



DU PAGE COUNTY

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
www.dupagecounty.gov

ETSB - Emergency Telephone System Board

Draft Summary

Wednesday, June 14, 2023

9:00 AM

Room 3500B

1. CALL TO ORDER

9:00 AM meeting was called to order by Chairman Schwarze at 9:00 AM.

2. ROLL CALL

ETSB STAFF:

Linda Zerwin

Matt Theusch (Remote)

Eve Kraus

Kris Cieplinski (Remote)

Brian Kopas (Remote)

Prithvi Bhatt (Remote)

COUNTY CLERK:

Adam Johnson, Chief Deputy Clerk

STATE'S ATTORNEY:

Mark Winistorfer

ATTENDEES:

Nick Kottmeyer, County Board Office

Sheryl Markay, County Board Office

Zach Frye, County Board Office

Bill Hayden, Addison PD

Mike Sampey, Village of Addison

Marilu Hernandez, ACDC

Jessica Robb, DU-COMM

Don Ehrenhaft, County IT

Anthony McPhearson, County CIO

Patrick Tanner, West Chicago Fire

John Nebl, OHSEM

Carlitos Rangel, County Finance (Remote)

ACDC (Remote)

Jim McGreal, Downers Grove PD (Remote)

Joe Breinig, DMMC (Remote)

Kevin Dempsey, ACDC (Remote)

Matt Baarman, DU-COMM (Remote)

Robert Brill, Wheaton Fire (Remote)

Steve Demas, Lisle-Woodridge Fire (Remote)
Nicole Lamela, DU-COMM (Remote)
Richard Sanborn, Jr., York Center Fire (Remote)
Will Sperling, Citizen (Remote)

On roll call, Members Schwarze, Franz, Guttman, Eckhoff (9:00am-9:53am), Kramer (Remote 9:52am), Maranowicz, Schar, Srejma, Swanson, Tillman, and Yoo were present. There was one vacancy.

PRESENT	Schwarze, Franz, Eckhoff, Guttman, Maranowicz, Schar, Srejma, Swanson, Tillman, and Yoo
LATE	Kramer

MOTION TO ALLOW REMOTE PARTICIPATION

Chairman Schwarze called the meeting to order with a request that was made to allow remote participation for Member Kramer. Under Section 7a of the Open Meetings Act, If a quorum of the members of the public body is physically present as required by Section 2.01, a majority of the public body may allow a member of that body to attend the meeting by other means if the member is prevented from physically attending because of: (I) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency. A motion was made by Vice Chair Franz, seconded by Member Yoo to allow Member Kramer to remotely participate via Zoom. On voice vote, motion carried.

3. PUBLIC COMMENT

There was no public comment.

4. CHAIRMAN'S REMARKS - CHAIR SCHWARZE

Chairman Schwarze recognized TC Fleming, Certified Training Officer Medina, TC Mahn, and TC Ross from ACDC for a performance of duty which resulted in the saving of a patient's life. The patient fell unconscious while on a run with a friend through the Forest Preserve. CPR instructions were provided to the caller when the patient was confirmed to be in full arrest. Tri-State Fire and EMS units were dispatched to the patient's location via the PSAP dispatch systems.

Member Srejma, the Director of the Addison Consolidated Dispatch Center PSAP, shared a few details of the call including that TC Fleming has only been with ACDC for two months and that the technology advancements made by this board like enhanced GPD including the addition of mile markers within the maps likely contributed to the survival of the patient.

5. MEMBERS' REMARKS

6. CONSENT AGENDA

Chairman Schwarze asked for a motion to combine Consent Agenda Items A/Monthly Staff Report; B/Six Month Budget Review; C/Revenue Report for the June 14, 2023 meeting;

D/Minutes approval for PAC for May 1, 2023; E/Minutes approval for ETSB for May 10, 2023. Member Yoo motioned, seconded by Member Maranowicz. On voice vote, all "Ayes", motion carried.

Chairman Schwarze asked for a motion to approve Consent Agenda Items A/Monthly Staff Report; B/Six Month Budget Review; C/Revenue Report for the June 14, 2023 meeting; D/Minutes approval for PAC for May 1, 2023; E/Minutes approval for ETSB for May 10, 2023. Member Guttman motioned, seconded by Member Yoo. On voice vote, all "Ayes", motion carried.

6.A. Monthly Staff Report

6.A.1. [23-2045](#)

Monthly Report for June 14 Regular Meeting

Attachments: [June 2023 Meeting Monthly Report.pdf](#)

6.B. Six Month Budget Review

6.B.1. [23-2081](#)

Six month budget review

Attachments: [Six Month Budget Review.pdf](#)

6.C. Revenue Report 911 Surcharge Funds

6.C.1. [23-2044](#)

ETSB Revenue Report for June 14 Regular Meeting for Fund 5820/Equalization

Attachments: [Revenue Report Regular Meeting 6.14.23.pdf](#)

6.D. Minutes Approval Policy Advisory Committee

6.D.1. [23-1973](#)

ETSB PAC Minutes - Regular Meeting - Monday, May 1, 2023

Attachments: [2023-05-01 PAC Minutes Summary.pdf](#)

6.E. Minutes Approval ETS Board

6.E.1. [23-2043](#)

ETSB Minutes - Regular Meeting - Wednesday, May 10, 2023

Attachments: [2023-05-10 ETSB Minutes Summary.pdf](#)

RESULT:	APPROVED THE CONSENT AGENDA
MOVER:	Michael Guttman
SECONDER:	Yeena Yoo

AYES:	Schwarze, Franz, Eckhoff, Guttman, Maranowicz, Schar, Srejma, Swanson, Tillman, and Yoo
LATE:	Kramer

7. VOTE REQUIRED BY ETS BOARD

7.A. Payment of Claims

7.A.1. [23-2042](#)

Payment of Claims for June 14, 2023 for FY23 - Total for 4000-5820 (Equalization): \$218,084.82.

Attachments: [Payment of Claims 6.14.23 FY23.pdf](#)

RESULT:	APPROVED
MOVER:	Joseph Maranowicz
SECONDER:	Eric Swanson

7.B. Purchase Resolutions

7.B.1. [ETS-R-0031-23](#)

Awarding resolution to Lilly Counseling and Consultation PO 923013 for training courses for the personnel in the ACDC and DU-COMM Public Safety Answering Points (PSAPs). (Total amount of request: \$37,500)

Attachments: [Lilly 923013 Checklist.pdf](#)
[Lilly 923013 Requisition.pdf](#)
[Lilly 923013 Decision Memo.pdf](#)
[ETSB.Peer Support.Proposal.2023 and 2024_Redacted.pdf](#)
[ETSB.Protect 911 Proposal.2023 and 2024_Redacted.pdf](#)
[Lilly 923013 Vendor Ethics_Redacted.pdf](#)

RESULT:	APPROVED
MOVER:	Michael Tillman
SECONDER:	Joseph Maranowicz

7.C. Resolutions

7.C.1. [ETS-R-0032-23](#)

Resolution declaring equipment, inventory, and/or property on Exhibit A, purchased by the Emergency Telephone System Board of DuPage County as surplus equipment.

Ms. Zerwin commented that the Board would see more of these resolutions on a regular

basis as APX7000 equipment is received from police agencies, inventoried, and prepared for resale.

Attachments: [DEDIRS Surplus FY23.pdf](#)

RESULT:	APPROVED
MOVER:	Mark Franz
SECONDER:	Michael Tillman

7.D. Travel and Training

7.D.1. [23-2046](#)

Six (6) attendees from the ACDC PSAP to attend the APCO Conference in Nashville, TN on August 7-9 for an estimated cost of \$2,300 per attendee. (Total conference amount not to exceed: \$13,800)

Attachments: [Travel Request APCO.pdf](#)

RESULT:	APPROVED
MOVER:	Michael Tillman
SECONDER:	William Srejma

8. DEDIRS PORTABLE AND MOBILE RADIO REPLACEMENT

PAC Chairman Hayden reported all is working well on the police side. On the fire side, he updated the Board on the status of the codeplugs, templates, agreements with outside agencies, and the programming and distribution of the mobile radios before the portables. He said the Fire Focus Group has experienced some programming issues tied to the new features for NFPA 1802 standards, but there are some requested adjustments with Motorola regarding the programming.

Ms. Zerwin added that the Fire Focus Group is working with Motorola as a beta testing site as these radios are a brand new rollout. Fire Focus has provided Motorola with feedback regarding the NFPA standards and how they function within the radios. She said additionally that the MERIT Executive Board has reviewed the ETSB MERIT policy and provided language changes to allow all MERIT members access to MERIT talkgroups. Staff had some clarifying questions which the MERIT Executive board is in the process of responding.

Vice Chair Franz inquired into the procedure of any issues police or fire agencies may need addressed. PAC Chairman Hayden replied all the committees are still in place and said the ticketing system, Zendesk, is available for audio or programming or other issues.

Vice Chair Franz then asked Ms. Zerwin who is maintaining the radios, that DU-COMM had maintained the APX7000 fleet and that the ETSB would now rely on warranties and third party

vendors, he believed. He asked if there was accountability in place to ensure timely service. Ms. Zerwin replied yes, the APX7000 are still maintained through the contract with DU-COMM. The APXNexts and APXNextXNs are maintained by a System Manager provided by Motorola through the contract for the next several years. She said the System Manager has a great deal of experience with large systems and he meets with the focus groups so he is present during discussions of programming, encryption, etc. She said that since the System Manager is an employee of Motorola, ETSB has a direct relationship with the vendor to ensure response.

Vice Chair Franz asked PAC Chairman Hayden if the focus groups would be able to monitor and provide feedback if something was not working procedurally. PAC Chairman Hayden relied yes.

There were no further questions.

9. DU PAGE ETSB 9-1-1 SYSTEM DESIGN

Ms. Zerwin had nothing to report beyond what was in the monthly report unless there were questions.

Vice Chair Franz asked for an update for the public. Ms. Zerwin and Member Srejma provided an update on the status of the Customer Premise Equipment (CPE). Vice Chair Franz asked for a timeline. Ms. Zerwin said the CPE upgrade would coincide with the move to the State NG911 network which would be by the end of the year and would also include Text to 911 and the coordination of public education on the systems. Ms. Zerwin reviewed the relationship between Motorola and AT&T on the project and said no delays have been experienced. Chairman Schwarze asked DU-COMM Director Robb if she had anything to add to which she did not. Ms. Zerwin also noted that work on the replacement of the logger ties into the project and configuration has begun.

10. PRELIMINARY BUDGET DISCUSSION

Chairman Schwarze said this is the third year he has assembled an Ad Hoc Finance Committee. He said the Members received an email from ETSB on his behalf to inquire into interest in becoming a Member of the Ad Hoc Finance Committee. He said as of today's meeting, the Members would be: Vice Chair Franz, Members Guttman, Maranowicz, Srejma, Yoo, himself and DU-COMM Director Robb. Ms. Zerwin also noted that Ms. Henry had volunteered to take part. Chairman Schwarze said the first meeting would be on Wednesday, June 28 at 9:30am.

11. VOTE REQUIRED BY ETS BOARD

11.A. [23-2053](#)

Chair Appointments to Ad Hoc Finance Committee

A motion was made by Member Eckhoff, seconded by Member Tillman, to appoint the Vice Chair Franz, Members Guttman, Maranowicz, Srejma, Yoo, himself, DU-COMM Director Robb and Treasurer Henry as named by Chairman Schwarze to the Ad Hoc Finance Committee. On voice vote, motion passed.

Vice Chair Franz commented that he would like this to be made a permanent committee.

Chairman Schwarze responded saying that Vice Chair Franz had been making this request for the last three years. Chairman Schwarze said it is at the discretion of the Chair and that as long as he is Chair, the committee will continue.

RESULT:	APPROVED
MOVER:	Grant Eckhoff
SECONDER:	Michael Tillman

11.B. [23-2058](#)

ETSB Goals and Objectives

Chairman Schwarze said he spend considerable time putting together the goals and objectives and that he had prepared some remarks today because he wanted to be sure that he covered all of the items that he would like to cover and apologized for being a little more formal. He then shared the following:

The comments provided in Director Zerwin’s evaluation under goals were a vast range of statements, provided by all the Members with the exception of Member Yoo who was not yet a Member of the ETS Board, many of which conflicted with each other. It occurred to me, as I reviewed these statements that as goals, the ETS Board truly needed to be more cohesive in its approach. A goal is something we are trying to achieve or a goal can also be an end point. Many of the statements did not lend themselves to attainability or they were not something that could be measured.

The ETSA statute that governs the ETS Board reminds us that this Board is for the infrastructure of the 9-1-1 System and to oversee the expenditure of surcharge for use on those things directly related to the 9-1-1 dispatch.

Because we are at the mid-point of the fiscal year, the Goals and Objectives memo outlines specific major projects and steps that should be accomplished for the remainder of the fiscal year. These are both measurable and within the scope of the authority of the ETSB. The active projects list detail tasks that include the tasks normally performed by and with the focus groups. These are not new items to the focus groups but are detailed in the memo for clarification.

I am also including a strategic planning process that dovetails with the County’s strategic planning already in progress. At the July meeting, the ETS Board will have the opportunity for a discussion to determine whether or not it will walk through this strategic planning process together as a board or form an Ad Hoc Committee.

Together, we have been in a period of transition with two new PSAP directors, new ETS Board Members and new County Board Members. I believe that these goals are in the best interest of the 9-1-1 system for the remainder of FY23, while we work together to develop a strategic plan for the future.

Chairman Schwarze then asked for a motion. A motion was made by Member Eckhoff, seconded by Member Yoo. Chairman Schwarze opened the item for questions or discussion.

Member Guttman said that when he does strategic planning it is more of a grass roots effort and said he was surprised by the approach taken although he respects the Chairman's right to do so. Member Guttman said there were only a few days given to review the goals and objectives and believed it should be taken back to their representative committees for insight to be shared with this process and that several large items were missing that he believed should be included. Member Guttman requested to write up his comments to share with the Chairman and while he did not want to shut down discussion, he said he would like to make a motion to table the item at the appropriate time.

Vice Chairman Franz concurred with Member Guttman's statement to bring the goals and objectives back to the respective PSAP committees for input. He then said he did not see any reference to the consolidation policy. He said he was not present in the last meeting when no questions were raised for the policy agenda item and that he did have questions and requested more time. Chairman Schwarze said the goals and objectives were taken from the reviews of Ms. Zerwin and that he did not specifically add the policy into the goals as the Des Plaines discussion came up after the reviews were completed and he shared his rationale as to why he believed it should be discussed with the strategic plan. He said he believed the goals represented what was presented to him and while he respects their thoughts on bringing this back to the Executive Board at DU-COMM, these were the goals presented to him and he hoped the Members would consider giving him a "Yes" vote. Member Guttman said there is a difference between taking comments from the review of the Executive Director and the future goals of the ETSB. He asked to let it wait a month and discuss at the next meeting. A short discussion ensued when Member Maranowicz asked what they do when two goals vastly differ from Members of the Board and used consolidation as an example. Chairman Schwarze stated that this is why he felt that this was better suited for a strategic plan discussion. Member Tillman also supported that consolidation should be part of strategic planning and future growth. Vice Chair Franz asked where they stood with Des Plaines and felt that they owed them some direction. He asked if they were still interested even though we do not have a path forward. Chairman Schwarze said he had not had any conversations. Member Srejma indicated that Des Plaines is still interested in joining, but understands the current limitations.

Chairman Schwarze asked for any further questions or discussion. Hearing none, he stated that he would ask for a roll call vote. ASA Winistorfer stopped the Chairman reminding him that Member Guttman said he had asked when he could make the motion to table the item as he did not want to stop discussion. Chairman Schwarze apologized. Member Guttman made a motion to table this item to the next meeting. Member Schar seconded the motion. On roll call vote, Member Guttman and Vice Chair Franz voted "Yes", Members Maranowicz, Schar, Schwarze, Srejma, Swanson, Tillman, Yoo, and Eckhoff voted "No". With two votes on "Aye" and eight votes of "Nay", the motion failed. A roll call vote was taken on the original motion. Vice Chair Franz and Member Guttman voted "No" and Members Eckhoff, Maranowicz, Schar, Schwarze, Srejma, Swanson, Tillman, and Yoo voted "Yes". The original motion also failed.

Vice Chair Franz asked if the consolidation policy could be added as a goal and was willing to make the motion. ASA Winistorfer said it was too late to amend the motion as the roll call vote was already taken. The Board considered a motion to reconsider and Member Schar said he would make the motion. Member Guttman said it had to come from the prevailing side. Vice Chair Franz said he wanted to give it until next month to discuss further. ASA Winistorfer said

the motion failed so nothing had to be done at this time.

Attachments: [MEMORANDUM ETSB Chair Goals and Objectives FY23.pdf](#)

RESULT:	DEFEATED
MOVER:	Grant Eckhoff
SECONDER:	Yeena Yoo
AYES:	Schwarze, Eckhoff, Maranowicz, Schar, Srejma, Swanson, Tillman, and Yoo
NAY:	Franz, and Guttman
ABSENT:	Kramer

12. OLD BUSINESS

Member Yoo said she had received an email inquiring into the status of FUSUS and whether there was a way the recipients of the email could assist. Ms. Zerwin said FUSUS was in process and pending the approval of the MOU paperwork. She stated there needed to be paperwork, the MOU, to be signed in regard to the funding because 9-1-1 surcharge cannot be used for this cost and that she believed work was being done on the interface. Member Yoo said she believed the MOU was already with Oak Brook. Ms. Zerwin said she did not believe that was accurate and that ETSB needed to provide the paperwork to Oak Brook. Member Yoo asked if there was a timeline as to when it would finally be completed. Ms. Zerwin replied she does not.

There was no further old business.

13. NEW BUSINESS

No new business was discussed.

14. EXECUTIVE SESSION

ETSB went into Executive Session at 9:37am as stated in Agenda Item 14.B.1.. On roll call, all "Ayes", motion passed.

14.A. Minutes Review Pursuant to 5 ILCS 120/2 (C) (21)

14.B. Personnel Matters Pursuant to 5 ILCS 120/2 (C) (1)

14.B.1. ETSB is going into Executive Session Pursuant to Section 5 ILCS 120/2(c)(1) for the purpose of considering the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body

14.C. Security Procedures and the Use of Personnel and Equipment Pursuant to 5 ILCS

14.D. Pending Litigation Matters Pursuant to 5 ILCS 120/2 (C) (11)

15. MATTERS REFERRED FROM EXECUTIVE SESSION

The regular session of the ETSB reconvened at 10:03am. On roll call, Members Schwarze,

Franz, Guttman, Kramer, Maranowicz, Schar, Srejma, Swanson, Tillman, and Yoo were present. Member Eckhoff was absent.

15.A. Action relative to the specific employees who were the subject of consideration for appointment, employment, compensation, discipline, performance, or dismissal

A motion was made by Member Srejma, seconded by Member Tillman, to approve the annual review of Executive Director Zerwin as presented during Executive Session. On roll call, all "Ayes", motion carried.

A motion was made by Member Schar, seconded by Member Tillman, to approve the merit raises as presented during Executive Session. On roll call, all "Ayes", motion carried.

16. ADJOURNMENT

16.A. Next Meeting: Wednesday, July 12 at 9:00am in 3-500B

Chairman Schwarze asked for a motion to adjourn. Member Maranowicz motioned, seconded by Member Yoo. The meeting of the ETSB was adjourned at 10:07am.

Respectfully submitted,

Jean Kaczmarek