

# *Tri-Com Central Dispatch*

## **FIRE OPERATIONS COMMITTEE**

### **Meeting Minutes from September 26, 2024**

Members Present: Deputy Chief Matt Lohse, Geneva FD; Chief Mike Klemencic, North Aurora FD; Deputy Chief James Weaver, Sugar Grove FD; Deputy Chief Tony Cavallo, St. Charles FD; Chief Mike Huneke, Elburn FD; Director Joe Schelstreet, Tri-Com; Deputy Director LaToya Marz. Tri-Com

Members Absent: Deputy Chief John Lucas, Batavia FD

Also Present: Battalion Chief Dan Czaruk, Elburn FD  
Andrew Kunstler, Training Manager, Tri-Com  
Tammy Kleveno, CAD Administrator, Tri-Com  
Kristina Rohrbach, GIS Administrator, Tri-Com  
Shevon Sherod-Ramirez, Administrative Coordinator, Tri-Com

The meeting was called to order at 10:00 A.M. in the Tri-Com Training Room.

### **Director's Report:**

Director Schelstreet reported the following:

- Interviewing 3 Telecommunicator candidates. 2 more testing.
- Facilities – furniture installation complete. Electrical work for TV monitors passed inspection.
- First part of Fire South microwave done. A meeting invite to discuss the second part between Prestbury/Tri-Com and multiple locations/Tri-Com. Fire South will go down and only VHF will be available at some point.
- Construction will start soon on the parking lot/security project.
- Soil samples will be taken for Tri-Com tower. Need to go 60 feet down. Need to have a private locate done.
- Structural analysis needed for South Street tower. FAA has a new requirement for lighting. The FAA needs to be notified within 30 minutes of a lamp being out.
- Preparing next year's budget. Still waiting on personnel numbers from Geneva.
- Part-time radio technician position approved for next budget year.
- Batavia's quote for Kenwood radios was very good. They will be switching from Motorola. We will get over air programming software for Kenwoods.
- Will get a quote for a new receiver at Fermilab IFERN. Will be ordered once AT&T installs fiber.
- After the microwave is completed, will begin replacing radio equipment.
- StarCom air time charges will be much higher next budget year. One for the current year and one for next.
- Currently installing servers at South Street for back-up CAD.
- Requesting about \$500,000 in reimbursements from the ETSB.

- Changing the meeting schedule for next year. There will be three fire ops meetings and three joint ops meetings. All agreed with proposed schedule.

#### **Deputy Director's Report:**

Deputy Director Marz reported the following:

- Interior administrative offices have new paint, carpet, and furniture.
- Adding 10 TV monitors in dispatch center. All will be web based and include security, weather, fire station alerting, etc.
- St. Charles would like to add Elgin's fire training channel to radios. This is not in the MOU. If you would like to add this channel, please review your current configuration and let her know where you would like the channel.
- Still need department patches.
- Chief Huneke asked if Tri-Com would like to attend JOG meetings. Yes.

#### **CAD Administrator Report:**

Tammy Kleveno reported the following:

- Had some issues with US Digital. Aliases were created with an extra letter in the URL. Run cards have been streamlined. Ticket opened for issues. Will start with HUB once this is done. Fermilab will not be on HUB because they do not have a CAD system.

#### **GIS Administrator Report:**

Kristina Rohrbach reported the following:

- Reminder to all. If there are any changes for roadways, etc., they cannot be completed until after the CAD upgrade is done.

#### **Training Manager Report:**

Andrew Kunstler reported the following:

- After Saturday, another dispatcher will be fully trained. One in training.
- He would like to send channel guides out for review. Lisa send them out in the fall.

#### **St. Charles Items:**

DC Cavallo reported the following:

- Had a question about auto-enroute. Once in use, should run in background without any manual updates. Tammy will send out information on this.

#### **Geneva Items:**

Deputy Chief Lohse reported the following:

- Asked about switching the timer to 30 minutes from 40 at hospital. All agreed that the timer could be switched to 30 minutes effective October 1st.

### **Batavia Items:**

Absent

### **Elburn Items:**

Chief Huneke reported the following:

- BC Dan Czaruk will be the meeting representative.
- Working with Tri-City Ambulance on responses.

### **Sugar Grove Items:**

DC Weaver reported the following:

- Auto-enroute issue. Went enroute while walking to vehicle. Tammy will check.

### **North Aurora Items:**

Chief Klemencic reported the following:

- Should be moving into new station in October.

### **Other Business:**

- Board-up applications will go out in November. Updating policy to include requirement that phone call must be answered by a representative.

### **Action Items:**

ALL:	Patches for Tri-Com staff.
ALL:	40-minute timer follow-up.
Kleveno:	Send out information on auto-enroute updates.
Kleveno:	Will check on Sugar Grove's auto-enroute issue.
Ramirez:	Update Board-up Policy with information on phone calls.

### **Adjournment:**

The meeting was adjourned at approximately 10:50 A.M.

Upcoming Meetings:

Joint Ops:	Tuesday, October 8, 2024 at 10:00AM
Fire Ops:	Thursday, November 21, 2024 at 10:00AM

Respectfully submitted,

*Shevon Sherod-Ramirez*

Administrative Coordinator