six (6) month period, the employee will be required to provide a doctor's note upon returning to work.

If upon investigation, any employee is found to have abused the intent of the sick leave benefit, he or she shall be subject to disciplinary action as outlined in Article VI.

#### **Section 9.02 Sick Leave Bank.**

Unused sick leave days shall accumulate at a rate of 3.6923 per pay period equivalent to eight (8) hours per month), except in the case of unpaid leaves of absence and while on unpaid Family Medical Leave. Unused sick leave shall be allowed to accrue into the sick leave bank for each full time employee. Sick leave may be used in increments of fifteen (15) minutes or more. Any use of sick leave which is less than one fifteen (15) minutes will be rounded down to the nearest quarter hour. Employees who retire from Tri-Com after working for at least eight (8) years shall receive a lump-sum payout of up to 480 hours of sick leave, paid on the employee's last day of work. Additionally, retiring employees who are members of the Illinois Municipal Retirement Fund (IMRF), may add up to 480 hours of earned sick leave to their retirement date, in accordance with IMRF regulations.

#### **Section 9.03 Sick Leave Accrual.**

Sick leave may be accumulated from year to year with no maximum number of hours accrued.

## **ARTICLE X** **LEAVES**

#### **Section 10.01 Funeral Leave.**

Each employee shall be granted three (3) paid shift days without loss of pay for use in the event of a death in the employee's immediate family (defined for purposes of this provision only as the employee's spouse or civil union partner, child (natural, adopted, foster or stepchild), sister, brother, parent (natural, step or legal guardian), mother in law, father in law, daughter in law, son in law, sister in law, brother in law, aunt, uncle, niece, nephew, grandparent or grandchild.

At the Director's sole discretion, the Director may grant time off with pay up to three (3) days upon satisfactory proof of special relationships and special circumstances covered or not covered above. Such leave shall be taken within a two (2) week period from the first day of leave taken for such purposes. Upon request, the Director may authorize additional time off with pay

through the deduction from the employee's vacation time or other earned time off bank, or may grant time off without pay, all at the Director's sole discretion, based upon special circumstances or relationships covered or not covered above. The Director may require proof of relationships or special circumstances, and of attendance at a funeral or memorial event when applicable, as a condition for providing this benefit. The Director's decision to grant or deny funeral leave for special circumstances, and the Director's decision to authorize or deny additional time off, may not be grieved.

#### **Section 10.02 Military Leave.**

Military Leave and benefits shall be granted in accordance with applicable law. Employees must apply for such leave as soon practicable after they are aware of the need for such leave.

#### **Section 10.03 Jury Leave.**

Any covered employee called to serve on a jury on any day when he/she would have otherwise been scheduled to work shall receive his/her contractual pay. Given that employees will continue to be paid by Tri-Com, employees will be required to turn over any remuneration received for performing jury duty to Tri-Com.

#### **Section 10.04 Voluntary Unpaid Leave.**

Upon completion of one (1) year of continuous service an employee may request an unpaid leave of absence for a specified period of time. Such request shall be in writing, explain the reason(s) for the request, and be submitted to the Director.

The Director may approve such requests for leaves of thirty (30) calendar days or less in length, but leaves requested for more than thirty (30) calendar days require approval of the Tri-Com Board.

Sick leave, vacation and holiday benefits will not accrue during unpaid leaves of absence. Seniority shall not accrue for unpaid leaves of absence in excess of thirty (30) calendar days.

Health care coverage during a voluntary unpaid leave will continue for 60 days. Payment for the employee portion of this coverage should be received in the Human Resources office no later than the first of each month during the leave of absence.

#### **Section 10.05 Disability Leave.**

Employees with one or more years of service credit as an IMRF Member may be eligible for disability benefits. Employees have the option to use all available sick and vacation time before receiving the disability benefit or receive the benefit at the time they become eligible. If the benefit begins prior to using all of the employee's sick leave and vacation leave, accrual of these benefits will cease. Any unused sick and/or vacation leave will remain a credit to the employee in accordance with the Tri-Com policy after the disability period is over.

#### **Section 10.06 Safety Day.**

Employees who serve twelve (12) consecutive months without being involved in a work related accident, from May 1 – April 30 of each year, shall be granted 4 hours of compensatory time. For purposes of newly hired, transferred and promoted employees, proportionately earned Safety



Day time will be converted to compensatory time in accordance with the current policy. For purposes of this provision only, a work related accident is defined as an injury at work which requires professional medical attention and the loss of time at work, or an accident resulting in damage to Tri-Com owned or private property amounting to a value in excess of \$500, while at work.

**Section 10.07 Donated Leave.**

Tri-Com permits employees to donate earned leave directly to other employees experiencing medical emergencies. The “Donated Leave Time Program” enables employees to voluntarily donate a portion of their earned sick, vacation, holiday or personal leave time to Tri-Com employees who have exhausted their own earned leave time (sick leave, compensatory time, personal days, holiday and vacation) and who are suffering from a catastrophic health condition or injury which is expected to require a prolonged absence from work; or in the event of a spouse or child (natural, step, or adopted) suffering a catastrophic illness or injury and certified by a physician. The determination to grant or deny such leave is at the sole discretion of the Director. The Director’s decision to grant or deny donated leave may not be grieved.

**Eligibility**

**Recipient:**

An employee shall be eligible to receive donated sick, vacation, or personal leave time from other eligible Tri-Com employees provided they meet the following criteria and requirements:

1. Medical verification from a physician or other licensed health care provider describing the nature, severity, and the anticipated duration of the disability.
2. Exhaustion of all earned leave time including personal days, compensatory time, sick leave, holiday and vacation leave.
3. Authorized receipt of not less than eight (8) hours from one (1) or more qualified leave donors.
4. Employees may receive up to 160 hours of donated leave for each condition, if for spouse or child, or up to 240 hours if the condition is for the employee.

**Donor:**

An employee shall be eligible to donate sick, vacation, holiday or personal leave time to other eligible Tri-Com employees provided they must meet the following criteria and requirements:

1. Employment with Tri-Com of at least one (1) year of continuous service.
2. An irrevocable donation of not more than eighty (80) hours, or less than eight (8) hours to any one (1) recipient may be donated within a period of one (1) year,

provided that the donor shall retain a remaining balance of not less than eighty (80) sick hours.

3. Donated time must be in increments of eight (8) hours.
4. Certification that no solicitation and/or acceptance of any money, credit, gift, gratuity, object of value or compensation of any kind has been provided, directly or indirectly, to the donor.

#### **Section 10.08 School Visitation Rights Act.**

In accordance with 820 ILCS 147, Public Act 87-1240, the School Visitation Rights Act, Tri-Com will allow eligible employees unpaid leave of up to a total of eight (8) hours during any school year, no more than four (4) hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours. No unpaid leave in accordance with this Act may be taken unless the employee has exhausted all vacation leave, personal leave and/or compensatory leave. Sick leave and disability leave may not be applied to school visitation leave as described under this act. Upon completion of school visitation rights by a parent or guardian, the school administrator shall provide the parent or guardian documentation of the school visitation. The parent or guardian shall submit such verification to Tri-Com. Failure of a parent or guardian to submit the verification statement from the school to Tri-Com within two (2) working days of the school visitation will subject the employee to the disciplinary procedures as outlined in this manual for excused absences from work.

#### **Section 10.09 FMLA Leave.**

Tri-Com's current policy regarding FMLA shall not be changed without bargaining with the Chapter. Tri-Com is permitted to change its policy to comply with the law.

#### **Section 10.10 Non-Employment Elsewhere.**

A leave of absence will not be granted to enable an employee to try for or accept employment elsewhere or for self-employment.

### **ARTICLE XI** **VACATION**

#### **Section 11.01 Accrual.**

Covered Tri-Com employees are eligible for paid vacation time. Vacation time for full-time employees is earned on the employee's anniversary date and is based on completed years of continuous service as follows:

After 1 year of employment	10 working days
After 2 years of employment	11 working days
After 4 years of employment	12 working days
After 6 years of employment	15 working days

After 10 years of employment	16 working days
After 11 years of employment	17 working days
After 12 years of employment	18 working days
After 13 years of employment	19 working days
After 14 years of employment	20 working days
After 17 years of employment	21 working days
After 20 years of employment	23 working days
After 23 years of employment	24 working days
After 24 years of employment	25 working days

Vacation time must be used during the 12-month period following the date on which it was earned unless the covered employee has been unable to utilize the vacation time due to shortage of manpower.

### **Section 11.02 Vacation Scheduling.**

During the period October 1<sup>st</sup>-31<sup>st</sup> of each year, Supervisors and Telecommunicators may request Vacation, Holiday, Personal, Compensatory or Safety time off for the following year.

Prior to the beginning of vacation picks, each employee will be issued a paid time off (PTO) balance sheet. Claims of any discrepancies as well as signing and returning the form are to be completed by September 30<sup>th</sup>.

There shall be two rounds of vacation picks, both in order of seniority, with the most senior Telecommunicator picking first. In the first round, each employee with fifteen (15) or more years of service at Tri-Com may pick up to fifteen (15) days off; each employee with fourteen (14) or less years of service at Tri-Com may pick up to ten (10) days off. In the second round, employees may schedule any remaining PTO. Employees may only schedule accrued PTO, in either round, with the exception of Vacation and Personal time. Vacation and Personal time may be scheduled when not accrued only on or after the employee's anniversary date.

Each employee shall have twenty-four (24) hours [i.e. one (1) calendar day] to choose their vacation picks for each round. This twenty-four (24) hour period will begin October 1<sup>st</sup> of each year, starting with the most senior and continuing in that fashion. If an employee is unable to provide vacation picks within that twenty-four (24) hour period, they shall be ineligible for vacation picks during that round. Failing to meet this twenty-four (24) hour requirement and the subsequent ineligibility that may result cannot be grieved.

During either sign up period, employees may schedule their Vacation, Holiday, Personal, Compensatory or Safety time off. Requests for five (5) consecutive vacation days off in either round, shall receive priority over requests for less than five (5) consecutive days off, notwithstanding seniority. After each round is completed, approved requests may not be bumped for any reason. Employees who choose not to select paid time off during the annual selection period shall be permitted to use their paid time off when manpower permits, however there shall be no bumping for this paid time off. Employees may not be forced to work overtime on their scheduled days off in conjunction with their scheduled paid time off.

See Appendix C for further information regarding Seniority Sign-up Rules.

There shall be no blackout periods for the use of paid time off other than Christmas Eve, Christmas Day, and New Year's Eve. During these blackout days, paid time off may be granted for Christmas Eve, Christmas Day and New Year's Eve\*, as long as the request does not create overtime or require the shift to fall below established minimums, with the understanding that management may require an increase to minimums as activity, or for perceived possibility of activity.

\*ONLY Dayshift (0715-1515) is eligible for paid time off on New Year's Eve.

Time off for Christmas Eve, Christmas Day and New Year's Eve will be signed up for starting November 1<sup>st</sup> of the same year as the holiday and will be signed up for in four (4) hour blocks in order of seniority on each shift for those scheduled to work. Once all shifts have been signed up for or passed on taking time off, the second four (4) hour blocks will be offered up in the same manner. All requests for Christmas Eve, Christmas Day and New Year's Eve shall be completed by December 1<sup>st</sup>. The employee taking time off on Christmas Eve, Christmas Day and New Year's Eve must contact the on-duty Supervisor at Tri-Com two hours before the start of the shift requested off for final approval. The employee being granted time off will be required to leave a phone number where they can be reached and recalled in the unlikely event that someone calls off for their shift with less than 2 hours' notice. Employees recalled less than 2-hours before shift must report for duty no later than 1-hour after the start of the shift.

At least sixteen (16) hours of pre-scheduled leave time shall be permitted to be taken within a twenty-four (24) hour day. If the number of bargaining unit Telecommunicators and Supervisors who have completed training reaches sixteen (16), the number of hours of pre-scheduled leave time shall be increased to twenty (20) hours per day. Additional time beyond the predetermined hour limitation (16/20) shall be approved provided that it does not require Tri-Com to fall below the minimum staffing requirements. All paid time off requests that may result in dropping the shift(s) below minimum staffing levels, must be submitted at least ten (10) days prior to the time off being requested, unless the submitting employee finds their own overtime coverage using unscheduled overtime procedures set forth in 15.03, and the hour limitation on time off is honored.

Vacation, Holiday, Personal and Safety time leave with the exception of Compensatory Time, may be taken in one (1) hour blocks. However, coverage for any leave less than four (4) hours will not be subject to forced overtime and the requesting party will be solely responsible for finding coverage for this time off. This applies to vacation picks during Seniority Sign-up. The Director or designee will have the sole discretion to deny leave for blocks less than four (4) hours for any request with less than ten (10) days' notice. The Director or designee's decision to grant or deny the leave may not be grieved.

#### **Section 11.03 Use of Vacation Pay.**

Upon separation of employment, an employee with one (1) year or more of continuous service will be paid for his/her unused accumulation of vacation leave on a pre-rata basis determined by years of service. Employees with less than one (1) year of continuous service will not be paid for his/her unused accumulation of vacation leave.

**ARTICLE XII**  
**TRAINING, PROFESSIONAL DEVELOPMENT AND TRAVEL**

**Section 12.01 Training and Tuition Reimbursement.**

All required training and certification costs will be paid by Tri-Com. The following types of training are offered to employees:

- A. In-Service Training - Training conducted during working hours on an individual or group basis to improve skills, introduce new techniques, and/or keep abreast of developments in the telecommunications field. Employees will receive a two (2) hour minimum for off-hours training completed on duty days and a four (4) hour minimum payback for training completed on an employee's regular day off.
- B. Specialized Training - Attendance at vocational, technical or professional training programs directly related to Tri-Com functions.
- C. Academic Instruction - Completion, by correspondence, internet instruction or classroom attendance, of course work provided by an accredited educational institution beyond the high school level, must bear a relationship to Tri-Com functions and/or the improvement of the employee's job-related skills and abilities. Tri-Com will put out a list of approved curriculum and any courses not listed will be at the discretion of the Executive Director. For approved academic courses, the employee will be reimbursed 100% of the cost of tuition, registration fees, books and other fees incidental to the course, charged by the educational institution upon presentation of receipts for the reimbursable expenses.

Tri-Com shall have authority to decide whether or not to fund the tuition reimbursement program in each fiscal year. Tri-Com will announce whether the tuition reimbursement program will be funded no later than May 1 of each year. Employees are encouraged to let Tri-Com know by December 31 whether they plan to apply for the tuition reimbursement program in the following year to increase the chances that the program will be funded.

**Section 12.02 Travel Reimbursement.**

Tri-Com employees will be reimbursed for actual travel and related expenses while carrying out official duties or attending approved professional conferences and training courses.

- A. Mileage for the employee's personal vehicle shall be paid at the accepted per mile rate as determined annually by the IRS Reimbursement Rate.
- B. Per diem expenses are payable at the current Tri-Com rate.
- C. Expenses for overnight lodging must be pre-approved by the Director. Same sex employees may be required to share accommodations.
- D. Other necessary expenses such as parking, tolls, and taxis, at a reasonable and generally accepted rate will be reimbursed.

## **ARTICLE XIII**

### **INSURANCE**

#### **Section 13.01 Health Insurance Plan.**

During the term of this Agreement, Tri-Com shall continue to make available to non-retired full-time, employees and their eligible dependents the same medical insurance plan(s) as provided for regular, full-time non-contract employees.

Pursuant to the intergovernmental agreement which established Tri-Com, Tri-Com's insurance coverage must be provided by the City of Geneva. Tri-Com has no control over coverage levels, costs, identity of the providers or carrier, coverage continuation or any factors whatsoever connected with the benefits provided to employees pursuant to this provision. Tri-Com's commitment is to provide the benefits under the City of Geneva insurance plan. Tri-Com will promptly notify the Union in writing upon becoming aware that coverage has been changed by the City of Geneva. If the City of Geneva discontinues the HMO or PPO insurance benefit options, the Union can request bargaining over the effects of any such changes. The parties agree that if the Union requests bargaining over such changes, Tri-Com may implement the changes imposed by the City of Geneva pursuant to the City of Geneva's deadlines, and that any agreements that result from the effects bargaining will be retroactive to the date of such implementation. If the effects bargaining negotiations result in an impasse, the parties agree that either party may submit the issue to mediation and interest arbitration pursuant to Section 14 of the Illinois Labor Relations Act.

The premium contribution percentage rates in effect on May 1, 2010 will remain in effect for the duration of this Agreement. The amount of employee premium contributions required under this Section shall be deducted from the employee's regular paychecks.

#### **Section 13.02 Life Insurance.**

All bargaining unit employees will be covered for 100% of their annual wages at no cost to the employee. This coverage ends when employment with Tri-Com ends. If the City of Geneva discontinues life insurance benefit options, the Union can request bargaining over the effects of any such changes. The parties agree that if the Union requests bargaining over such changes, Tri-Com may implement the changes imposed by the City of Geneva pursuant to the City of Geneva's deadlines, and that any agreements that result from the effects bargaining will be retroactive to the date of such implementation. If the effects bargaining negotiations result in an impasse, the parties agree that either party may submit the issue to mediation and interest arbitration pursuant to Section 14 of the Illinois Labor Relations Act.

#### **Section 13.03 Right to Maintain Coverage While on Unpaid Leave.**

An employee who is on an approved unpaid leave of absence shall have the right to maintain medical, dental and life insurance coverage by paying in advance the full applicable monthly premium for the coverage the employee had prior to going on an unpaid leave of absence or being laid off. For such leaves of absence, Tri-Com will pay the employer's share of the insurance premium for the first sixty (60) days of the leave. After sixty (60) days, the employee shall be responsible for paying the full amount of the insurance premium. If an employee uses a personal leave of absence to extend his or her leave of absence under the Family and Medical

Leave Act of 1993, the personal leave of absence will run concurrently with the leave of absence under the Family and Medical Leave Act, and the employee will be responsible for paying the full amount of the insurance premium at the conclusion of the leave under the Family and Medical Leave Act, or after 60 days, whichever occurs later.

Tri-Com may recover its share of health, dental, and life premiums for a period of unpaid leave from an employee if the employee fails to return to work after his or her leave entitlement has been exhausted, unless the reason the employee does not return is due to continuation, recurrence or onset of a serious health condition which would entitle the employee to leave under the FMLA, or other circumstances beyond the employee's control.

Nothing in this Section is intended to affect an employee's rights under the Family and Medical Leave Act of 1993.

An employee is on layoff with recall rights shall have the right to maintain insurance coverage as outlined in Section 8.05 of this Agreement.

**Section 13.04 Pension Benefits.**

Those employees who meet the minimum hourly standard are required to participate in the Illinois Municipal Retirement Fund.

**Section 13.05 Employee Assistance Program.**

The Employee Assistance Program (EAP) is provided for all employees by Tri-Com through a contracted outside agency. Employee services available through the EAP include counseling regarding a broad range of issues. Tri-Com may refer employees to the EAP or employees may choose to contact the EAP at any time their services are deemed to be needed. EAP services are available for immediate family members of Tri-Com employees. The use of the Employee Assistance Program is confidential. Detailed information may be obtained from the Geneva Human Resources Office.

**Section 13.06 Terms of Policies to Govern.**

The extent of coverage under the insurance policies referred to in Section 1 of this Article shall be governed by the terms and conditions set forth in said policies. Any questions concerning coverage shall be resolved in accordance with the terms and conditions in said policy and shall not be subject to the grievance procedure set forth in this Agreement.

**Section 13.07 Cost Containment.**

Tri-Com reserves the right to maintain or institute cost containment measures relative to insurance coverage, as may be required by the City of Geneva insurance plans. Such changes may include, but are not limited to, mandatory second opinions for elective surgery, pre-admission and continuing admission review, prohibition on weekend admissions except in emergency situations, bounty clause, and mandatory out-patient elective surgery for certain designated surgical procedures.

## **ARTICLE XIV**

### **UNIFORMS**

#### **Section 14.01 Uniform Allowance Credit.**

During each fiscal year of Tri-Com, each employee covered by this Agreement shall be eligible to receive reimbursement from Tri-Com for the pre-approved purchase of clothing necessary to their employment by Tri-Com, for an amount not to exceed \$450 in the first year of employment and \$325 in each subsequent year. Tri-Com shall reimburse an employee for a pre-approved purchase under this Section within thirty (30) days after the employee provides Tri-Com with proof of expenditure.

Items purchased using the Tri-Com Uniform Allowance Credit may only be worn for Tri-Com business purposes. Employee(s) receiving a uniform allowance or reimbursement shall be subject to IRS withholding regulations and rules.

## **ARTICLE XV**

### **HOURS OF WORK**

#### **Section 15.01 Shift Schedules.**

If there are any vacancies on a shift between September 1<sup>st</sup> and August 31<sup>st</sup> of the subsequent year, then Tri-Com shall post the vacancies and allow employees to bid by seniority from the vacancy down.

The standard work week begins at 0715 on Sunday, and ends at 0714.59 on the following Sunday. The normal work week is a consecutive seven (7) day period. The normal workday is eight (8) consecutive hours.

Regular Dispatch shifts are as follows:

Dayshift	0715-1514.59
Evening	1515-2314.59
Midnight	2315-0714.59

Probationary Telecommunicator's shift assignment order are as follows:

1. PM Power 1915-0314.59
2. AM Power 1115-1914.59
3. Evening 1515-2314.59
4. Midnight 2315-0714.59
5. Dayshift 0715-1514.59

Tri-Com may also schedule:



1. Power shifts from 1115-1914.59 and from 1915-0314.59 may only be scheduled as probationary shifts. Once the number of bargaining unit Supervisors and Telecommunicators, who have completed training reaches twenty-three (23), this section will be reopened for review.
2. To avoid mandatory overtime, Tri-Com may ask employees to work a different shift or different day off schedule, the employee may deny the request. Tri-Com will not impose discipline or any other type of sanction on an employee who declines a schedule change request.

Tri-Com and the Union may mutually agree to make additional modifications to Shift Schedules.

### **Section 15.02 Lunch and Breaks.**

Employees will receive one (1) fifteen (15) minute, paid break for every four (4) consecutive hours worked. Employees working an eight (8) hour shift are also entitled to take a thirty (30) minute break period.

### **Section 15.03 Overtime.**

An employee shall be paid one and a half times his regular straight time hourly rate of pay for all hours worked in excess of 40-hours in the employee's regular 7-day work cycle.

Overtime shall be received in 15-minute segments as provided by the Fair Labor Standards Act ("FLSA"). For purposes of this article, time worked shall include only that time spent on duty as provided by the FLSA, and shall include any periods for time which is compensated but not actually worked, including but not limited to: vacation, sick leave, funeral leave or any other leave of absence.

Before any employee may become eligible to receive any overtime pay under this Agreement, the additional hours worked must be approved in advance by the Director or her designee.

Overtime worked on Sundays shall be paid at a double-time rate. Sunday shall be defined by the calendar day, 23:59-00:00 hours.

Employees will not be scheduled for more than twelve (12) consecutive hours unless mutually agreed upon, or in an emergency situation.

Employees in training are not eligible to sign up for scheduled or unscheduled overtime until they are released from the training program.

Employees impacted by the cancellation of scheduled overtime hours shall be notified via email. If the employee is off duty immediately preceding the change, they will be notified via phone.

If multiple overtime slots for the same time range are cancelled, it will be cancelled by reverse seniority.

Once the number of bargaining unit Telecommunicators and Shift Supervisors who have

completed training reaches twenty-three (23), overtime will then be filled by classification Telecommunicator for Telecommunicator and Shift Supervisor for Shift Supervisor.

**Scheduled Overtime.**

Scheduled overtime shall be defined as any overtime that is scheduled at least ten (10) days in advance of the time the overtime is scheduled to begin. Scheduled overtime shall be posted electronically for the purpose of allowing employees to sign up for available overtime hours.

Scheduled overtime shall be offered to employees by straight seniority. A text alert will be sent to all employees, in order of seniority, who have provided a cell phone number, when the overtime is posted.

If no one volunteers to work the scheduled overtime ten (10) days prior to when it will occur, the overtime shall be filled using the **Unscheduled Overtime** procedure.

An employee who signs up for an overtime shift is responsible for finding a replacement if they cannot make the shift. The employee must find coverage using the **Scheduled Overtime** procedure if more than 10 days prior to the scheduled overtime or the **Unscheduled Overtime** procedure if less than 10 days prior to the scheduled overtime. In both cases, the overtime will not be forced, except in cases of illness of the person who signed up for the overtime shift and now seeks to find replacement. In cases of illness, since employees may be forced, a doctor's note must be provided.

Employees signing up for eight (8) consecutive hours of overtime receive priority over employees taking less than 8 hours of overtime, notwithstanding, seniority. To be eligible to receive priority a portion of the 8 hour slot must be available for the employee to take as long as some portion of the eight (8) hour shift is still unfilled.

Trades on **Scheduled Overtime** will be allowed up to 4 times annually (January 1<sup>st</sup> – December 31<sup>st</sup>). Trades will be tracked using a physical form filed in the Schedule Binder. This tracking system will be monitored and enforced by Supervisors.

**Scheduled** and **Unscheduled Overtime** procedures will be reviewed by Union and Tri-Com management 30, 90 and 180 days after contract is ratified to mutually revise procedure as needed in a Labor-Management meeting.

**Unscheduled Overtime.**

The following overtime procedure for unscheduled overtime will be implemented upon ratification of this Agreement:

Should overtime work be necessary with less than ten (10) days notice, the time shall first be offered in order of seniority, to the employees who are scheduled to work the hours immediately preceding and following the overtime hours. If the overtime is not filled by those employees, then remaining eligible employees will be offered the overtime in order of seniority.

Employees who are on Vacation, Holiday, Personal, Compensatory time or Safety time may be called and offered the overtime unless they have chosen to not be called during this time. An

employee may decide to cancel his/her Vacation, Holiday, Personal, Compensatory time or safety time and work the overtime. The Vacation, Holiday, Personal, Compensatory time or Safety time can then be taken on a future occasion. If the overtime being covered is not created by an employee on vacation, said employee can voluntarily cover overtime on another shift while maintaining their used benefit time on their regularly scheduled shift. Calling an employee at home will be considered an offer of overtime even if the employee does not answer the telephone.

If no one voluntarily accepts the overtime, the Shift Supervisor/TIC shall then assign mandatory overtime using the forced overtime procedure. An inverse seniority list will be established and reset annually on January 1<sup>st</sup>. New employees will be placed at the top of the inverse seniority list once released from training. The forced overtime will be assigned to the first eligible employee that is working the hours immediately preceding or following the overtime using the inverse seniority list. If no such eligible employee exists, then the overtime will be assigned to the first eligible employee on the inverse seniority list. Once forced, the Shift Supervisor/TIC will note the date and shift that was assigned. For an employee to be considered eligible for forced overtime, the following conditions must be met:

1. The employee is not on Vacation, Personal, Holiday, Compensatory or Safety time off.
2. The overtime will not cause the employee a double-back of less than eight (8) hours before or after the overtime, and
3. The employee is not already working or scheduled to work overtime or a trade/payback.

Forced Overtime can be traded amongst eligible employees without limit. Employees must arrange their own trades and obtain approval from the Deputy Director or designee.

#### **Section 15.04 Shift Trades.**

Employees must arrange shift trades themselves and notify the immediate supervisor or designee at least 2-hours prior to the trade for approval. Responsibility for the coverage of the shift remains with the employee requesting the trade. In the event of a shift trade involving a holiday, the employee who actually works on the holiday is the employee entitled to the benefit of “holiday worked” pay. The employee who has committed to “taking” a shift trade but then is unable to work on a day of the trade is responsible for finding a replacement. This provision is intended to be cost-neutral to Tri-Com. In the event of a default, the defaulting employee will be required to use his accrued vacation, personal, holiday or compensatory time for the missed shift. Such situations will be evaluated on a case by case basis.

#### **Section 15.05 Shift Bidding.**

Shift assignments shall be made based upon seniority between September 1<sup>st</sup> and September 30<sup>th</sup> of each year for all employees.

Each employee will have twenty-four (24) hours to make their shift selection. If their shift

selection is not made within 24 hours, their selection will be moved to the lowest in seniority spot until all shifts are filled. The same process shall be repeated until all shifts for the entire year have been selected. Failing to meet this twenty-four (24) hour requirement and subsequent ineligibility that may result, cannot be grieved.

Bids for Shift Supervisors will be straight seniority in odd numbered years. For even numbered years, Shift Supervisors will bid for each quarter using the “Round-Robin” method. For Round-Robin, the most senior Shift Supervisor will bid for the first quarter they wish to work, followed by the next most senior Shift Supervisor, until all Shift Supervisors have made their first selection. The same process shall be repeated until all quarters for the entire year have been selected. Shift Supervisors will choose from the following three (3) sets of days off: Monday/Tuesday, Wednesday/Thursday or Saturday/Sunday. No two (2) Shift Supervisors can bid for the same shift or scheduled days off.

Bids for Telecommunicators will be straight seniority for each quarter. Telecommunicators will choose from the available sets of days off based on staffing levels following the predetermined Appendix D Shift Template.

Employees are not eligible for shift bidding in any quarter in which they are still on probation. At the time the employee(s) is released from training, they will be assigned at the Director’s discretion to one of the shifts listed below in the following order:

1. PM Power 1915-0314.59
2. AM Power 1115-1914.59
3. Evening 1515-2314.59
4. Midnight 2315-0714.59
5. Dayshift 0715-1514.59

When probationary employees are assigned to an Evening, Midnight or Dayshift slot, the newly available set of days off will be eligible for rebid on that shift by seniority.

#### **Section 15.06 Posting of Work Schedule.**

The Director or designee shall post the work schedule electronically at least thirty (30) calendar days in advance. Tri-Com reserves the right to make changes to the work schedule due to emergencies, unplanned changes in staffing levels, unforeseen leaves and/or changes in the workload.

#### **Section 15.07 Court Time.**

When an employee is required to present evidence or testify in court or attend a deposition for work-related reasons during non-duty hours, the employee shall receive a minimum of two (2) hours pay at the overtime rate. If the court appearance extends beyond two hours, the employee will be paid at the overtime rate for all hours spent in court.

#### **Section 15.08 Call Out.**

Employees called out for a work assignment or training shall be compensated for a minimum of two hours, or the actual time worked, whichever is greater, at the applicable rate of pay. The

time worked shall be calculated in accordance with Section 15.03 of this Agreement and shall include all travel to work-related activities once the employee arrives at Tri-Com. Tri-Com reserves the right to require employees to work for the entire two (2) hours.

#### **Section 15.09 Compensatory Time.**

Tri-Com employees may earn compensatory time off in lieu of overtime payment at the same rate of pay at the employee's request.

The maximum number of compensatory time that can be accumulated by an employee is one hundred sixty (160) hours. Employees are required to utilize their accrued compensatory time by the end of the fiscal year that follows the fiscal year in which the compensatory time is earned.

All compensatory time not used within time frame stated above will be paid to the employee at the appropriate rate of pay. Upon separation, any unused time shall be paid at the employee's final regular rate of pay or the rate required by FLSA, whichever is higher.

Employees have the option to cash out any portion of their compensatory time bank at any time. This will be included in the employee's next payroll check.

Compensatory time may be taken in fifteen (15) minute increments. The Director or designee shall respond to the compensatory time request as soon as possible after the request is submitted.

#### **Section 15.10 Standby Pay.**

Employees who are required by Tri-Com to be on standby for work on a day-off shall be compensated for an additional three (3) hours of pay per day at one-and-one-half (1 ½) times their regular pay rate. This compensation shall be an additional one (1) hour per day at one-and-one-half (1 ½) time the regular pay rate for standby time before or after an employees' work hours on a work-day. If called for duty, the employee shall receive compensation for time worked.

#### **Section 15.11 Work Duties.**

Employees may not engage in activities during work hours which interfere with job duties and responsibilities.

#### **Section 15.12 CAD Administrator Shift Schedule.**

The CAD Administrator's days off shall be Saturday, Sunday, with the understanding that certain tasks may have to be completed on days off from home on mutual agreement between the CAD Administrator and the Director. Tri-Com and the CAD Administrator(s) may mutually agree to temporarily or permanently adjust the days-off schedule.

#### **Section 15.13 CAD Administrator Hours of Work.**

The CAD Administrator will have the ability to flex their hours by mutual agreement between the CAD Administrator and the Director.

### **Section 15.14 Non-Dispatch Personnel Completing Dispatch Work.**

It is understood that in order to maintain proficiency with their job assignments, the CAD Administrator and Training Coordinator need to complete dispatch work occasionally, while not counting towards minimum staffing requirements. The Training Coordinator can be scheduled to work dispatch to maintain their skill, cover unplanned shift shortages until a bargaining unit employee is able to replace them, cover the schedule for agency training opportunities, or to assist with dispatch emergencies, including weather and major events, as their regular work schedule allows.

Additionally the Training Coordinator may work dispatch while training with a new employee, but will not be counted towards minimum staffing requirements.

## **ARTICLE XVI** **WAGES**

### **Section 16.01 Wage Schedule.**

#### **1. Salaries.**

All employees shall be paid according to Appendix A.

#### **2. Placement on Step System.**

Current employees will be placed in the step system on May 1, 2017 as shown in Appendix B.

New employees shall begin their employment at the minimum level of the pay range for their job classification. However, Tri-Com may place new employees with prior experience in a similar position at a rate in the appropriate pay range that is higher than the minimum (starting) rate.

#### **3. Movement Through Step System.**

On May 1, 2017, employees will advance to the appropriate step in the step system based on their seniority, as shown in Appendix B.

Promoted and new employees shall move through the step system annually on their anniversary date for their first year of service in the new position.

Telecommunicators shall move through the step system as follows:

Hire	0-1 years of service
Step 1	1-2 years of service
Step 2	2-3 years of service
Step 3	3-4 years of service
Step 4	4-5 years of service
Step 5	5-6 years of service

Step 6 6-7 years of service  
Step 7 7+ years of service

Supervisors hired after May 1, 2017 shall move through the step system as follows:

Hire 0-1 years of service  
Step 1 1-2 years of service  
Step 2 2-3 years of service  
Step 3 3-4 years of service  
Step 4 4+ years of service

Upon ratification of this agreement, any Supervisor topped out will receive a yearly bonus check in the amount of \$1,645.06 from 2017-2019, then increased to \$2,467.59 in 2020. This will be paid as part of the first paycheck following May 1.

4. Pay Day.

Employees shall be paid every other week on Friday and may be by direct deposit if requested by the employee. If a holiday falls on a payday, paychecks will be distributed on the previous workday, whenever possible.

5. Retroactivity.

Wages shall be retroactive to 5/01/17.

During the term of this Agreement, no employee shall suffer any loss of pay as a result of the negotiated salary schedule.

**Section 16.02 Telecommunicator in Charge Pay.**

A Telecommunicator in Charge will receive an additional \$2.25 per hour for all hours worked in such capacity. Employees are eligible to receive TIC pay and CTO pay if working in both capacities at the same time. This section will be reopened once we reach twenty-three (23) trained Telecommunicators and Supervisors.

**Section 16.03 Training.**

Communication Training Officers (CTOs) will be paid an annual stipend using the following step system

Step 1: 0-2 yrs of CTO service - \$2,000.00  
Step 2: 3-4 yrs of CTO service - \$2,500.00  
Step 3: 5-6 yrs of CTO service - \$3,000.00  
Step 4: 7-8 yrs of CTO service - \$3,500.00

The stipend will be paid in 26 bi-weekly payments included in CTO's paycheck.

Employees are eligible to receive TIC pay and CTO pay if working in both capacities at the same time.

Employees who are certified as a Communications Training Officer will enter into a 2 year agreement, during which time they will receive the applicable stipend.

**Section 16.04 LEADS Agency Coordinator Compensation.**

When the Employer, in its discretion, decides to assign an employee to serve as LEADS Agency Coordinator (LAC) for Tri-Com, the employee will receive the equivalent of eight (8) hours of paid time for every three (3) months that the employee serves in that capacity, which will be reflected as a 1.5% increase in the employee's base rate of pay only for the duration of the assignment as LAC. This paid time will be straight time at the employee's current hourly rate of pay. Such payments will be earned on the 1<sup>st</sup> of each beginning calendar quarter (May 1<sup>st</sup>, August 1<sup>st</sup>, November 1<sup>st</sup> and February 1<sup>st</sup>) in which the employee has served as the LAC. Payments will be distributed on the employee's paycheck following the above dates.

**Section 16.05 Longevity Award.**

Full-time employees shall receive a one-time lump sum longevity award (not added to their base wage rate) on the payroll following their anniversary date, according to the following schedule:

After the completion of ten (10) years	<b>\$250</b>
After the completion of fifteen (15) years	<b>\$500</b>
After the completion of twenty (20) years	<b>\$750</b>
After the completion of twenty-five (25) years	<b>\$1000</b>
After the completion of thirty (30) years	<b>\$1250</b>

**Section 16.06 Working out of Classification.**

An employee who is temporarily assigned to a supervisory position will be compensated at the beginning pay rate for that position, or ten percent above the employee's base rate, whichever is higher. The pay increase will be effective on the first day of the temporary appointment. At the conclusion of the temporary appointment the employees rate of pay shall immediately revert back to the rate of pay commensurate with the employees placement in the prevailing step plan, and will include any step increases that the employee would have ordinarily been awarded in this or their permanent position.

**Section 16.07 Deferred Compensation Contribution.**

Tri-Com shall continue to provide an elective Internal Revenue Service approved Deferred Compensation Contribution savings Plan for employees through payroll deductions.

**Section 16.08 Flexible Spending Account.**

Tri-Com shall continue to provide to its covered employees a Section 125 Flexible Spending Plan in accordance with Internal Revenue Service guidelines through payroll deductions. The maximum contribution amount will be the same as the maximum contribution amount established by the City of Geneva.



**ARTICLE XVII**  
**HOLIDAYS AND PERSONAL LEAVE**

**Section 17.01 Holidays Observed.**

The following holidays have been officially designated by Tri-Com as observed holidays. All full-time employees shall observe these days and shall receive regular pay:

New Year's Day  
Martin Luther King, Jr. Day  
Presidents' Day  
Spring Holiday (Friday before Easter)  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Eve Day  
Christmas Day

Bargaining unit employees who work on a Tri-Com recognized holiday shall be compensated at the following hourly rate of pay. These employees also have the option of taking eight (8) hours of paid time-off on a future date in lieu of holiday pay. For major holidays, employees who work eight (8) hours and wish to take eight (8) hours of holiday time-off on a future date will receive four (4) hours of holiday pay.

Holiday pay may be accrued from year to year with no maximum number of hours accrued.

<b>Major Holidays</b>	<b>Pay if 8 Hours Worked</b>	<b>Pay If Not Worked</b>
New Year's Day	20 hours	8 hours
Memorial Day	20 hours	8 hours
Independence Day	20 hours	8 hours
Thanksgiving Day	20 hours	8 hours
Christmas Eve Day	20 hours	8 hours
Christmas Day	20 hours	8 hours
<b>Other Holidays</b>	<b>Pay If 8 Hours Worked</b>	<b>Pay If Not Worked</b>
Martin Luther King, Jr. Day	16 hours	8 hours
President's Day	16 hours	8 hours
Spring Holiday	16 hours	8 hours
Labor Day	16 hours	8 hours
Day After Thanksgiving	16 hours	8 hours

**Section 17.02 Eligibility Requirements.**

Employees shall work all holidays when scheduled as part of their normal work schedule. To be eligible to receive pay in recognition of a holiday, a full-time employee must work or have previously approved leave time on the full scheduled day before and after the holiday, in addition to the full holiday when scheduled as part of their normal work schedule.

### **Section 17.03 Personal Business Leave.**

With prior approval of the immediate non-bargaining unit supervisor, if one is available, or to a bargaining unit supervisor if not, which shall not be unreasonably denied, full-time non-probationary employees may request to use up to three (3) 8-hour days per year for personal business. Probationary employees are not entitled to any personal days during their first year of employment. On their first anniversary date, probationary employees will receive one (1) personal day. On their second anniversary date, probationary employees will receive three (3) personal days.

Personal business leave must be used by the end of the employees' anniversary year or it will be lost; it cannot be carried over from year to year and is not payable upon separation from employment. Requests for personal business leave shall be made as soon as possible, including unexpected family emergencies, in which case the employee will notify the supervisor as soon as possible. The Director or designee has discretion to approve or deny such requests.

## **ARTICLE XVIII** **EMPLOYEE ALCOHOL AND DRUG TESTING**

### **Section 18.01 Drug and Alcohol Testing.**

In order to help provide a safe work environment and to protect the public by insuring that employees have the physical stamina and emotional stability to perform their assigned duties the Tri-Com may require employees to submit to urinalysis and/or other appropriate tests in the following situations: 1. post-employment offer; 2. post-accident or post-injury; or 3. where there are reasonable suspicions to believe the employee is in violation of the prohibitions set forth below:

- (a) Consuming or possessing alcohol at any time during or just prior to the beginning of the work day or anywhere on any Tri-Com premises or job sites, including Tri-Com buildings, properties, vehicles and the employee's personal vehicle while engaged in Tri-Com business;
- (b) Possessing, using, selling, purchasing or delivering any illegal drug at any time and at any place; or
- (c) Possessing, using, selling, purchasing or delivering prescription drugs in an illegal manner.

### **Section 18.02 Test To Be Conducted.**

In conducting the testing authorized by this Agreement, Tri-Com shall:

- (a) Use only a clinical laboratory or hospital facility which is certified by the State of Illinois to perform drug and/or alcohol testing.

- (b) Collect a sufficient sample of the same bodily fluid or material from an employee to allow for an initial screening, a confirmatory test, and a sufficient amount to be set aside reserved for later testing if requested by the employee.
- (c) Confirm any sample that tests positive in initial screening for drugs by testing the second portion of the same sample.
- (d) Provide the employee tested with an opportunity to have the additional sample tested by a clinical laboratory or hospital facility of the employee's choosing, at the employee's own expense; provided the employee notifies the Tri-Com within seventy-two hours of receiving the results of the test.
- (e) Require that the laboratory or hospital facility report to the Tri-Com that the blood or urine sample is positive only if both the initial screening and confirmation test are positive on a particular drug. The parties agree that should any information concerning such testing or the results thereof be obtained by the Tri-Com inconsistent with the understandings expressed herein (e.g., billings for testing that reveal the nature or number of tests administered), the Tri-Com will not use such information in any manner or form adverse to the employee's interests.
- (f) Provide each employee tested with a copy of all information and reports received by Tri-Com, in connection with the testing and the results.
- (g) Require that with regard to alcohol testing, for the purpose of determining whether the employee is under the influence of alcohol, test results showing an alcohol concentration of .02 or more based upon the grams of alcohol per 100 milliliters of blood be considered positive.

### **Section 18.03 Voluntary Requests for Assistance.**

Tri-Com employees may seek confidential assistance for drug or alcohol problems through the EAP program.

## **ARTICLE XIX** **MISCELLANEOUS**

### **Section 19.01 Ratification and Amendment.**

This Agreement shall become effective when ratified by the Union and Tri-Com Board and signed by authorized representatives thereof and may be amended or modified during its term only with mutual written consent of both parties.

### **Section 19.02 Physical Examinations.**

If, at any time, there is any question concerning an employee's fitness for duty or fitness to return to duty following a layoff or leave of absence, Tri-Com may require, at its expense (to the extent not otherwise paid for by the employee's insurance), that the employee have a physical examination and/or psychological examination by a qualified and licensed physician and/or

psychologist selected by Tri-Com. The employee specifically retains the right to challenge Tri-Com's unreasonable refusal to return an employee to work due to a fitness for duty examination.

#### **Section 19.03 Outside Employment.**

Employees shall not be employed by employers other than Tri-Com, nor shall they contract for or accept anything of value in return for services, nor shall they otherwise be self-employed for remuneration, without the prior written approval of the Director, which shall not be unreasonably denied. Employees wishing to hold outside jobs, including self-employment, which will not result in a conflict of interest or infringe on their ability to do their job for Tri-Com, shall apply in writing to the Director for approval on a form provided by Tri-Com. Such application shall be approved or denied within ten (10) working days after submission. If outside employment, including self-employment, has previously been approved or permitted by Tri-Com, and if it later is determined that such outside employment, including self-employment, may result in a conflict of interest or infringe on the ability of the employee to do his job for Tri-Com, or increase Tri-Com's exposure to legal liability, prior approval for such outside employment may be revoked. Such revocation remains subject to the grievance procedure.

#### **Section 19.04 Americans with Disabilities Act.**

The parties agree that Tri-Com has an affirmative obligation to be in compliance with the requirements of the Americans with Disabilities Act ("ADA"). The Union agrees to cooperate with Tri-Com in its compliance with the ADA and Tri-Com agrees to do so in a manner that is minimally invasive of the collective bargaining agreement wherever possible.

#### **Section 19.05 No Smoking.**

All employees are strongly encouraged to quit smoking. Any employees who do not quit smoking may be required by Tri-Com or department policy to confine their smoking to a designated area(s). Employees going to the smoking area shall be required to carry a portable radio.

### **ARTICLE XX** **MAINTENANCE OF BENEFITS**

All direct economic benefits which are not set forth in this Agreement and are currently in effect shall continue and remain in effect until such time as the Employer shall notify the Chapter of its intention to change them. Upon such notification and if requested by the Chapter, the Employer shall meet and discuss such change before it is finally implemented by the Employer. Any change made without such notice shall be considered temporary pending the completion of such meet and confer discussions. If those discussions result in impasse, Tri-Com shall have the right to implement its proposed changes. If the Chapter becomes aware of such a change and has not received notification from the Employer, the Chapter must notify the Employer within thirty (30) days of the date the Chapter became aware of such change and request discussions or such inaction shall act as a waiver of the right to participate in such discussions by the Chapter. If no agreement is reached within thirty (30) calendar days after discussions begin, Chapter shall have the right to refer the allegation that the Employer unilaterally implemented the change without

bargaining to impasse to Arbitration pursuant to the grievance procedure of this Agreement; the parties agree that the Employer shall have the right to temporarily implement the change during the period of said bargaining and article of arbitration.

#### **ARTICLE XXI** **SAVINGS CLAUSE**

In the event any Article, section or portion of this Agreement should be held invalid and unenforceable by any board, agency or court of competent jurisdiction or by reason of any existing or subsequently enacted legislation, such decision or legislation shall apply only to the specific Article, section or portion thereof specifically specified in the board, agency or court decision or legislation, and the remaining parts or portions of this Agreement shall remain in full force and effect. In such event, upon request of either party, the parties shall meet within ten (10) days of such notification and negotiate with respect to possible replacement language for the invalidated Article, section or portion of this Agreement. The provisions of Article VII (No-Strike; No Lockout) shall remain in effect during such negotiations.

#### **ARTICLE XXII** **ENTIRE AGREEMENT**

This Agreement constitutes the complete and entire Agreement between the parties and concludes collective bargaining between the parties for its term. The parties acknowledge that during the negotiations that resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Accordingly, the Employer and the Union, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, except that the Union shall have the right to effects bargaining as provided in the Illinois Public Labor Relations Act, and Tri-Com shall have the right to temporarily implement management decisions pending final resolution of any effects bargaining as timely requested by the Union, unless specifically provided otherwise in this Agreement.

#### **ARTICLE XXIII** **TERMINATION**

This Agreement is effective May 1, 2017, and shall continue in full force and effect until April 30, 2021, and thereafter shall be continued for annual periods unless notice of termination is given in writing by registered or certified mail by either party no less than sixty (60) nor more

than ninety (90) days prior to April 30, 2021, or the expiration of any extension hereof. In the event such notice has been served and negotiations for a new Agreement are not completed by the expiration of said sixty (60) days' notice or the above termination date, whichever occurs later, the parties shall nevertheless continue to observe the terms and conditions of this Agreement as signed or until at least forty-eight (48) hours after either party gives the other written notice of its intent to terminate this Agreement or any extension thereof.

**METROPOLITAN ALLIANCE OF  
POLICE**

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Scott Mechowski  
President, Metropolitan Alliance of Police  
Tri-Com Dispatch Chapter #531

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Keith George  
President, Metropolitan Alliance of Police

---

Date

**TRI-COM CENTRAL DISPATCH  
CENTER**

---

Nicole Lamela  
Director, Tri-Com Central Dispatch

---

Date

**APPENDIX A**  
**WAGE SCHEDULE**

<b>Telecommun icator</b>	<b>Hire</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7+</b>
2016 - 2.5%	<b>\$47,099.97</b>	\$48,277.47	<b>\$52,640.57</b>	\$53,956.58	\$55,305.50	<b>\$60,952.01</b>	\$62,475.81	<b>\$66,493.69</b>
2017 - 2%	\$48,041.97	\$49,243.02	\$53,693.38	\$55,035.71	\$56,411.61	\$62,171.05	\$63,725.33	\$67,823.56
2018 - 2%	\$49,002.81	\$50,227.88	\$54,767.25	\$56,136.43	\$57,539.84	\$63,414.47	\$64,999.83	\$69,180.04
2019 - 2%	\$49,982.86	\$51,232.44	\$55,862.59	\$57,259.15	\$58,690.64	\$64,682.76	\$66,299.83	\$70,563.64
2020 - 3%	\$51,482.35	\$52,769.41	\$57,538.47	\$58,976.93	\$60,451.36	\$66,623.24	\$68,288.82	\$72,680.54

<b>Supervisor</b>	<b>Hire</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7+</b>
2016 - 2.5%	<b>\$58,260.86</b>	\$59,717.38	<b>\$65,116.35</b>	\$66,744.26	\$68,412.87	<b>\$75,397.42</b>	\$77,282.36	<b>\$82,252.91</b>
2017 - adjust	\$71,214.74	\$72,639.04	\$74,091.82	\$75,573.65	\$77,073.25			
2018 - 2%	\$72,639.04	\$74,091.82	\$75,573.65	\$77,085.13	\$78,614.72			
2019 - 2%	\$74,091.82	\$75,573.65	\$77,085.13	\$78,626.83	\$80,187.01			
2020 - 3%	\$76,314.57	\$77,840.86	\$79,397.68	\$80,985.63	\$82,592.62			

<b>CAD Admin</b>	<b>Hire</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5+</b>
2016 - 2.5%	<b>\$63,870.38</b>	\$65,467.14	<b>\$71,383.85</b>	<b>\$75,142.20</b>	\$77,020.76	<b>\$78,899.47</b>
2017 - 2%	\$65,147.79	\$66,776.48	\$72,811.53	\$76,645.04	\$78,561.17	\$80,477.46
2018 - 2%	\$66,450.74	\$68,112.01	\$74,267.76	\$78,177.94	\$80,132.39	\$82,087.01
2019 - 2%	\$67,779.76	\$69,474.25	\$75,753.11	\$79,741.50	\$81,735.04	\$83,728.75
2020 - 3%	\$69,813.15	\$71,558.48	\$78,025.71	\$82,133.75	\$84,187.09	\$86,240.61

Wages are retroactive to 05/01/17.

**APPENDIX B**  
**PLACEMENT ON STEP SCHEDULE**

<b>Name</b>	<b>Title</b>	<b>Date of Hire</b>	<b>05/01/17</b>	<b>05/01/18</b>	<b>05/01/19</b>	<b>05/01/20</b>
D. Korf	Telecommunicator	10/04/91	Step 7	Step 7	Step 7	Step 7
K. Davis	Supervisor	05/05/93	Step 7	Step 7	Step 7	Step 7
M. Pool	Telecommunicator	11/13/00	Step 7	Step 7	Step 7	Step 7
S. Mechowski	Supervisor	01/20/04	Step 7	Step 7	Step 7	Step 7
A. Chudzick	Telecommunicator	07/06/04	Step 7	Step 7	Step 7	Step 7
M. Ryan	Telecommunicator	10/15/07	Step 7	Step 7	Step 7	Step 7
L. Classen	Telecommunicator	11/10/08	Step 7	Step 7	Step 7	Step 7
			<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
D. Kellum*	Telecommunicator	07/09/12	Step 6	Step 7	Step 7	Step 7
T. Kleveno*	CAD Administrator	03/04/13	Step 3	Step 4	Step 5	Step 5
S. Thomas*	Telecommunicator	03/04/13	Step 4	Step 5	Step 6	Step 7
A. Kunstler*	Supervisor	09/23/13 (T) 06/19/17 (S)	Step 2 (T) Hire (S)	Step 1 (S)	Step 2 (S)	Step 3 (S)
A. Batres*	Telecommunicator	05/19/14	Step 3	Step 4	Step 5	Step 6
E. Beck*	Telecommunicator	08/10/15	Step 2	Step 3	Step 4	Step 5
E. Babcock*	Telecommunicator	11/30/15	Step 4	Step 5	Step 6	Step 7
M. Robertson*	Telecommunicator	04/11/16	Step 3	Step 4	Step 5	Step 6
A. Owen*	Telecommunicator	09/26/16	Step 1	Step 2	Step 3	Step 4
E. Masini*	Telecommunicator	05/22/17	Hire	Step 1	Step 2	Step 3
<del>K. Coyle*</del>	<del>Telecommunicator</del>	<del>05/22/17</del>	<del>Hire</del>	<del>Step 1</del>	<del>Step 2</del>	<del>Step 3</del>

\*Applicable step advancements occur on anniversary date for any employee hired after May 1, 2011.



## APPENDIX C SENIORITY SIGN-UP RULES

1. There are two rounds for Seniority Sign-up.
2. Each round is completely independent of the other.
3. Round One you can request up to the following:

[Based on service time at Tri-Com]

0-14 years of service:            10 days (80 hours)  
15 or more years of service: 15 days (120 hours)

4. Round Two there is no limit on the amount of time off you can request. Remaining PTO (vacation, holiday, personal, safety or compensatory) can be taken in any combination.
5. For the purpose of Seniority Sign-up, 5 consecutive work days is defined as 5 work days in a row with no other time off (such as a weekend). For example, Monday – Friday is 5 consecutive work days as is Thursday – Monday.
6. Currently, in each round, 5 consecutive work days (excluding days off) can “bump” less than 5 consecutive work days (not withstanding seniority) in each round. Once you have days off (i.e. a weekend) then that starts a new “series” of 5 consecutive days.
7. In both rounds, for “5 consecutive work days” to have bumping privileges, 5 vacation days must be used. If any of the 5 vacation days are cancelled, bumping privileges will no longer be valid within those 5 consecutive work days.
8. In both rounds, all other types of PTO (i.e. comp, holiday, etc.) do NOT have bumping privileges even when taken as “5 consecutive work days”.
9. Once Round One is completed, request from Round Two cannot “bump” requests from Round One.
10. Round Two requests can NOT be added to Round One requests to total “5 consecutive work days” (i.e. 2 days – Monday and Tuesday – are requested in Round One, then in Round Two, the next 3 days – Wednesday, Thursday and Friday – are requested. For our purposes, this does NOT equal “5 consecutive work days”. It is considered 2 days in Round One and considered 3 days in Round Two. During each round, the requests could potentially be “bumped”. (See also, rule #2)
11. When signing up for time off, you must note what type of time you are using.
12. If vacation time is used to request time off in either round, it cannot be changed to a different type of PTO (i.e. vacation to comp or vacation to holiday) at a later time in the year.

\*Please note: Sign up ONLY for days off that you ARE going to take. Please refrain from requesting time off during Seniority Sign-up and then putting it “back” at a later date. If this continues to be a practice, we will look into putting rules into the contract to prevent this from occurring in the future.

While this is not a rule, but more of a courtesy to your fellow employees.

**APPENDIX D**  
**BIDDING TEMPLATE**  
**STAFFING LEVEL: 20**

		Sun	Mon	Tues	Wed	Thurs	Fri	Sat
<b>4</b>	<b>DAYSHIFT</b>							
<b>1</b>								
<b>2</b>		OFF	OFF					
<b>3</b>				OFF	OFF			
<b>4</b>						OFF	OFF	
<b>5</b>							OFF	OFF
<b>6</b>		OFF						OFF
<b>7</b>								
<b>4</b>	<b>EVENING SHIFT</b>							
<b>1</b>								
<b>2</b>		OFF	OFF					
<b>3</b>				OFF	OFF			
<b>4</b>						OFF	OFF	
<b>5</b>							OFF	OFF
<b>6</b>		OFF						OFF
<b>7</b>								
<b>4/3</b>	<b>MIDNIGHT SHIFT</b>							
<b>1</b>								
<b>2</b>		OFF	OFF					
<b>3</b>				OFF	OFF			
<b>4</b>							OFF	OFF
<b>5</b>						OFF	OFF	
<b>6</b>		OFF						OFF

Supervisor

Non-Probationary TCs

Future Shifts



# RADIO PROJECT 2017

*Tri-Com Board of Directors and City Administrators*

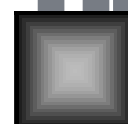
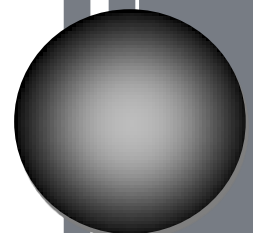
Radio Replacement Report

## Committee Members

Chief Eric Passarelli  
Chief Jim Keegan  
Chief Patrick Rollins  
Assistant Chief Scott Swanson  
Battalion Chief Brendan Moran  
Director Nicole Lamela

**Director Nicole Lamela**

**8/16/2017**



# RADIO PROJECT 2017

## *Tri-Com Board of Directors and City Administrators*

In February of 2017 the Board of Directors was presented a radio replacement report that gave multiple options for the agencies of Tri-Com to review. The following options were given:

- Do Nothing
- Convert phone line equipment only (wait it out) T1 or Microwave
- Private System
- Join STARCOM (PD only)
- Migrate Police and Fire to STARCOM

At the time of the presentation, it seemed as if the elimination of the phone lines and moving to STARCOM would be almost cost neutral. As the radio committee began to meet and obtain costs from Miner, Motorola, and Radicom, the committee found there were more costs than what were originally thought.

The following assumptions can currently be made:

- The Fire Department radio equipment is aging (dates from 1993) and is no longer supported by Motorola.
- There have been multiple failures on the equipment this year due to the age of the equipment.
- The option of “Do Nothing” is no longer an option.
- Phone line costs for the radio circuits will continue to rise at the rate of approximately 20-25% a year.

The options that the radio committee have researched and feel are viable options to explore are:

- Police move to STARCOM and fire purchases a couple of radios for interoperability. Fire moves to a microwave system.
- Police and fire move to STARCOM.
- St Charles Police move to STARCOM, the FD infrastructure is fixed and microwave out the rest of the police circuits and the other police agencies stay on the T-Band until 2021 and save more money for equipment or wait for grants.
- Build a private digital network for PD and Fire upgrade all of their equipment, stays on VHF and is the system is microwaved out.

It is unknown what the current condition is of our radio system both police and fire. There has been no routine maintenance on the system since 2009; things were fixed on an as needed basis.

**Option 1**

**Police move to STARCOM and Fire purchases some radios for interoperability.**

**Reserves available for this project are \$1,700,000.**

**Infrastructure needed for STARCOM to operate (Cost \$937,823):**

- 2 Tower Sites – One in Geneva and one in Sugar Grove \$300,000
- Coverage Testing once sites are up \$45,000
- 7 positions at Tri-Com to be upgraded \$95,450.00
- Encryption needed at Tri-Com positions \$30,200.00
- 2 positions added to Tri-Com training/supervisor position \$124,950.00
- NICE IP logger – allows for recording of the STARCOM channels \$244,973.00
- Installation, programming, train the trainer for the field radios \$97,250.00

**Reserves available after infrastructure is put in place is \$762,177**

Fire Department Cost Model to replace phone line circuits and add in equipment so Tri-Com can monitor the conditions of the South Fire Channel (Cost: \$447,598). This option does not address the aging equipment that is no longer supported. It eliminates the phone line costs for the north end and allows Tri-Com to see when there is a problem on the south end.

- *MLC8000 Voting System Hardware \$40,400*
- *MCN Software \$13,598*
- *Installation \$38,000*

**Reserves available after comparator replacement project is \$670,179**

- Wireless Network \$169,500
- New Tower at Tri-Com Central Dispatch \$85,000
- Subcontract Tower Service \$85,500
- Miner Electronics Installation \$30,000

Tri-Com was given three options for financing of this part of the project

- 1. Capital Purchase (Reserves left is \$493,704)**
  - a. 25% down payment - \$92,500
  - b. 50% due at Shipment - \$185,000
  - c. 25% due at Acceptance - \$92,000
- 2. Lease to Own ((Reserves left is \$493,704)**
  - a. 24 monthly payments - \$17,885
  - b. 36 monthly payments - \$12,110
  - c. 60 monthly payments - \$7,535
- 3. Managed Services (Reserves left is \$493,704)**
  - a. Purchase Tower - \$85,000
  - b. Down Payment - \$91,475
  - c. 59 monthly payments - \$5975 (\$71,700 a year)

## Reserves available after phone line replacement project is \$493,704

### Field Equipment needed for STARCOM to operate:

A police portable with encryption and accessories is valued at \$4,204.35.

A police mobile with encryption is valued at \$4,392.60

A fire portable with dual band capability, encryption and accessories is valued at \$6609.05

A fire mobile with dual band capability and encryption is valued at \$5,121.10

Monthly air time is \$34 for the first device and \$18 for the second device.

### Cost breakdown by police agency

\*\* South Elgin is not included as they have purchased all of their radios and are currently paying for their airtime which is \$1,088/month. \*\*

Agency	Portable Cost	Mobile Cost	Monthly Airtime Cost
Batavia Police	\$189,195.75	\$26,355.60	\$1638/month
Elburn Police	\$50,452.20	\$4,392.60	\$426/month
Geneva Police	\$168,174	\$79,066.80	\$1684/month
St Charles Police	\$252,261	\$122,992.80	\$2544/month
Sugar Grove Police	\$109,313.10	\$52,711.20	\$1100/month
Waubonsee Police	\$50,452.20	\$4392.60	\$426/month

Agency	Portable Cost	Mobile Cost	Monthly Airtime Cost
Batavia Fire	\$13,218.10	\$35,847.70	\$194/monthly
Elburn Fire	\$26,436.20	\$0	\$136/monthly
Geneva Fire	\$19,827.15	\$0	\$102/monthly
North Aurora Fire	\$6,609.05	\$0	\$34/monthly
St Charles Fire	\$26,436.20	\$10,242.20	\$172/monthly
Sugar Grove Fire	\$19,827.15	\$15,363.30	\$156/monthly
Tri-City Ambulance	\$79,308.60	\$40,968.80	\$552/monthly

### Yearly Annual Maintenance that Tri-Com would incur

	Year 1	Year 2	Year 3	Year 4
	2018	2019	2020	2021
Airtime	\$109,968	\$109,968	\$109,968	\$109,968
Maint. 9 positions	\$16,152	\$16,620	\$17,036.12	\$17,467.23
Logger Maint.	\$27,724.00	\$28,556.00	\$29,412.68	\$30,295.06
Life Cycle SUA 9 positions	\$20,979.18	\$21,022.69	\$21,070.44	\$21,081.45
Logger SUA	\$20,385.76	\$20,933.72	\$21,498.12	\$22,079.45
Lease Line	\$9,000	\$9,450.00	\$9,922.50	\$10,418.63
TOTAL w/airtime	\$204,208.94	\$206,550.41	\$208,907.86	\$211,309.82
TOTAL w/o airtime	\$94,240.94	\$96,582.41	\$98,939.86	\$101,341.82

Using the Calls for Service numbers from 2016 the breakdown is:

Agency Radio Rebate by CFS	2016 CFS	Rebate	Equipment Cost
St Charles Police	26.49%	\$130,782.19	\$244,471.61
St Charles Fire	3.88%	\$19,155.72	\$17,522.68
Geneva Police	18.17%	\$89,706.02	\$157,534.78
Geneva Fire	2.13%	\$10,515.90	\$9,311.25
Batavia Police	23.03%	\$113,700.03	\$101,851.32
Batavia Fire	2.94%	\$14,514.90	\$34,550.90
Tri-City Ambulance	7.08%	\$34,954.24	\$85,323.16
Elburn Police	4.36%	\$21,525.49	\$33,319.31
Elburn Fire	1.69%	\$8,343.60	\$18,092.60
Sugar Grove Police	6.76%	\$33,374.39	\$128,649.91
Sugar Grove Fire	1.19%	\$5,875.08	\$29,215.37
North Aurora Fire	2.18%	\$10,762.75	\$4,153.70
Wabonsee Police	0.11%	\$543.07	\$54,301.73

Agency	Percentage	Equip Cost	Airtime	Tri-Com Budget Cost
St Charles Police	26.49%	\$244,471.61	\$30,528.00	\$543,277
St Charles Fire	3.88%	\$17,522.68	\$2,064.00	\$97,779
Geneva Police	18.17%	\$157,534.68	\$20,208.00	\$394,870
Geneva Fire	2.13%	\$9,311.25	\$1,224.00	\$76,679
Batavia Police	23.03%	\$101,851.32	\$19,656.00	\$451,480
Batavia Fire	2.94%	\$34,550.90	\$2,328.00	\$88,822
Tri-City Ambulance	7.08%	\$85,323.16	\$6,624.00	\$175,922
Elburn Police	4.36%	\$33,319.31	\$5,112.00	\$109,100
Elburn Fire	1.69%	\$18,092.60	\$1,632.00	\$67,867
Sugar Grove Police	6.76%	\$128,649.91	\$13,200.00	\$172,582
Sugar Grove Fire	1.19%	\$29,215.37	\$1,872.00	\$46,509
North Aurora Fire	2.18%	\$4,153.70	\$408.00	\$69,833
Wabonsee Police	0.11%	\$54,301.73	\$5,112.00	\$26,728
South Elgin Police			\$13,056	\$209,204



**Option 2****Police and Fire move to STARCOM.****Reserves available for this project are \$1,700,000.****Infrastructure needed for STARCOM to operate (Cost \$937,823):**

- 2 Tower Sites – One in Geneva and one in Sugar Grove \$300,000
- Coverage Testing once sites are up \$45,000
- 7 positions at Tri-Com to be upgraded \$95,450.00
- Encryption needed at Tri-Com positions \$30,200.00
- 2 positions added to Tri-Com training/supervisor position \$124,950.00
- NICE IP logger – allows for recording of the STARCOM channels \$244,973.00
- Installation, programming, train the trainer for the field radios \$97,250.00

**Reserves available after infrastructure is put in place is \$762,177****Field Equipment needed for STARCOM to operate:**

A police portable with encryption and accessories is valued at \$4,204.35.

A police mobile with encryption is valued at \$4,392.60

A fire portable with dual band capability, encryption and accessories is valued at \$6609.05

A fire mobile with dual band capability and encryption is valued at \$5,121.10

Monthly air time is \$34 for the first device and \$18 for the second device.

**Cost breakdown by police agency**

\*\* South Elgin is not included as they have purchased all of their radios and are currently paying for their airtime which is \$1,088/month. \*\*

Agency	Portable Cost	Mobile Cost	Monthly Airtime Cost
Batavia Police	\$189,195.75	\$26,355.60	\$1638/month
Elburn Police	\$50,452.20	\$4,392.60	\$426/month
Geneva Police	\$168,174	\$79,066.80	\$1684/month
St Charles Police	\$252,261	\$122,992.80	\$2544/month
Sugar Grove Police	\$109,313.10	\$52,711.20	\$1100/month
Waubonsee Police	\$50,452.20	\$4392.60	\$426/month

Agency	Portable Cost	Mobile Cost	Monthly Airtime Cost
Batavia Fire	\$237,925.80	\$87,058.70	\$1530/month
Elburn Fire	\$396,543	\$163,875.20	\$2616/month
Geneva Fire	\$290,798.20	\$71,695.40	\$1748/month
North Aurora Fire	\$350,279.65	\$143,390.80	\$2306/month
St Charles Fire	\$237,925.80	\$97,300.90	\$1566/month
Sugar Grove Fire	\$330,452.50	\$71,695.40	\$1952/month
Tri-City Ambulance	\$92,526.70	\$40,968.80	\$620/month

## Yearly Annual Maintenance that Tri-Com would incur

	Year 1	Year 2	Year 3	Year 4
	2018	2019	2020	2021
<b>Airtime</b>	\$241,872	\$241,872	\$241,872	\$241,872
<b>Maint. 9 positions</b>	\$16,152	\$16,620	\$17,036.12	\$17,467.23
<b>Logger Maint.</b>	\$27,724.00	\$28,556.00	\$29,412.68	\$30,295.06
<b>Life Cycle SUA 9 positions</b>	\$20,979.18	\$21,022.69	\$21,070.44	\$21,081.45
<b>Logger SUA</b>	\$20,385.76	\$20,933.72	\$21,498.12	\$22,079.45
<b>Lease Line</b>	\$9,000	\$9,450.00	\$9,922.50	\$10,418.63
<b>TOTAL w/airtime</b>	\$336,112.94	\$338,454.41	\$340,811.86	\$343,213.82
<b>TOTAL w/o airtime</b>	\$94,240.94	\$96,582.41	\$98,939.86	\$101,341.82

Using the Calls for Service numbers from 2016 the breakdown is:

Agency Radio Rebate by CFS	2016 CFS	Rebate	Equipment Cost
St Charles Police	26.49%	\$201,900.69	\$173,353.11
St Charles Fire	3.88%	\$29,572.47	\$305,654.23
Geneva Police	18.17%	\$138,487.56	\$108,753.24
Geneva Fire	2.13%	\$16,234.37	\$346,259.23
Batavia Police	23.03%	\$175,529.36	\$40,021.99
Batavia Fire	2.94%	\$22,408.00	\$302,576.50
Tri-City Ambulance	7.08%	\$53,962.13	\$79,533.37
Elburn Police	4.36%	\$33,230.92	\$21,613.88
Elburn Fire	1.69%	\$12,880.79	\$547,537.41
Sugar Grove Police	6.76%	\$51,523.17	\$110,501.13
Sugar Grove Fire	1.19%	\$9,069.91	\$393,077.99
North Aurora Fire	2.18%	\$16,615.46	\$430,965.09
Waubensee Police	0.11%	\$838.39	\$54,006.41

Agency	Percentage	Equip Cost	Airtime	Tri-Com Budget Cost
St Charles Police	26.49%	\$173,353.11	\$30,528.00	\$530,272
St Charles Fire	3.88%	\$305,654.23	\$18,792.00	\$165,484
Geneva Police	18.17%	\$108,753.24	\$20,208.00	\$386,240
Geneva Fire	2.13%	\$346,259.23	\$20,976.00	\$156,041
Batavia Police	23.03%	\$40,021.99	\$19,656.00	\$440,541
Batavia Fire	2.94%	\$302,576.50	\$18,360.00	\$152,273
Tri-City Ambulance	7.08%	\$79,533.37	\$7,440.00	\$173,470
Elburn Police	4.36%	\$21,613.88	\$5,112.00	\$107,029
Elburn Fire	1.69%	\$547,537.41	\$31,392.00	\$193,297
Sugar Grove Police	6.76%	\$110,501.13	\$13,200.00	\$169,371
Sugar Grove Fire	1.19%	\$393,077.99	\$23,424.00	\$132,436
North Aurora Fire	2.18%	\$430,965.09	\$27,672.00	\$173,344
Wabonsee Police	0.11%	\$54,006.41	\$5,112.00	\$26,675
South Elgin Police			\$13,056	\$209,204

**Option 3.**

**St Charles Police move to STARCOM, the FD infrastructure is fixed and microwave out the rest of the police circuits and the other police agencies stay on the T-Band until 2021 and save more money for equipment or wait for grants.**

**Reserves available for this project are \$1,700,000.**

**Infrastructure needed for STARCOM to operate (Cost \$937,823):**

- 2 Tower Sites – One in Geneva and one in Sugar Grove \$300,000
- Coverage Testing once sites are up \$45,000
- 7 positions at Tri-Com to be upgraded \$95,450.00
- Encryption needed at Tri-Com positions \$30,200.00
- 2 positions added to Tri-Com training/supervisor position \$124,950.00
- NICE IP logger – allows for recording of the STARCOM channels \$244,973.00
- Installation, programming, train the trainer for the field radios \$97,250.00

**Reserves available after infrastructure is put in place is \$762,177**

Fire Department Cost Model to replace phone line circuits and add in equipment so Tri-Com can monitor the conditions of the South Fire Channel (Cost: \$447,598). This option does not address the aging equipment that is no longer supported. It eliminates the phone line costs for the north end and allows Tri-Com to see when there is a problem on the south end.

- *MLC8000 Voting System Hardware \$40,400*
- *MCN Software \$13,598*
- *Installation \$38,000*

**Reserves available after comparator replacement project is \$670,179**

- Wireless Network \$169,500
- New Tower at Tri-Com Central Dispatch \$85,000
- Subcontract Tower Service \$85,500
- Miner Electronics Installation \$30,000

<b>St Charles Police</b>	<b>\$252,261/portable</b>	<b>\$122,992.80/mobile</b>	<b>\$2544/month</b>
<b>26.94%</b>	<b>Rebate - \$83,331.98</b>	<b>Finanace - \$291,921.82</b>	<b>\$51,647.04/yr</b>

## **Reserves available after St Charles Police Rebate- \$586,847.02**

Microwave out the remaining police department sites :

Total Base Station Infrastructure on State Plan - \$220,800

Labor to Install - \$55,250

Antennas replaced – \$42,500

Tower Climbs - \$28,000

## **Reserves available after phone line replacement – \$240,347**

\*\* More equipment maybe needed at an added cost. It is recommended that Tri-Com have a survey done on the health of the system and to see what needs to be replaced right away on fire and what can be salvaged on police. \*\* All numbers are budgetary \*\*

Option 3 does not include any STARCOM costs except for St Charles Police

## Nicole Lamela

---

**From:** Barry Wilk <bwilk911@comcast.net>  
**Sent:** Friday, August 25, 2017 08:12  
**To:** Nicole Lamela  
**Subject:** Tricom - Radio System Maintenance/Evaluation

Nicole –

**United Radio Communications, Inc.** is pleased to provide the following proposal as requested and discussed:

### Description

#### **Performance Testing and Site/System Evaluation of:**

- Tricom PD F1
- Tricom PD F3
- Tricom PD F5
- Tricom PD Sugar Grove Multicast TX & RX
- Tricom Fire
- Tricom Fire South
- Tricom Tower Misc. Systems (i.e. IREACH, Fire Grounds...)

#### **Transmitter Testing to include:**

- RF Output Power
- RF Frequency Error
- Transmit Audio Deviation
- Transmit CTCSS/DTCSS Deviation
- Spectrum Purity
- Filter Losses
- Battery Back-up Testing
- Antenna System Testing
- General Cleaning

#### **Receiver Testing to include:**

- RF Frequency Error
- Receiver Sensitivity - Bench
- Receiver Sensitivity – Antenna
- Squelch Threshold
- Audio Line Level
- Status Tone Level
- Battery Back-up Testing
- Antenna System Testing
- General Cleaning

#### **Voting Equipment to include:**

- Check Operation
- Adjust Levels as required
- General Cleaning

Upon completion, United Radio will prepare and submit a document listing any discrepancies found during the test & evaluation and provide recommended actions.

**Project Total                      - \$ 3,582.00**

**Valid for 30 days**

Please contact me if you have any questions. I can proceed with your email approval or P.O.

Thank you / Barry

**Barry Wilk**

Vice President

Engineering & Service Operations

United Radio Communications, Inc.

9200 S. Oketo Ave.

Bridgeview, IL 60455

Tel: 630-240-0911

Fax: 630-477-0367

Email: [bwilk911@comcast.net](mailto:bwilk911@comcast.net)

Web Site: <http://www.urci.com>



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**Confidentiality Notice:** This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. All personal messages express views solely of the sender, which are not to be attributed to United Radio Communications, Inc. Unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

## Nicole Lamela

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**From:** Tim Karr <tkarr@radicom.com>  
**Sent:** Wednesday, August 23, 2017 15:30  
**To:** Nicole Lamela  
**Subject:** RE: Quote for Radio assessment

Nicole,

We will charge \$600 per site, which will include a highly detailed spreadsheet covering input/output levels, reflected antenna levels, battery backup status, audio levels into and out of the phone circuits and voltage outputs. In addition, we will cover temperature levels, grounding evaluation, connections, security, and provide a list of all equipment with serial numbers, age of equipment if available and a recommendation for repair/replace.

We anticipate a full day at each site to fully evaluate, 4 weeks to complete the project for 16 sites.

Thanks,

Tim Karr  
Territory Sales Mgr.  
Radicom Inc.  
2604 N. Chapel Hill Rd.  
McHenry, IL 60051  
O: 815 385-4224  
C: 815 298-3833  
[tkarr@radicom.com](mailto:tkarr@radicom.com)

**From:** Nicole Lamela [<mailto:nlamela@tri-com911.org>]  
**Sent:** Wednesday, August 23, 2017 2:06 PM  
**To:** 'Tim Karr' <[tkarr@radicom.com](mailto:tkarr@radicom.com)>  
**Subject:** Quote for Radio assessment

Hi Tim,

I was wondering if you had the quote for the radio assessment complete? I am in the process of putting together my board packet for September and wanted to include it.

Nicole Lamela, ENP CMCP

Director | Tri-Com Central Dispatch  
3823 Karl Madsen Drive. St Charles, Illinois 60175  
p: 630-584-8169 | c: 224-230-0703 | f: 630-262-1911  
[nlamela@tri-com911.org](mailto:nlamela@tri-com911.org) | [www.tri-com911.org](http://www.tri-com911.org)





500 45<sup>TH</sup> AVENUE                      MUNSTER, IN 46321  
 219 / 924-1765 708 / 474-7720

## Sales Invoice

Bill to: Tri-Com Central Dispatch  
 3823 Karl Madsen Dr.  
 St. Charles, IL 60175

Invoice No.: TC System Eval  
 Invoice Date: July 27, 2017

PO No.:

Sales Reps: Swets

Payment Due: Upon Receipt

Seq#	Qty.	Description	Unit Price	Total Price
1	1	PD channel 1, 3, 5 and Fire North and South system Evaluation	\$9990.00	\$9990.00

**Note**

Subtotal:	\$9,990.00
Rush Charge:	
Freight:	Exempt
Sales Tax:	Exempt
Total Amount:	\$9,990.00

<b>Balance Due:</b>	<b>\$9,990.00</b>
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**Miner Electronics**  
**STATEMENT OF WORK**  
**For**  
**Tri-Com Central Dispatch**

**1.0     *Overview***

This Statement of Work specifies the working relationship between Miner Electronics and Tri-Com 911 Center regarding the evaluation of all RF infrastructure that supports communications for PD Channels 1, 3 and 5 as well as Fire North and South networks.

**2.0     *Performance Period***

Performance shall begin upon the effective date of an agreement, and continue through the performance of all tasks described in this Statement of Work.

**3.0     **Miner Electronics Responsibilities****

3.1     Visit each tower location that houses RF base station equipment used for PD channels 1, 3 and 5, and Fire North and South.

3.2     Using an Aeroflex radio test set monitor, measure all performance metrics for base station repeaters and receivers including:

- Receive sensitivity
- Transmit deviation
- Transmit power
- Receiver Gain
- Transmit modulation

3.3     Record and provide in a report the finding of said measurements with a description of recommendations for maintaining or replacing this equipment.

3.3     Using an Anritzu Cable and Antenna Analyzer, measure the performance metrics of all antenna systems including:

- Return loss or VSWR
- Distance to fault

3.4     Perform R56 grounding inspection to identify any necessary upgrades to lightning and surge protection for each site.

3.5     Record and provide in a report the findings of said measurements and inspections with a description of recommendations for maintaining or replacing this equipment.

3.6     Prepare a comprehensive report that describes the health of the network along with recommendations for upgrades/repairs of each system.

**4.0     **Customer Responsibilities****

*All assumptions MUST be correct to validate this scope of work. If anything listed below are inaccurate contact Miner Electronics Technical Services immediately. Any inaccuracies may result in additional materials and labor.*

- 4.1 **Provide access to site during installation.**
- 4.2 Provide adequate power and space to install equipment at each position and in the equipment room.
- 4.3 Provide a point of contact in case of emergency or lack of access to sites in order to expedite visits at each location.

### **Qualifications and Exclusions**

1. All work to be performed during normal working hours Monday thru Friday 8:30 A.M to 5:00 P.M.

2. Price is good for 30 days

**Please carefully review this document.**



***By signing below you are agreeing to the terms and conditions listed in the scope of work above. No changes or additions will be accepted after the date that appears below with out revisions.***

Miner Electronics

Tri-Com

Approved by: \_\_\_\_\_

Accepted by: \_\_\_\_\_



Tri-Com  
3823 Karl Madsen Dr.  
St. Charles, IL 60174  
ATTEN: Nicole

Date 8-23-17

Re: 3823 Karl Madsen Dr.  
Page 1 of 2  
See attachment A

## **MANTENANCE AGREEMENT PROPOSAL**

We are pleased to submit our proposal for preventive maintenance for the mechanical equipment at the above mentioned property.

### **Amount \$680.00 per quarter**

Quarterly maintenance on sump pump operation in pits, this includes the 4 big pumps and pump station controls. Also included as long as we have access to the elevator shaft sump pump. We will tighten electric connections, check voltages and amp draws. Cycle each pump individually. Tighten any leaking valves.

- Skirmont Mechanical Contractors Standard Terms and Conditions are to be included as part of this agreement. See attachment A.
- Acceptance: The above prices, scope of work, terms and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

\*Full payment is to be received by Skirmont Mechanical within 30 days of receipt of invoice by the customer.

## **Acceptance of Proposal**

Respectfully submitted,  
Edgar Villa  
Skirmont Mechanical Contractors, Inc.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

**PLEASE SIGN AND RETURN ONE COPY**



## **TERMS AND CONDITIONS**

**GENERAL TERMS AND CONDITIONS:** The following terms and conditions apply to all negotiations, quotations, orders, acceptance sales and deliveries which shall be deemed to have merged herein. No terms and conditions or other understanding, oral or written, in any way purporting to vary or add to these terms and conditions, whether contained in buyer's forms or elsewhere, shall be binding on Skirmont Mechanical Contractors, Inc. A purchase order will be considered by Skirmont Mechanical Contractors, Inc. to be an acceptance of its terms as contained herein. Buyer may accept this offer only on the terms set forth herein. By acceptance of performance by Skirmont Mechanical Contractors, Inc. buyer agrees to the following terms, whether or not buyer has signed the front thereof.

**QUOTATIONS:** Written quotations automatically expire thirty (30) days from the date of the quotation and are subject to termination by notice from Skirmont Mechanical Contractors, Inc. within that period. Skirmont Mechanical Contractors, Inc. shall have no liability with respect to any oral quotations unless confirmed in writing.

**INSURANCE:** This quotation includes coverage for workers compensation, public liability, umbrella, and auto insurance. Any additional insurance requirements will increase the price accordingly.

**PERMITS/LICENSES/BONDS:** This quotation does not include the cost of permit(s), license(s) or bonding. If these are requested additional amounts will be due to Skirmont Mechanical Contractors, Inc. to cover costs associated with providing same.

**OVERTIME:** Quotation(s) does not include the cost of overtime labor unless so stated in proposal. All labor is to be performed during normal business hours 7:00 AM to 3:30 PM Monday thru Friday (excluding holidays). Any request for labor to be performed outside of normal business hours will be billed as an additional labor charge at appropriate overtime rates.

**SPECIAL HANDLING:** Work is based on the assumption that no hazardous products or conditions exist. If special handling to comply with governmental regulations (i.e.) employee protection and/or testing, etc. becomes necessary the CUSTOMER agrees to pay the additional costs associated with such compliance.

**UTILITIES:** Unless otherwise specified the CUSTOMER will provide, free of charge, to Skirmont Mechanical Contractors, Inc. heat, 110/220V single phase power for lights and 220/440V three phase power for equipment and potable water within 100 feet of the work area.

**STORAGE SPACE:** The CUSTOMER will provide adequate secured storage and parking adjacent to the work site. Any additional cost will be billed accordingly.

**TECHNICAL ADVICE:** Technical advice is furnished as an accommodation to the CUSTOMER. Skirmont Mechanical Contractors, Inc. assumes no liability and therefore CUSTOMER accepts such advice at CUSTOMER's sole risk.

**WARRANTY:** Skirmont Mechanical Contractors, Inc. Warranties that its work has been performed in a workmanlike manner and that the completed work will be free from defects in workmanship for a period of six (6) months following installation. This warranty does not include coverage for the negligence of others, including the CUSTOMER, and is subject to a right of inspection by Skirmont Mechanical Contractors, Inc. prior to honoring any claim made hereunder. The liability of Skirmont Mechanical Contractors, Inc. for all warranties, express or implied, shall not exceed the gross contract price. Further Skirmont Mechanical Contractors, Inc. shall not be liable for CUSTOMER's misuse and will not be liable for any consequential or special damages associated with the use or non-operation of the subject equipment. It is understood that a defect in any part of material(s) and/or workmanship furnished by Skirmont Mechanical Contractors, Inc. shall not constitute a defect in the whole. Skirmont Mechanical Contractors, Inc. warranty does not include the product itself, but only the installation of the product. The CUSTOMER receives only the manufacturer's limited warranties on the product which may vary according to the terms given by each manufacturer. Partial repair work does not carry a warranty.

**PAYMENT TERMS:** The terms of payment set forth shall govern. All invoices are due upon presentation. If the CUSTOMER does not pay said invoice within thirty days, the CUSTOMER agrees to pay interest at a rate of 1-1/2% a month (18% per annum). If collection of the CUSTOMER's unpaid invoice(s) by Skirmont Mechanical Contractors, Inc. or its agent becomes necessary, the CUSTOMER agrees to pay the cost of collection and any reasonable attorney fees associated with the collection of the unpaid debt.