

DU-COMM

DuPage Public Safety Communications

420 N. County Farm Road, Wheaton, IL 60187

(630) 260-7500 Main

(630) 924-9280 Fax

www.ducomm.org



CHIEFS OPERATIONS COMMITTEE - Meeting Minutes

April 9, 2019 – 1:00 p.m.

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

Chief Madden called the meeting to order at 1:01 p.m.

1. ROLL CALL / AGENCY:

Chief Michael Falese	Bartlett FPD	Deputy Chief Steve Demas	Lisle-Woodridge FPD
Chief Patrick Ullrich	Bartlett PD	Chief Rick Sander	Lombard FD
Chief Jeff Janus	Bloomingtondale FPD	Deputy Chief Ray Kickert	Lombard FD
Deputy Chief James Jackson	Bloomingtondale FPD	Chief Roy Newton	Lombard PD
Chief John Madden (Chairman)	Burr Ridge PD	Chief Barry Liss	Oak Brook FD
Chief Brian Leahy	Clarendon Hills FD	Chief Dan Anderson	Roselle FD
Chief Paul Dalen	Clarendon Hills PD	Deputy Chief Dan McCann	Villa Park PD
Chief Steve Gorsky	Darien-Woodridge FPD	Asst. Chief Andy Dina	Warrenville FPD
Deputy Chief Jim McGreal	Downers Grove PD	Fire Prevention Fred Bevier	Warrenville FPD
Deputy Chief Bill Anaszewicz	Elmhurst FD	Chief Bill Schultz	Wheaton FD
Deputy Chief Rich Cassidy	Glenside FPD	Chief Robert Schaller	Willowbrook PD
Deputy Chief Eric Fors	Hanover Park FD	Deputy Chief Steve Evans	Winfield FD
Deputy Chief Terrence Sherrill	Hanover Park PD	Chief David Schar	Winfield PD
Chief John Giannelli	Hinsdale Fire	Deputy Chief Rick Sanborn	York Center FPD

DU-COMM STAFF: Executive Director Tegtmeyer, Deputy Director Baarman, Training Manager Jagodzinski, Executive Secretary Keifer

2. Approval of Minutes:

A. December 18, 2018 minutes

B. March 12, 2019 meeting notes

Chief Anderson made the motion to approve the minutes of December 18, 2018 and Deputy Chief Evans seconded. The motion was approved by unanimous voice vote.

3. Executive Committee:

A. March 20, 2019

Chief Madden noted a lengthy Fire Funding Formula discussion, and also discussed third touch and technology questions.

4. Report of Committees:

A. Support Services

No April meeting. Next meeting is May 1, 2019.

B. Police Operations – March 27, 2019

Chief Schar noted RMS on schedule. DU-COMM looks to develop a high priority incident contact list. Third touch for police radios to start. Will conduct a system check to ensure officers know how to change channels. Police agencies asked to send a representative to the Police Ops Subcommittee.

C. Fire Operations – March 21, 2019

Deputy Chief Cassidy noted the committee authorized the standardization subcommittee to be the primary decision maker for fire guide configurations and RMS going forward, to meet the CAD and station alerting deadlines. The subcommittee works with ACDC, ETSB, and the Sheriff's office. Perry Johnson, from Lombard, appointed Chairman of the Fire Marshall and Fire Alarm Committee.

5. ETSB REPORT:

A. ETSB

Director Tegtmeyer noted the ETSB recognized Telecommunicators from County PSAPs for National Public Safety Telecommunications Week, and the County Board did the same.

B. PAC Update

DD Baarman noted the meeting was cancelled.

6. STAFF REPORTS:

Director: Report included in the packet
Operations/Training: Report included in the packet
Support Services/MIS: Report included in the packet
Human Resources: Report included in the packet

The Director noted staff reports in the packet. Training for the CAD project started. Each TC to attend an 8-hour class and at one 4-hour class for police or fire dispatch. Those crossed trained will attend both 4-hour classes. Time is scheduled for workflow training for each TC, and members may want to consider that for mobile users, beyond the train the trainer class. He noted the CAD system belongs to the ETSB and DU-COMM no longer inputs address information. The ETSB staff assured the PSAPs, last Friday, the address issues would be resolved by April 22. PSAPs do not want to go-live with bad addresses. Agencies in mobile training before April 22 may see address issues. DU-COMM to monitor. The Executive Committee meeting is next Tuesday at 7:30 a.m. and the Board of Directors meeting was rescheduled for Tuesday, April 30, 2019 at 7:30 a.m. The Fire District Representation nomination meeting will be Tuesday, April 16, 2019 at 7:00 p.m. Next week is National Public Safety Telecommunication Week and activities planned. Manager Athitakis sent an email regarding donations for raffles, etc., and the Director noted appreciation to agencies that already committed to TC week events.

7. Old Business**A. ETSB DEDIRS Radio Project**

DD Baarman noted third touch to start next week with ACDC agencies first. A tech will be on site with OEM (similar to the Fire third touch) to align, update, ensure GPS is on TDMA, and install templates and aliases. Will ensure all parts work and will read each radio into radio manager. He noted missing flash codes for a few radios with conflicting serial number, id number, asset tag, etc., that need to be reviewed. Motorola has not issued the keys for those radios, but promised to order when the issues are cleared. For mobiles in vehicles, the GPS will be disabled, as the vehicle will have a CAD terminal with GPS. Enter a help ticket if something more is needed for the vehicle. The Director noted after third touch, police agencies may need to review Static 205s due to changes in backup radios. Fire agencies may also want to review their Static 205s. Please send DU-COMM any updates.

B. ETSB CAD/RMS

Director Tegtmeyer noted an internal meeting today to review issues and keep information flowing. Once trained, agencies may see CAD emails from DU-COMM. The ETSB to confirm the cutover schedule next week with Hexagon staff, and how it will work. The Director noted the ETSB sends communications to agencies and the Director has not always been copied. He noted concerns there may be information gaps. Agencies are responsible for running the new software in their mobiles and DU-COMM recommends agencies get half the mobiles ready for the new system the day before cutover and keep the other mobiles on the old system and swap them after cutover. Agencies will need their own IT support, as it will be beyond DU-COMM's capabilities to touch every mobile laptop that week. DU-COMM, Hexagon, and the ETSB will be able to provide support to agencies and answer questions, but unable to be at 44 agencies on cutover day. The Director suggested agencies with contracted IT staff add the cutover schedule to the calendar and review vacations. Contracted IT staff may have a conflict if these resources are shared with other agencies. DU-COMM can help members plan for cutover. If attending mobile classes take a laptop setup with the new system.

Chief Anderson noted mobiles can run program parallel with PMDC, but doing it the day before could be problematic. It has run on his mobile for almost a month without issue. He noted if mobiles use less than Windows 10 operating system there will be trouble. The Director noted DU-COMM will put communications out and work on a cutover plan, once the ETSB plan is received. DU-COMM will try to communicate how interfaces will work between systems and noted cutover will take a lot of communications and patience. DU-COMM's goal is to ensure calls are delivered to agencies and resources and contingencies are available. His team to review CAD down procedure. Fire Service approved a base CAD down procedure. How to dispatch by districts and beats for police and fire. DU-COMM will try to parallel preparations if there are challenges. Will keep communications open and staff (including TCs) work to ensure CAD works and training is completed.

C. Fire Station Alerting

DD Baarman noted working with ETSB to determine the best way to connect Purvis to the system. Multiple options under review, how tones will work over the air and in the station. Purvis will be on site to help with cabling and testing. Two competing options – looking for integration and RIU that connects the CAD and the radio system. Discussed requirements but don't want the CAD to dispatch over someone talking. We asked that it work with two-toned sequential pages on VHF. Narrowed the options, but testing to prove the best one. Have not found one option that solves all problems. Today, can key-up on VHF when someone is talking on STARCOM and talk over them. This is a problem and we need to figure out how to limit with the integration of Purvis into the radio channels.

8. New Business**A. Radio Backup tests – 04/14/19 at 0800, 1900, 0300**

Manager Jagodzinski noted a radio backup test for law enforcement on Sunday, April 14. The TC will take each town separately and announce a radio test and officers will be asked to switch to their backup channel and prepare for roll call. The test will help TCs learn more about each agency's backup channel and will help officers. Tests will be done at 0800, and 1900 on Sunday, and 0300 on Monday. It was noted the non-STARCOM backup channel would be tested. Chiefs will be email this week and

asked to forward to on-duty staff. If the test works, may do again after third touch, or for tactical channels. Fire agencies use VHF more frequently and do not need to test.

DC McCann asked about the use of the small antennas and DD Baarman noted after the next radio touch, and the deployment of the 800 police backup channels, will discuss a different antenna. Reviewing antenna models that are 800 and GPS enabled, but can't be 800 width antenna. The Director noted currently neither DU-COMM nor the ETSB support the use of the small radio antenna, as it is not designed to operate on the system. For Sunday's test the longer antenna is needed, which may be why some agencies could not find their backup channels. The longer antenna is also needed for the public safety mic.

B. Department FOIAs – redaction

Director Tegtmeyer noted questions for when a member agency receive a FOIA for audio files. In the past DU-COMM would send un-redacted file, but most agencies cannot redact them. The Director noted concerns in sending un-redacted audio to members, which may get sent to the public. He asked for direction. Further discussion ensued and Chief Newton suggested members refer FOIA requests to DU-COMM (as the keeper of the record) noting the risk to DU-COMM unless the audio request is for an internal investigation or training. The Director noted the use of ICFs for those requests. The Director to continue to work with counsel on the policy and will send a notice to member agencies to request members refer FOIAs (for audio files) to DU-COMM. He noted DU-COMM always checks with the agency before sending responses to ensure there are no active investigations, etc. Further discussion ensued and it was noted the correspondence to Chiefs should also be sent to the FOIA officer at each agency.

C. Chiefs Operations – May Meeting – due to CAD project

Director Tegtmeyer suggested the Chiefs meet in May due to the CAD cutover, and it was agreed.

9. Other Business

None.

The next Chiefs Operations Committee meeting is Tuesday, May 14, 2019 – 1:00 p.m. at DU-COMM.

Chief Falese made a motion to adjourn the meeting at 1:38 p.m., and Chief Janus seconded. The motion was approved by unanimous voice vote. Meeting adjourned.

Respectfully submitted,

Christine Keifer

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