

# DU-COMM

## DuPage Public Safety Communications

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### CHIEFS OPERATIONS COMMITTEE - Meeting Notes – No Quorum

Tuesday, October 8, 2019 – 1:00 p.m.

DU-COMM, 420 N. County Farm Road, Wheaton, IL

Chief Leahy called the meeting to order at 1:06 p.m.

#### 1. ROLL CALL / AGENCY:

Chief William Gabrenya	Bartlett FPD	Asst. Chief Tim McElroy	Hinsdale FD
Chief Patrick Ullrich	Bartlett PD	Deputy Chief John Gaw	Lisle PD
Deputy Chief Jim Durbin	Bartlett PD	Chief Keith Krestan	Lisle-Woodridge FPD
Chief Brian Leahy	Clarendon Hills FD	Chief Rick Sander	Lombard FD
Chief Steve Gorsky	Darien-Woodridge FPD	Deputy Chief Ray Kickert	Lombard FD
Chief Jeff Pindelski	Downers Grove FD	Chief Dan Anderson	Roselle FD
Deputy Chief Bill Anaszewicz	Elmhurst FD	Chief Bill Schultz	Wheaton FD
Chief Chris Clark	Glen Ellyn VFC	Chief Bill Murphy	Wheaton PD
Chief Russ Wood	Glenside FPD	Deputy Chief Steve Evans	Winfield FD
Deputy Chief Rich Cassidy	Glenside FPD	Chief Dave Schar	Winfield PD
Sgt. Todd Carlson	Hanover Park PD	Chief Andy Bonomo	York Center FPD
Deputy Chief Eric Fors	Hanover Park FD	Deputy Chief Rick Sanborn, Jr.	York Center FPD

DU-COMM STAFF: Executive Director Tegtmeyer, Deputy Director Baarman, Deputy Director Lamela, Executive Secretary Keifer

#### 2. Approval of Minutes:

- A. June 11, 2019 minutes – no quorum
- B. August 13, 2019 – meeting notes

#### 3. Executive Committee:

A. August 29, 2019

Chief Leahy noted fire funding formula discussions, the FYE20 budget amendment, and the 2020 meeting calendar.

B. September 25, 2019

Chief Leahy noted fire funding formula discussions, approved Sprint lease, reviewed audit and Banjo presentation. Board representatives to vote next Tuesday on the fire funding formula.

#### 4. Report of Committees:

A. Support Services – September 4, 2019

DD Baarman noted discussions on CAD/RMS issues and station alerting. Cutover to 800MHz PD backup completed except for 3West and 7West.

B. Police Operations – September 25, 2019

Chief Schar noted agencies asked to advise DU-COMM of active shooter drills, or if procedure changes are needed. Special Events/Details require a channel and dispatcher and DU-COMM requests 7-day notice, if possible.

C. Fire Operations – September 19, 2019

Chief Wood noted discussions on station alerting, cutover, training, and alarm escalations. The Directives under New Business need approval, but without quorum, they move to the next agenda.

#### 5. ETSB REPORT:

A. ETSB

Director Tegtmeyer noted ETSB met today and the Clerk Representative's started with a complaint about a DU-COMM call the previous night, which was addressed. The ETSB passed the budget, one member voted no due to lack of detail and future plan. A discussion ensued and will continue in November regarding if it is better for the ETSB to purchase, or fund PSAPs to purchase. Chiefs should consider which is better. Milestone for WEB/RMS, DuJIS committee did not approve, tabled and the payment of claims was amended. The ETSB approved AVAYA change order for 24/7 support on the administrative phone system.

Discussed policies for school districts' use of STARCOM radios, similar to Hinsdale High School District radios for retired/off-duty police officers. An Addison school asked for radios for Administrators. Discussed pros and cons in an active shooter event, radio discipline and procedures. The policy was sent to the PAC for further review. The Director will need guidance from agencies about concerns if schools use police talk groups.

Also discussed the TDMA radio and accessory policy. The motion was to move to TDMA radios. The draft policy states support will cease for older radios (XTS, XTL, etc.) as they degrade the TDMA radio channel to FDMA. TDMA doubles the system capacity to prevent busies. Older radios, maybe purchased at a lower price point for civilians, reserve officers, CSOs, etc. The same would apply for the fire service if on STARCOM, but VHF portables are separate.

Discussed short antennas for law enforcement radios. The ETSB noted Motorola advised short antennas degrade the signal and they are not recommended for officer safety. The Director summarized the discussions and noted the policy was returned to the PAC with specific questions. These are two policies to pay attention to and provide input. In addition, in the future the ETSB may not pay for accessories (mics, batteries, etc.) but may cover radios and airtime, but no action taken.

Chief Krestan asked about radio use at schools and further discussion ensued. The Director noted anytime permission to use a talk group is given, a 10-day notice is sent to allow for comments, concerns, and questions. AC McElroy noted Hinsdale school radios are carried by an off-duty police officer, or in their command center, and the school worked hard to put the test system together. The Director noted Hinsdale is the model and the need to ensure others don't deviate from the model as the policy evolves.

## B. PAC Update

DD Baarman noted the pending policy reviews.

## **6. STAFF REPORTS:**

Director:  
Director Tegtmeyer introduced DDO Nicole Lamela - started today. From Tri-Com with 26 year of public safety communications, and served as TC, Supervisor, CAD Administrator, Deputy Director, and Director. Has a bachelor's in Criminal Justice and Social Work, a GIS certificate, a certified Emergency Number Professional, and completed the NENA CMCP program. Very happy to have her aboard. DDO Lamela will be the DU-COMM liaison and plans to meet with each agency for additional input to improve communications.

Awaiting ETSB CAD reports and may have them in the next 30 days. The rest of the reports are in the packet. The Director noted three TCs recently attended the IFSI MABAS dispatcher training, in Urbana, and took part in evolutions, gear-up, extractions, etc. The attendees appreciated the opportunity, thought it was very effective and a good learning experience. The Director noted next year's training may be done locally with more than the drill. The TCs also spent a day with ILEAS on how an active shooter drill works and the responses. Agencies asked to advise DU-COMM when conducting large training evolutions, so TCs could attend if possible.

## Operations/Training:

### Support Services/MIS:

DD Baarman noted the 800 MHz cutover is Tuesday, 3West will move to 8West. Will not move 7West until the West Chicago site is ready. He asked that agencies advise their staff the 800 MHz backup is active.

Chief Leahy noted Manager Klein sent a message regarding MPS server patching, and DD Baarman noted the ETSB to apply patches to the virtual servers. The Director noted a 30-60 second outage while the server reboots.

### Human Resources: Report included in the packet

Chief Leahy noted seven TCs down from the authorized strength. The Director noted one in background, and one ready to hire. Yesterday, started accepting applications for a November test date. He asked agencies to share the posted job information.

## **7. Old Business**

### A. ETSB DEDIRS Radio Project

DD Baarman asked agencies that need third touch to contact Manager Lozar to schedule. If radio is lost, it will be turned off, and a report is filed with ETSB to determine if it can be replaced.

### B. ETSB CAD/RMS

DD Baarman noted the review of open tickets to provide the ETSB a clear priority list, recently renewed our GEO process to validate tickets, and trouble with informer queries.

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Chief Bonomo inquired if AM (available mobile) in MPS are not recommendable. Chief requested someone send an email to Chiefs with the detail. A discussion ensued and Chief Anderson noted DP, enroute, arrived, RU (return unavailable) out of service are not recommendable, but AV, AM or AQ are synonymous and recommendable. Jump-company is different. The Director to provide the list of codes and meanings.

## C. Fire Station Alerting

Director Tegtmeyer noted Fire North would cutover tomorrow, or Thursday. At cutover “Samantha” starts dispatch. Next is Fire South. Tech Licht is checking informer equipment at each location, and communications will be sent when the channel cuts-over. The ETSB FSA committee still meets to address issues/workflows, etc. Draft policies in process. After cutover, the ETSB will be responsible for the system and DU-COMM will lose direct touch. Single failure in a single station will wait until the next business day. If stations are not getting alerts, not network related, Purvis on-call support to address. Working on policy that explains responses.

Chief Leahy noted he contacted ETSB DD Theusch about tones being high and they will try to equalize, as they finish the project.

## **8. New Business**

### A. Review for approval – Written Directives

1. 8.00.00 Emergency Medical Dispatch
2. 9.02.00 CAD System
3. 9.03.00 CAD Down Procedures
4. 9.04.00 Event Numbers and Case Numbers
5. 10.00.00 Call Processing
6. 14.04.00 EFD Protocols
7. 14.10.00 EMS Helicopter Transport

## **9. Other Business**

The next Chiefs Operations Committee meeting is Tuesday, November 12, 2019 – 1:00 p.m. at DU-COMM.

## **10. Adjournment**

Chief Leahy adjourned the meeting at 1:39 p.m.

Respectfully submitted,

*Christine Keifer*

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