

QuadCom Executive Committee  
Wednesday, February 15, 2023

QuadCom Conference Room  
Carpentersville, Illinois

## **I. CALL TO ORDER**

Chief Thomas called the meeting to order at 8:00 a.m. Those present were:

Carpentersville Police	Chief Hoey
Carpentersville Fire	Chief Schilling
East Dundee Police	Chief Kruger
East Dundee Fire	Deputy Chief Schwab
West Dundee Police	Chief Gorski
West Dundee Fire	Chief Spiro
Rutland Dundee Fire	Chief Thomas
Sleepy Hollow Police	Absent
South Barrington Police	Chief Roman
Barrington Hills Police	Chief Colditz

QuadCom Director	Christiane Harding
Deputy Director	Katrina Jamieson
QuadCom Attorney	John Kelly

## **II. APPROVAL OF MINUTES**

A motion was made by Chief Gorski to approve the regular meeting minutes of January 18, 2023, a second was provided by Chief Schilling. The motion carried by unanimous voice vote.

A motion was made by Chief Schilling to approve the executive session meeting minutes of January 18, 2023, a second was provided by Chief Gorski. The motion carried by unanimous voice vote.

## **III. PUBLIC COMMENT**

None

## **IV. APPROVAL OF FINANCIALS**

A motion was made by Chief Schilling to authorize payment of QuadCom bills dated February 15, 2023 in the amount of \$74,362.90, Deputy Chief Schwab provided a second. The motion carried by unanimous roll call vote.

A motion was made by Chief Hoey to authorize payment of JETS bills dated February 15, 2023 in the amount of \$38,357.38, Chief Roman provided a second. The motion carried by unanimous roll call vote.

Budget vs Actual January 2023: Deputy Chief Schwab motioned to approve the January 2023 Budget vs Actual, a second was provided by Chief Hoey. The motion carried by unanimous voice vote.

## **V. COMMITTEE REPORTS**

Police Operations Committee: The January 19 meeting minutes were included in the packet.

Fire Operations Committee: No report.

Records Operations Committee: The January 19 meeting minutes were included in the packet.

Finance Committee: The February 7 meeting minutes were included in the packet. Chief Roman said Director Harding walked the committee through the budgets. He said her grasp of the budgets was impressive. Chief Roman also reported QuadCom's finances are sound. Director Harding was asked to look at the 83/17 split between Fire and Police. Different ways of possibly funding the Station Alerting was discussed at the Finance Committee level. The Committee did not feel it was appropriate to put a seal of approval on such a big project. Chief Roman said once the strategic planning takes place they can determine the priorities established in the process. The Finance Committee will meet at the end of the process to determine how they will get it all done. One of the options was a patch. Funding a patch for Station Alerting in this next year's budget was recommended to get the system working, until they can figure out a way to pay for Station Alerting. Improvements for Station Alerting will be for voice dispatch only. The cost for the patch may be a couple thousand dollars. Chief Schilling said there is an opportunity of applying for a federal grant next year. He is looking into having JETS to potential fund a grant writing consultant. Chief Roman said they will meet again after the Strategic Plan is complete to put together a 5-year plan. The committee recommends the Executive Committee approve each of the budgets tabled last month. The committee will possibly meet again in September to prepare for the 2024-2025 budget.

Negotiations Committee: Nothing to report.

Personnel Committee: Nothing to report.

Ad Hoc Committees:

RMS-Mobile RFP Committee: Tyler will conduct a demo at the Carpentersville Public Works facility in March.

Station Alerting System Committee: East Dundee had a missed call due to a system issue. The problem was resolved. Chief Schilling said the three Carpentersville stations have wiring issues. Chief Schilling has someone coming in to provide an estimate of replacing wires and checking for any other possible problems.

There was a consensus amend the agenda to include questions for the attorney regarding JETS funding.

Attorney Review of JETS: Attorney John Kelly gave an overview of the Emergency Telephone Systems Act. He said the rules for the use of surcharge funds were established in 2021 by the Federal Communications Commission by direction of Congress. The rules as they exist now are fairly broad. The Illinois laws, as written now, says funds can be used to implement, maintain, operate, upgrade, and improve a 9-1-1 system. The statute is very specific, only JETS can spend ETSB funds. Attorney Kelly provided examples of how the surcharge funds can be used. Radios used by officers and those in vehicles can be funded, not air cards and subscription fees. Fire station alerting is okay as long as it is directly toning out 9-1-1 calls. Records management systems are prohibited. Surcharge funds cannot be used to purchase vehicles. Gifts or cards for Telecommunicators Week is also a no. The administrators list is more restrictive than the FCC requires. The Statewide 9-1-1 Board has a March 1 deadline to complete their annual report. The two associations are talking about having a Townhall Zoom meeting amongst all the 9-1-1 centers and ETSB people for input of allowables. There is talk that if the advisory board is going to restrict surcharges, an increase of surcharges will be requested.

## **VI. QUADCOM STAFF REPORTS**

Director's Report: Director Harding's report was provided in the packet. She discussed the following:

Personnel: A shift supervisor has resigned his position. The position is open to internal and external applicants. Director Harding will call on the Personnel Committee to assist with interviews. A new hire is training on midnights.

CESSA - 988: The committee met February 2<sup>nd</sup>. The Risk Assessment Matrix was discussed at the meeting.

Enterprise Server Migration Project: Meetings were held with Tyler January 26 and 31 to review the technical scope of the project. There will be downtime during the upgrades.

Financial Audit: The final draft was received and will be forwarded to the Finance Committee.

StarCom 21 – 2<sup>nd</sup> Touch Project: A team meeting was arranged with Alex Anklam from Motorola. A list of classes was provided in the agenda packet.

Deputy Director Report: Deputy Director Jamieson's report was included in the packet. There were no questions.

IT Administrator Report: IT Administrator Hammers' report was included in the packet. A call out matrix was included in the agenda packet. The matrix includes information on who to call when assistance is needed, not all calls need to be handled by IT Administrator Hammers.

## **VII. EXECUTIVE SESSION**

Personnel Issues – (5 ILCS 120/2 (c) (2)): None

## **VIII. OLD BUSINESS**

Strategic Planning Discussion: Chief Spiro stated two separate surveys were sent out, one to the Executive Committee and the other to QuadCom employees. He has received 13 survey responses from QuadCom employees and four Executive Committee responses. March 10<sup>th</sup> will be the day for the Executive Committee.

StarCom Radio 2<sup>nd</sup> Touch: This was discussed in the Director's report.

AVL Playback for Chiefs: Director Harding suggested anyone wanting to use AVL playback can schedule time to come in and learn how to use the program. From that point on, schedule time to use the computer in QuadCom's conference room. The information is stored for 90 days. Scheduling early in the day would be best due to the amount of information.

Separation of Fire and Police Tickets: When a ticket is reactivated the dispatcher has the option of checking the box for police or fire. If it is a combined ticket the system automatically defaults to both police and fire. Director Harding will have the dispatchers trained to uncheck the fire box so the ticket is not reactivated. It should eliminate the problem. Director Harding said there are pros and cons with the tickets being separated.

## **IX. NEW BUSINESS**

Director's Performance Review: A motion was made by Chief Roman to approve the Director's performance review with the salary increase as discussed, a second was provided by Chief Kruger. The motion carried by unanimous roll call vote.

Approval of May 2023-April 2024 QuadCom Operating Budget: A motion was made by Chief Schilling to approve the May 2023-April 2024 QuadCom Operating budget as presented, a second was provided by Chief Spiro. The motion carried by unanimous roll call vote.

Approval of May 2023-April 2024 JETS Operating Budget: A motion was made by Chief Roman to approve the May 2023-April 2024 JETS Operating budget as presented, a second was provided by Chief Schilling. The motion carried by unanimous roll call vote.

Approval of May 2023-April 2024 JETS CIP & QuadCom CIP Budget: A motion was made by Chief Roman to approve the May 2023-April 2024 JETS CIP and QuadCom CIP budget as presented, a second was provided by Chief Schwab. An amendment was made by Chief Roman to include in the May 2023-April 2024 JETS CIP & QuadCom CIP budget, repairs to the current Station Alerting system not to exceed \$50K, a second was provided by Chief Schilling. The motion carried by roll call vote.

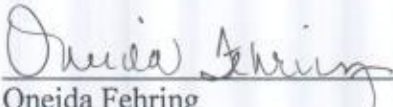
Approval of May 2023-April 2024 Debt Service Fund: Chief Spiro motioned to approve the May 2023-April 2024 Debt Service Fund as presented, a second was provided by Chief Hoey. The motion carried by unanimous roll call vote.

**X. OTHER BUSINESS**


Police Feedback: Director Harding talked about an email she received from Officer Kara Burroughs regarding online reporting that Carpentersville is offering their residents. Director Harding voiced concern as to how dispatchers would know the call type. Chief Hoey said the officer will take the information and call QuadCom to obtain an incident number. Chief Hoey will have Deputy Chief provide Director Harding with information.

**XI. ADJOURNMENT**

Chief Gorski moved to adjourn the meeting at 9:24 a.m., Chief Kruger provided a second. The motion carried by unanimous voice vote.

  
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Oneida Fehring  
Recording Secretary

Dated: 3/15/23

  
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Chairman or Vice-Chairman  
QuadCom Executive Committee