



# DU PAGE COUNTY

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

## Police Records Management System Oversight

### Final Regular Meeting Agenda

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Wednesday, March 11, 2026

2:00 PM

Room 3500B

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1. CALL TO ORDER

2. ROLL CALL

3. CHAIRMAN'S REMARKS

4. PUBLIC COMMENT

5. APPROVAL OF MINUTES

5.A. [26-0918](#)

Police Records Management System Oversight Committee - Special Call Meeting -  
Wednesday, January 21, 2026

6. ACTION ITEMS

6.A. [26-0878](#)

PRMS-R-0005-26 - Correction of a Scrivener's Error in Resolution PRMS-R-0001-26, Authorization to Establish the PRMS Operations, Fund, Revision to the Personnel Budget of the PRMS Operations Fund, and Authorization to Appropriate \$3,086,656 for the PRMS Operations Fund Company 4300, Accounting Unit 5861, to revise the additional appropriation to the total amount of \$3,090,396, revising account 4300-5861-41704-0001 up to \$1,504,123 from \$1,500,383.

7. INFORMATIONAL

7.A. [26-0942](#)

Appointment of Sean Halloran to the PRMS Oversight Committee

8. DISCUSSION

8.A. [26-0876](#)

Letter of Intent Review

8.B. [26-0877](#)

PRMS RFP Update and New System Recommendation

9. OLD BUSINESS

10. NEW BUSINESS

**11. ADJOURNMENT**



# Minutes

421 N. COUNTY FARM  
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**File #:** 26-0918

**Agenda Date:** 3/11/2026

**Agenda #:** 5.A.

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# DU PAGE COUNTY

## Police Records Management System Oversight Final Summary

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

**Wednesday, January 21, 2026**

**2:00 PM**

**Room 3500B**

### Special Call

**1. CALL TO ORDER**

The meeting was called to order by State's Attorney Berlin at 2:00 PM.

Motion to allow remote participation

Member Bill Holmer motioned and Member Anthony McPhearson seconded a motion to allow Member Kevin Patrick to participate remotely, under section 7(a) of the Open meetings Act, at the Police Records Management System Committee meeting. The motion was approved on voice vote, all "ayes", motion carried.

**2. ROLL CALL**

Member Franz arrived at 2:05 PM. Evan Shields attended for Chair Conroy. Guy Papa attended for Sheriff Mendrick.

Staff attending: Richard Burnson, Lisa Smith, Nick Kottmeyer, Don Ehrenhaft.

Dave Fieldman, Downers Grove Village Manager was also in attendance.

<b>PRESENT</b>	Berlin, Bielawski, Conroy, Holmer, Martynowicz, McPhearson, Mendrick, Patrick, Walter, and Zerwin
<b>LATE</b>	Franz

**3. CHAIRMAN'S REMARKS**

Chairman Berlin wished everyone a happy new year and shared he was looking forward to the year ahead.

**4. PUBLIC COMMENT**

No public comments were offered.

**5. APPROVAL OF MINUTES**

5.A. [26-0282](#)

Police Records Management System Oversight Committee - Wednesday, December 10, 2025

**Attachments:** [2025-12-10 PRMS Oversight Committee Minutes](#)

<b>RESULT:</b>	ACCEPTED AND PLACED ON FILE
<b>MOVER:</b>	Jason Bielawski

<b>SECONDER:</b>	Deborah A. Conroy
<b>AYES:</b>	Berlin, Bielawski, Conroy, Holmer, Martynowicz, McPhearson, Mendrick, Patrick, Walter, and Zerwin
<b>LATE:</b>	Franz

**6. ACTION ITEMS**

6.A. [26-0324](#)

PRMS-R-0001-26 - Authorization to Establish the PRMS Operations, Fund, Revision to the Personnel Budget of the PRMS Operations Fund, and Authorization to Appropriate \$3,086,656 for the PRMS Operations Fund Company 4300, Accounting Unit 5861.

Member Martynowicz explained items 6.A. to 6.D. to the Committee. Member McPhearson added that there was no increase in expenditures and no expansion, only a change in the location of funds.

**Attachments:** [1.1 - Appropriation - PRMS Operations - FY2026 Attachment.pdf](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Anthony McPhearson
<b>SECONDER:</b>	Deborah A. Conroy
<b>AYES:</b>	Berlin, Bielawski, Conroy, Franz, Holmer, Martynowicz, McPhearson, Mendrick, Patrick, Walter, and Zerwin

6.B. [26-0338](#)

PRMS-R-0002-26 - Additional Appropriation and Authorization to transfer funds from the PRMS Equipment Replacement Fund, Company 4000 - Accounting Unit 5840 to the PRMS Equipment Replacement Fund, Company 4300 - Accounting Unit 5862 for Fiscal Year 2026 in the amount of \$3,000,000.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Evan Walter
<b>SECONDER:</b>	Mark Franz
<b>AYES:</b>	Berlin, Bielawski, Conroy, Franz, Holmer, Martynowicz, McPhearson, Mendrick, Patrick, Walter, and Zerwin

6.C. [26-0339](#)

PRMS-R-0003-26 - Authorization to move cash balance from the PRMS Equipment Replacement Fund, Company 4000 - Accounting Unit 5840 to the PRMS Operations Fund, Company 4300 - Accounting Unit 5861 and the PRMS Equipment Replacement Fund, Company 4300 - Accounting Unit 5862 in the amount of \$3,000,000.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Deborah A. Conroy
<b>SECONDER:</b>	Anthony McPhearson
<b>AYES:</b>	Berlin, Bielawski, Conroy, Franz, Holmer, Martynowicz, McPhearson, Mendrick, Patrick, Walter, and Zerwin

6.D. [26-0340](#)

PRMS-R-0004-26 - Authorization to establish the PRMS Equipment Replacement Fund and Authorization to appropriate \$3,000,000 for the PRMS Equipment Replacement Fund, Company 4300 - Accounting Unit 5862.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	William Holmer
<b>SECONDER:</b>	Evan Walter
<b>AYES:</b>	Berlin, Bielawski, Conroy, Franz, Holmer, Martynowicz, McPhearson, Mendrick, Patrick, Walter, and Zerwin

6.E. [ETS-R-0011-26](#)

Resolution approving a mutual termination agreement between the County of DuPage, on behalf of the Emergency Telephone System Board of DuPage County, and the Village of Downers Grove.

Member McPhearson explained that Downers Grove was terminating their agreement and shared the timeline. Dave Fieldman, Downers Grove Village Manager thanked the Committee and agreed to share data and assist with choosing new software based on their experience.

**Attachments:** [Downers Grove Mutual Termination Agreement](#)

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Evan Walter
<b>SECONDER:</b>	Anthony McPhearson
<b>AYES:</b>	Berlin, Bielawski, Conroy, Franz, Holmer, Martynowicz, McPhearson, Mendrick, Patrick, Walter, and Zerwin

7. **OLD BUSINESS**

Member McPhearson gave an update on the RFP process. He shared that they have narrowed it down to the top three and will begin scheduling demos. The Committee was invited to join the demos. Member McPhearson anticipates having a recommendation to the PRMS Committee in March.

Member Franz asked for a memo to be distributed to the municipalities/Mayors and Managers with the update.

**8. NEW BUSINESS**

No new business was discussed.

**9. ADJOURNMENT**

With no further business, the meeting was adjourned at 2:24 PM. Motioned by Bielawski and seconded by Holmer.



## Action Item

421 N. COUNTY FARM  
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**File #: 26-0878**

**Agenda Date: 3/11/2026**

**Agenda #: 6.A.**

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### RESOLUTION

PRMS-R-0005-26

#### CORRECTION OF A SCRIVENER'S ERROR IN RESOLUTION PRMS-R-0001-26

WHEREAS, the authorization to establish the PRMS Operations Fund, revision to the personnel budget of the PRMS Operations Fund, and authorization to appropriate for the PRMS Operations Fund, Company 4300 - Accounting Unit 5861 was approved and adopted pursuant to Resolution PRMS-R-0001-26 on January 21, 2026; and

WHEREAS, a scrivener's error occurred in which the sum of the individual account lines were not summed to equal the total addition appropriation on the resolution; and

WHEREAS, the additional appropriation should be revised as on the attached sheet (ATTACHMENT I) to the total amount of \$3,090,396 (THREE MILLION, NINETY THOUSAND, THREE HUNDRED NINETY-SIX AND NO/DOLLARS), revising account 4300-5861-41704-0001 up to \$1,504,123 (ONE MILLION, FIVE HUNDRED FOUR THOUSAND, ONE HUNDRED TWENTY-THREE AND NO/DOLLARS) from \$1,500,383 (ONE MILLION, FIVE HUNDRED THOUSAND, THREE HUNDRED EIGHTY-THREE AND NO/100) to the authorization to establish the PRMS Operations Fund, revision to the personnel budget of the PRMS Operations Fund, and authorization to appropriate for the PRMS Operations Fund, Company 4300 - Accounting Unit 5861.

NOW, THEREFORE, BE IT RESOLVED, that the authorization to establish the PRMS Operations Fund, revision to the personnel budget of the PRMS Operations Fund, and authorization to appropriate for the PRMS Operations Fund, Company 4300 - Accounting Unit 5861, referenced in PRMS Resolution PRMS-R-0001-26, be changed to reflect the revised appropriation.

Enacted and approved this 11<sup>th</sup> day of March, 2026 at Wheaton, Illinois.

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ROBERT BERLIN, CHAIR  
PRMS OVERSIGHT COMMITTEE

Attest: \_\_\_\_\_  
SARAH GODZICKI, COMMITTEE SECRETARY

AUTHORIZATION TO ESTABLISH THE PRMS OPERATIONS FUND,  
REVISION TO THE PERSONNEL BUDGET OF THE PRMS OPERATIONS FUND, AND  
AUTHORIZATION TO APPROPRIATE \$3,090,396 FOR THE PRMS OPERATIONS FUND  
COMPANY 4300, ACCOUNTING UNIT 5861

REVENUE SOURCE

4300-5861-47040-0104 - Transfer In PRMS Equipment Replacement	\$1,586,273
4300-5861-41704-0001 - Other Government Reimbursement - PRMS	\$1,504,123

TOTAL REVENUE SOURCE \$3,090,396

EXPENDITURES

PERSONNEL

4300-5861-50000-0000 - Regular Salaries	\$497,091
4300-5861-50080-0000 - Salary & Wage Adjustments	\$14,913
4300-5861-51010-0000 - Employer Share I.M.R.F.	\$49,358
4300-5861-51030-0000 - Employer Share Social Security	\$39,169
4300-5861-51040-0000 - Employee Med & Hosp Insurance	\$88,343

TOTAL PERSONNEL \$688,874

COMMODITIES

4300-5861-52100-0000 - I.T. Equipment-Small Value	\$4,062
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TOTAL COMMODITIES \$4,062

CONTRACTUAL SERVICES

4300-5861-53020-0000 - Information Technology Services	\$661,183
4300-5861-53090-0000 - Other Professional Services	\$113,505
4300-5861-53260-0000 - Wireless Communication Svc	\$1,200
4300-5861-53500-0000 - Mileage Expense	\$100
4300-5861-53510-0000 - Travel Expense	\$3,640
4300-5861-53600-0000 - Dues & Memberships	\$100
4300-5861-53610-0000 - Instruction & Schooling	\$13,376
4300-5861-53806-0000 - Software Licenses	\$810,562
4300-5861-53807-0000 - Subscription IT Arrangements	\$628,632
4300-5861-53830-0000 - Other Contractual Expenses	\$165,162

TOTAL CONTRACTUAL SERVICES \$2,397,460

TOTAL ADDITIONAL APPROPRIATION \$3,090,396



## Informational

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**File #:** 26-0942

**Agenda Date:** 3/11/2026

**Agenda #:** 7.A.

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# DuPage Mayors and Managers Conference

*an association of municipalities representing 1,000,000 people*

1220 Oak Brook Road  
Oak Brook, Illinois 60523  
(630) 571-0480  
www.dmmc-cog.org

Founded June 19, 1962

## MEMBER MUNICIPALITIES

- Addison
- Aurora
- Bartlett
- Bensenville
- Bloomington
- Bolingbrook
- Burr Ridge
- Carol Stream
- Clarendon Hills
- Darien
- Downers Grove
- Elmhurst
- Glen Ellyn
- Glendale Heights
- Hanover Park
- Hinsdale
- Itasca
- Lemont
- Lisle
- Lombard
- Naperville
- Oak Brook
- Oakbrook Terrace
- Roselle
- Schaumburg
- Villa Park
- Warrenville
- Wayne
- West Chicago
- Westmont
- Wheaton
- Willowbrook
- Winfield
- Wood Dale
- Woodridge

## ASSOCIATE MEMBER

- Western Springs

March 5, 2026

Hon. Robert Berlin  
State's Attorney  
DuPage County State's Attorney's Office  
503 N. County Farm Road  
Wheaton, IL 60187

Dear State's Attorney Berlin,

On March 5, 2026, the DuPage Mayors and Managers Conference Board of Directors approved the appointment of Sean Halloran, Village Administrator of Willowbrook, to replace Pietro Scalera, Village Administrator of Bloomingdale, on the Police Records Management System (PRMS) Oversight Committee. Please take the necessary steps to process the appointment of Village Administrator Halloran to the Committee.

If you have any questions or concerns, please contact Executive Director Suzette Quintell at [squintell@dmmc-cog.org](mailto:squintell@dmmc-cog.org) or (630) 571-0480. Thank you in advance.

Sincerely,  
Signature on File

David Pileski  
President, DuPage Mayors and Managers Conference  
Mayor, Village of Roselle



## Discussion

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**File #:** 26-0876

**Agenda Date:** 3/11/2026

**Agenda #:** 8.A.

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## Discussion

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**File #:** 26-0877

**Agenda Date:** 3/11/2026

**Agenda #:** 8.B.

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