



# DU PAGE COUNTY

## ETSB - Policy Advisory Committee

### Regular Meeting Agenda

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**Monday, October 2, 2023**

**8:15 AM**

**Room 3500A**

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- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CHAIRMAN'S REMARKS - CHAIR HAYDEN**
- 4. PUBLIC COMMENT**
- 5. CONSENT ITEMS**
  - 5.A. [23-3156](#)  
ETSB PAC Minutes - Regular Meeting - Monday, September 11, 2023
  - 5.B. [23-3157](#)  
DEDIRS September Maintainer Report
- 6. PARENT COMMITTEE APPROVAL REQUIRED**
  - 6.A. [ETS-R-0038-23](#)  
Resolution to Amend Policy 911-005.2: Access to the DuPage Emergency Dispatch Interoperable Radio System (DEDIRS).
- 7. DEDIRS PORTABLE AND MOBILE REPLACEMENT**
  - 7.A. Police
  - 7.B. Fire
- 8. OLD BUSINESS**
- 9. NEW BUSINESS**
  - 9.A. **Encryption: Discussion on whether to invite CISA to attend the meeting to discuss encryption**
- 10. ADJOURNMENT**
  - 10.A. **Next Meeting: Monday, November 6 at 8:15am in Room 3-500A**



## ETSB PAC Other Action Item

421 N. COUNTY FARM  
ROAD  
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**File #:** 23-3156

**Agenda Date:** 10/2/2023

**Agenda #:** 5.A.

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# DU PAGE COUNTY

## ETSB - Policy Advisory Committee

### Draft Summary

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
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**Monday, September 11, 2023**

**8:15 AM**

**Room 3500A**

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**1. CALL TO ORDER**

8:15 AM meeting was called to order by Chairman Hayden at 8:15 AM.

**2. ROLL CALL**

Attendees:

Director Linda Zerwin, DuPage Emergency Telephone System Board, non-voting Member

Matt Theusch, DuPage Emergency Telephone System Board

Gregg Taormina, DuPage Emergency Telephone System Board

Eve Kraus, DuPage Emergency Telephone System Board

Nick Kottmeyer, DuPage County Board Office

John Sullivan, Addison Fire

Kurt Bluder, Hinsdale High School District 86 (Remote)

Jim Connolly, Village of Addison (Remote)

Tom Gallahue, ILEAS (Remote)

Michael Hylton, Oakbrook Terrace PD (Remote)

Jimmy Lahanis, Darien-Woodridge Fire (Remote)

Bob Murr, College of DuPage (Remote)

Bill Srejma, ACDC (Remote)

Andrea Lieberenz, Addison PD, Secretary (Remote)

On roll call, Members Hayden, Baarman, Hermes, Johl, and Rivas were present, which constituted a quorum.

<b>PRESENT</b>	Hayden, Baarman, Hermes, Johl, and Rivas
<b>ABSENT</b>	Dina

**3. CHAIRMAN'S REMARKS - CHAIR HAYDEN**

Chairman Hayden said 22 years ago today was one of the most destructive terrorist acts in our country. He asked for a brief moment of silence.

**4. PUBLIC COMMENT**

There was no public comment.

## 5. CONSENT ITEMS

### 5.A. [23-2972](#)

ETSB Policy Advisory Committee Minutes - Regular Meeting - Monday, August 7, 2023

A motion was made by Member Rivas, seconded by Member Johl, to forward the minutes from the August 7, 2023 meeting to the ETS Board to receive and place on file. On voice vote, all “Ayes”, motion carried.

**Attachments:**     [2023-08-07 ETSB PAC Minutes Summary.pdf](#)

<b>RESULT:</b>	ETSB RECEIVED AND PLACED ON FILE
<b>MOVER:</b>	Michael Rivas
<b>SECONDER:</b>	Pat Johl

### 5.B. [23-2991](#)

DEDIRS July Maintainer Report

All Members had received and reviewed the Radio Maintainer Report.

A motion was made by Member Johl, seconded by Member Rivas, to forward the report to the ETS Board to receive and place on file. On voice vote, all “Ayes”, motion carried.

**Attachments:**     [2307ETSBRadioMaintenanceReport.pdf](#)

<b>RESULT:</b>	ACCEPTED AND PLACED ON FILE
<b>MOVER:</b>	Pat Johl
<b>SECONDER:</b>	Michael Rivas

### 5.C. [23-2990](#)

DEDIRS August Maintainer Report

All Members had received and reviewed the Radio Maintainer Report.

A motion was made by Member Johl, seconded by Member Hermes, to forward the report to the ETS Board to receive and place on file. On voice vote, all “Ayes”, motion carried.

**Attachments:**     [2308ETSBRadioMaintenanceReport.pdf](#)

<b>RESULT:</b>	ACCEPTED AND PLACED ON FILE
<b>MOVER:</b>	Pat Johl
<b>SECONDER:</b>	Sherianne Hermes

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**6. PARENT COMMITTEE APPROVAL REQUIRED****6.A. [ETS-R-0038-23](#)**

Resolution to Amend Policy 911-005.2: Access to the DuPage Emergency Dispatch Interoperable Radio System (DEDIRS).

Member Johl made a motion to discuss, seconded by Member Rivas.

Ms. Zerwin said the only open piece in the policy is encryption. Member Rivas said the DuPage Chiefs were asked what additional agencies wanted to be added, and he received the following suggestions: Metra, Schaumburg PD, Elk Grove PD, Naperville, Aurora, Bolingbrook, ISP helicopter, and Northlake/Hillside. He said there will be many more and he suggested adding additional agencies to the DEDIR System as they request to be added. He said Metra was the only one who suggested themselves; other DEDIRS agencies suggested the other agencies.

A spreadsheet of the proposed Police templates was shared onscreen. Mr. Connolly said he, John Nebl, and Member Baarman have the privilege of working with both the Police and Fire Focus Groups, and that gives them an advantage to see any discrepancies or missing items. He said the spreadsheet shows three columns; the first column shows the standard template in all police radios, the next column shows the proposed changes from about a year ago provided by Chief Herron, and the last column shows what he (Mr. Connolly), Mr. Nebl, and Member Baarman see as discrepancies or things that might need to be added. Mr. Connolly said it is consistent with the last report that Member Rivas provided, which is moving to the standardized PD ops across all talk groups with one assigned by PD talk group, including a spare talk group for ACDC which already exists, and a spare Police talk group for DU-COMM. That would total 15 police talk groups - 10 at DU-COMM and 5 at ACDC, with a PD ops channel assigned to each.

Mr. Connolly said the thought on encryption is that Fire would have access to the PD dispatch groups and the main PD ops talk groups, as many agencies move their operations to these when there is a significant event. In addition to the 15 talk groups, there would be two joint secure ops to be used by Police and Fire, which could be used during a rescue task force operation. There would be another seven PD ops that would be encrypted to Police only. Mr. Connolly said there would be five dedicated talk groups for MERIT, as previously discussed.

Mr. Connolly reviewed the columns in the spreadsheet. One column showed the currently named PD dispatch talk groups, except Channel 15, which is temporarily named DU-COMMPD and is the spare DU-COMM Police talk group to be used for any agency or however they choose to use it. He said the rest are similar to what is in the radio today. Mr. Connolly said given the increase in the Police dispatch talk groups, they had to find a place to put court, jail and OHSEM, which are in the DuPage interop talk group list. He said he believes that the NIPAS talk group is going away. Mr. Connolly said there were no changes in the locals, although they were put in alphabetical order. He said State Police made a lot of changes in their naming conventions, and they have been included in

the proposed Fire template and have been included the same way in the Police template. He continued down the spreadsheet saying there were no changes for Elgin. DuPage Fire incorporates the proposed new numbering system for Fire, with the transition for ACDC taking place now, and DU-COMM at a time to be determined. He said the joint secure ops and Fire ops talk groups have increased; originally there were seven and now there are 14 pre-assigned. Mr. Connolly pointed out there are two full zones of Northwest Central Fire in the police template, but Northwest Central Police are not in there. He said in speaking with Northwest Central, they were cooperative and agreeable to a proposal to put in the Police talk groups and eliminate or minimize the Fire talk groups. Mr. Connolly was unsure why there were so many Fire talk groups but that if Police want them, they could have them. Chairman Hayden asked Member Hermes if she knew the answer, but she did not. Mr. Connolly speculated that perhaps former Member Herron had wanted the NWC Fire talk groups. Member Baarman said those were the only channels that were not encrypted that NWC could give; the channels were in the template as a last-ditch place to go to talk to someone in the NWC world, but they were not ever used for police operations. Mr. Connolly thanked Member Baarman saying that made sense and once DuPage moves to AES and TDMA, the world would open up for the Police talk groups.

Mr. Connolly continued his review of the spreadsheet. He spoke about the 800 backups for DU-COMM and ACDC and said they could be standardized and ordered in any way. Glendale Heights and Westmont have 800 community channels or public works, and they have moved those to a separate miscellaneous zone. He said there were originally eight interops, but Mr. Nebl recommended to put DU in the interop name to clarify the difference between a DuPage interop and a Cook County interop. These channels would be maintained as four for ACDC and four for DU-COMM with a ninth channel added for DUCALL, or point to point channel, per the consensus from both focus groups. He said the current recommendation was that half of the interops would be encrypted and half not, and not pre-assigned to Police or Fire to give the PSAPs flexibility. Mr. Connolly said Cook County has 10 interops. There are three Cook County talk groups used by agencies bordering DuPage County. Mr. Connolly concluded his presentation with a review of the outside talk groups from LTACC, Laraway, and Grundy County, as suggested by those agencies.

Mr. Connolly said the only thing that is not on the spreadsheet is SWIT/ITTF, and they will most likely mimic what was done for Fire until ITTF goes away in a few years.

Chairman Hayden said we are proceeding with encryption for Law enforcement which will help the Fire side figure out what they are programming.

Member Johl made a motion to table the policy until the next meeting, seconded by Member Rivas. On voice vote, motion carried.

**Attachments:**     [911-005.2 Access to the DuPage Emergency Dispatch Interoperable Radio System clean draft.pdf](#)  
[911-005.2 DEDIRS Application and Confidentiality Agreement clean draft 8.9.23.pdf](#)

<b>RESULT:</b>	TABLED
<b>MOVER:</b>	Pat Johl
<b>SECONDER:</b>	Michael Rivas

6.B.     **ETS-R-0045-23**

Resolution to amend Policy 911-005.10: Metropolitan Emergency Response and Investigation Team Designated Talk Groups.

Ms. Zerwin reviewed the redline changes to the policy which had previously been provided to the Members. She said all of the changes were submitted by MERIT and were reviewed by the State's Attorney's Office. She asked if any Members had changes, to which there were none.

Member Johl made a motion to recommend approval to the ETS Board, seconded by Member Hermes. On voice vote, all "Ayes", motion carried.

**Attachments:**     [911-005.10 MERIT Talk Groups 9.11.23 clean draft.pdf](#)

<b>RESULT:</b>	ETSB RECOMMENDED FOR APPROVAL
<b>MOVER:</b>	Pat Johl
<b>SECONDER:</b>	Michael Rivas

7.     **DEDIRS PORTABLE AND MOBILE REPLACEMENT**

7.A.     **Police**

Member Rivas had nothing to report.

7.B.     **Fire**

Member Johl advised the Fire Focus Group is still meeting and continues to work with Motorola on exploring changes to programming.

8.     **OLD BUSINESS**

There was no old business.

9.     **NEW BUSINESS**

Member Rivas said the Police Focus Group would like to add more members. He advised Darien Police Sergeant Mike Loren, Lombard Police Deputy Chief Joe Grage, and Addison Police Deputy Chief Roy Selvik will be joining the Police Focus Group. He said they are going to meet shortly after the conclusion of the PAC meeting.

**10. ADJOURNMENT****10.A. Next Meeting: Monday, October 2 at 8:15am in Room 3-500A**

Member Johl made a motion to adjourn the meeting at 8:42am, seconded by Member Hermes.  
On voice vote, motion carried.

Respectfully submitted,

Andrea Lieberenz





## ETSB Other Action Item

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**File #:** 23-3157

**Agenda Date:** 10/2/2023

**Agenda #:** 5.B.

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## DU-COMM

DuPage Public Safety Communications  
420 N. County Farm Road  
Wheaton, IL 60187

Matthew Baarman  
Deputy Director  
Support Services  
mbaarman@ducomm.org  
630.260.7514 Direct

# Memorandum

**TO:** Linda Zerwin, ETSB Executive Director  
**DATE:** Thursday, September 28, 2023  
**FROM:** Matthew Baarman, Deputy Director  
**RE:** DEDIRS Maintenance Status Report – September

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### Starcom System Outages:

#### Unplanned Work:

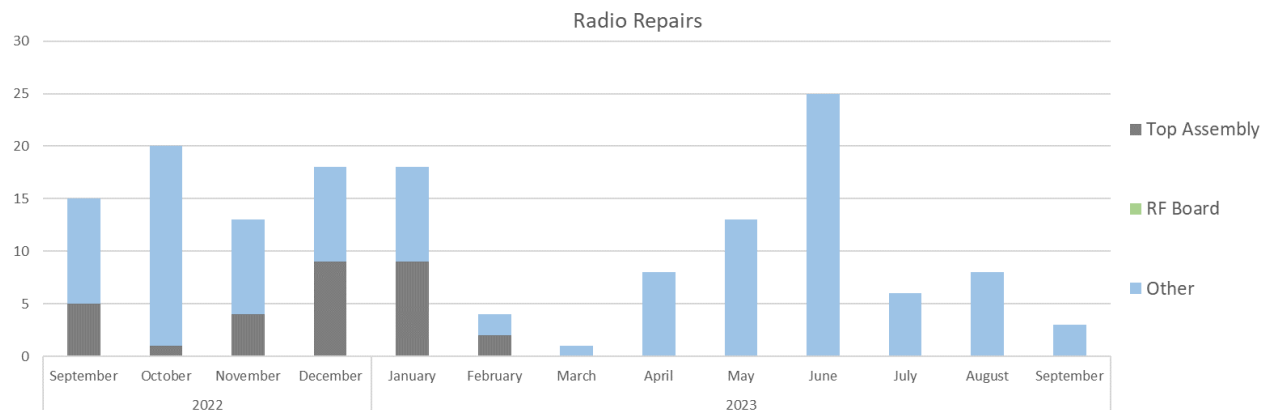
- None

#### Planned Work:

- 09/29/2023 – Addison yearly RF site maintenance planned.
- 09/27/2023 – Westchester yearly RF site maintenance completed.
- 09/25/2023 – Yearly RF Site maintenance started with completing Lisle Tollway site.
- 09/14/2023 – Two (2) short site trunking events to apply monthly security patches.

### Radio Repairs:

Repairs for the last 13 months follow:



A few highlights include:

- 3 APX7000XE swapped with refurbished ones.
- 53 Fire batteries replaced.
- 3 RSM replaced.

### September Issues:

- Number of New Tickets = 12
- Number of Closed Tickets = 14
- Number of Open Tickets = 4

**Talkgroup Usage:**

The twenty (20) busiest DuPage talkgroups on the DEDIRS STARCOM21 site from September 1, 2023, thru September 28, 2023, follows (all time in seconds):

<b>Talkgroup Alias</b>	<b>Total Group Time</b>	<b>Group Count</b>	<b>Longest Call Time</b>	<b>Group Busy Count</b>	<b>Longest Busy Time</b>	<b>Count of Rejects</b>
DU ACDC 2	258,851	77,359	33	0	0	1,288
DU ACDC 3	235,509	67,780	54	0	0	1,096
DU 3EAST	218,144	67,602	39	0	0	1,579
DU 1EAST	193,985	55,956	36	0	0	1,290
DU DPSO F1	191,120	53,487	31	0	0	925
DU 1WEST	172,506	52,105	41	0	0	871
DU 3WEST	169,136	52,314	53	0	0	863
DU 3SOUTH	160,449	47,968	45	0	0	817
DU 1SOUTH	156,587	47,210	42	1	0	722
DU 1NORTH	156,383	48,034	35	0	0	598
DU 7WEST	134,979	40,091	41	1	0	427
DU 7SOUTH	132,921	41,049	32	0	0	646
DU FIRE NORTH	126,876	26,872	32	0	0	352
DU DPSO JAIL	112,553	36,963	21	0	0	2,295
DU ACDC 1	97,281	27,845	30	1	0	385
DU FIRE EAST	92,178	16,937	39	0	0	224
DU FIRE SOUTH	90,403	18,280	31	0	0	225
DU FDACDC1	72,960	11,923	60	2	2	143
DU DPSO COURT	71,373	21,848	39	0	0	1,740
DU EDU 1	69,058	18,013	47	0	0	527



## ETSB PAC Resolution

421 N. COUNTY FARM  
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**File #:** ETS-R-0038-23

**Agenda Date:** 10/2/2023

**Agenda #:** 7.E.2.

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### RESOLUTION TO AMEND POLICY 911-005.2: ACCESS TO THE DU PAGE EMERGENCY DISPATCH INTEROPERABLE RADIO SYSTEM (DEDIRS)

WHEREAS, the DuPage County Emergency Telephone System Board ("DU PAGE ETSB") is an emergency telephone system board, established pursuant to Section 15.4 of the Local Government Emergency Telephone System Act, 50 ILCS 750/15.4 ("Act"); and

WHEREAS, the DU PAGE ETSB is authorized and empowered, pursuant to Section 15.4 (b) of the Act to plan, implement, upgrade, and maintain an Emergency 9-1-1 System; and

WHEREAS, the DU PAGE ETSB shall develop policies in order to plan, implement, upgrade, and maintain the DuPage ETSB 9-1-1 System; and

WHEREAS, the purpose of this resolution is to amend the language of Policy 911-005.2: Access to the DuPage Emergency Dispatch Interoperable Radio System (DEDIRS), initially adopted by the DU PAGE ETSB on April 9, 2018; and

WHEREAS, Policy 911-005.2: Access to the DuPage Emergency Dispatch Interoperable Radio System (DEDIRS) has been reviewed by the DU PAGE ETSB Policy Advisory Committee ("PAC") as Section 5.2.1; and

WHEREAS, the Board members of DU PAGE ETSB have reviewed Policy 911-005.2: Access to the DuPage Emergency Dispatch Interoperable Radio System (DEDIRS) which allows for access to DEDIRS talk groups as detailed in Attachment A of this resolution.

NOW, THEREFORE BE IT RESOLVED, that the DU PAGE ETSB Policy 911-005.2: Access to the DuPage Emergency Dispatch Interoperable Radio System (DEDIRS), be, and it is hereby amended and adopted.

Enacted and approved this 11th day of October, 2023 at Wheaton, Illinois.

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GREG SCHWARZE, CHAIRMAN

Attest: \_\_\_\_\_

JEAN KACZMAREK, COUNTY CLERK

# Emergency Telephone System Board Of DuPage County Policy and Procedures



Policy #: 911- 005.2

Previous Policy(s): 8.0.2, 8.0.3, 8.0.4, 8.0.5

Effective Date: May 7, 2013

Revised: September 13, 2023

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## Access to the DuPage Emergency Dispatch Interoperable Radio System (DEDIRS)

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### Purpose:

The purpose of this policy is to ensure compliance with State of Illinois STARCOM21 and DEDIRS requirements for use and access of DEDIRS talk groups for the purpose of interoperability for emergency communications.

### Additional Authority:

50 ILCS 750 Emergency Telephone System Act

OEX-003B-89 Amending Section 40-20 of the DuPage County Code Pertaining to the Emergency Telephone System Board

### Goal:

It is the goal of the Emergency Telephone System Board of DuPage County (DuPage ETSB) to provide one seamless method of interoperable communication for use by agencies on DEDIRS or for non-member agencies.

### Scope:

This policy shall apply to all Public Safety Answering Points (PSAPs) in the DuPage ETSB 9-1-1 System, including all Telecommunicators and other employees of the PSAP, user agencies or DuPage ETSB staff, contracted vendors or other authorized agents, DEDIRS users and agencies receiving approval to access DEDIRS talk groups.

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## I. Policy Statement

DuPage ETSB leases a portion of the Motorola Solutions, Inc. STARCOM21 network in Illinois as an integrated component of its emergency dispatch telephone system. The system permits communication between telecommunicators and the first responding personnel they dispatch in response to calls placed to 9-1-1. The system also permits personnel from public safety agencies throughout the County to communicate with each other during emergency joint response situations.

### InterOp Talk groups

DEDIR System will maintain eight (8) multi-use talk groups for the purpose of interoperability with outside agencies who meet the access requirements, herein referred to as "InterOp Talk Groups. The first seven InterOp talk groups will be labeled InterOp 1 through 7 for operational use. The eighth talk group will be labeled DUCALL. This talk group will be monitored by the PSAPs for radio traffic from adjacent agencies requesting access to DEDIR System. Outside agencies will also be provided 10-digit dial telephone numbers for the PSAPs as a secondary form of communication. DUCALL will also be used as a point-to-point channel between DEDIR System and non-DEDIR System PSAPs.

# Emergency Telephone System Board Of DuPage County Policy and Procedures



The Interop Talk Groups will be patched by PSAP Telecommunicators during an event in which interoperability is required. Once the event is completed, the patch will be disabled by the PSAP Telecommunicator.

Any agency that has been granted access to main channel talk groups in applications prior to the most recent reprogramming of subscriber units shall be asked to reprogram their subscriber units to the Interop Talk Groups at their next reprogramming or within a year of notice, whichever occurs first. If an agency is unable to meet this request, they should seek an extension from the PAC in writing, no later than ninety (90) days prior to the year deadline. Notice shall be in the form of a certified letter to the agency head. Notification shall not be given until a satisfactory test period has been completed.

## II. Application Procedure

Any agency that determines it has a need to communicate with an existing DEDIRS member for public safety purposes may apply to DuPage ETSB for use of Interop Talk Groups 1-7. DUCALL will be a "hailing talk group" that will be monitored by ACDC and DU-COMM for requests for interoperability.

Interop talk groups ??? will be AES encrypted and InterOp talk Groups ??? will be clear for the purposes of interoperability with requesting agencies that do not have AES encryption.

### Special Use:

DuPage ETSB will consider applications for specific operational talk groups on a case-by-case basis for adjacent agencies that are non-DEDIRS Members that have daily operational assignments with DEDIRS users (mutual aid, auto aide, task force assignments etc.).

Existing Non-Member users who wish to have access to a main talk group for purposes of communication may continue to have access to that talk group unless that permission is revoked by the ETSB when access to the Interop Talk Groups established or access to the main talk groups is proven unnecessary for daily operational needs.

### Applicant Responsibilities

Application: The applicant must make application to the ETSB and supply the following documents with the application:

1. A completed DuPage ETSB DEDIRS Access Application, including the confidentiality agreement;
2. A brief cover letter/email explaining the need for interoperability. If requesting additional talk groups, provide an explanation as to the need and type of anticipated use (daily, mutual aid, auto aid, task force etc.) and any other pertinent information including which DEDIRS members the requestor will mostly likely communicate;
3. A sponsoring letter from a DEDIR System agency;
4. A completed and executed DuPage Emergency Dispatch Interoperable Radio System Access Talk Group Agreement;
5. Proof of STARCOM21 Membership.

# Emergency Telephone System Board Of DuPage County Policy and Procedures



6. The ETSB and DEDIR System sponsoring agency will ensure that the applicant has access to DEDIRS rules and policies and completes relevant DEDIRS training.

The Applicant understands and accepts that any fees or cost incurred will be the responsibility of the Applicant.

The Applicant will agree to provide access to STARCOM21 talk groups to DEDIRS members which they currently have direct access for the purpose of interoperability for mutual aid and emergency communications and according to their own policies. Such access will be reviewed by the PAC for use and distribution.

The rights of the Applicant and the ability to utilize the DEDIRS system will rest with the Applicant and DuPage ETSB and is neither transferable nor can it be expanded upon without a written modification request to the Policy Advisory Committee (PAC).

The Applicant will have authority to program only the approved talk groups on its own subscriber units. The Applicant may not program any other DEDIRS member subscriber units owned by DuPage ETSB. The Applicant may not program any other STARCOM21 user subscriber unit with DEDIRS talk groups unless a contractual arrangement is in place between the Applicant and the third party and the third party has DuPage ETSB permission to use certain talk groups.

The Applicant will train their agency members on any ETSB policies pertinent to access of use of DEDIR System.

**Application Modification:** If an Applicant acquires additional subscriber units and desires interoperability for the new units, the Applicant must request authorization to expand the number of subscriber units utilizing the Interop Talk Groups beyond its initial application. An approved application is not blanket permission for any Applicant which may expand its own fleet in the future. If additional subscriber units are added without prior approval, DuPage ETSB has the right to disable the unit.

An application modification must be submitted to PAC. The PAC shall have the authority to allow additional units without bringing the modification to the ETS Board so long as the additions do not impact DEDIRS functionality. The Applicant should submit a Form A and check modification.

Each Applicant will be responsible for those fees incurred on its behalf. All subscriber fees charged by Motorola for an Applicant's radio maintenance or operations are the responsibility of the Applicant. The PAC, DuPage ETSB or any of its member agencies are not responsible for any equipment or losses directly or indirectly associated with this system or agreement.

## DuPage ETSB Responsibilities

Before an Applicant is approved for use of any DEDIRS talk groups, all member police and fire agencies shall be notified with a fourteen (14) day notification window. The process of notification will be outlined below.



# Emergency Telephone System Board Of DuPage County Policy and Procedures



Only subscriber units and accessories which the ETSB has previously authorized for such use on the DEDIRS may be utilized on the system. Those subscriber units or accessories or information may be obtained from the ETSB or from an ETSB authorized radio vendor.

The ETSB or its authorized vendor shall provide the hexadecimal ID and program all subscriber units which operate on the DEDIRS. The public safety agency shall supply the serial number, radio identification number, and STARCOM21 identifier to the ETSB prior to the radio becoming operational on DEDIR System.

DuPage ETSB and/or Motorola may disable a subscriber unit or units at any time with or without notice to the requesting agency. DuPage ETSB may disable any subscriber unit or units which adversely impact the performance of the DEDIRS or suspend or revoke the agreement with the Applicant if, in DuPage ETSB's opinion, the Applicant's continued usage on DEDIRS adversely impacts the system or safety of the public safety personnel.

Application Process: The application shall be processed as follows:

- The application, cover letter explaining the request, DEDIR System sponsor letter, and proof of STARCOM21 membership shall be submitted to DuPage ETSB [ETSB911@dupageco.org](mailto:ETSB911@dupageco.org).
- DuPage ETSB shall review the application with the ETSB-approved radio vendor to assess the type of equipment the Applicant proposes to use with DEDIRS, its load potential on the system and other technical items associated with the application, including the code plug development. The approved vendor will provide a recommendation whether to approve or deny the application based solely on operational issues. If the vendor believes that the application should be denied, the vendor shall provide a brief written explanation for PAC and ETS Board consideration.
- DuPage ETSB staff will provide copies of the application to the PSAP Directors. The date that the application is distributed to the PSAPs will start the fourteen (14) day notification window for member review.
- The PSAP Directors will advise their member agencies of the application request. This can be accomplished through their own internal operational process for disseminating information to their agencies (email, committee meetings etc.). PSAPs are encouraged to bring this information through internal committees to promote discussion and consensus.
- The PSAP Directors will advise DuPage ETSB staff via email if there are no objections or of any objections to the application or recommendations within fourteen (14) days of receipt of the application. The objection must be filed in writing by return receipt email to [ETSB911@dupageco.org](mailto:ETSB911@dupageco.org) within the allotted fourteen (14) calendar days. A nonresponse shall be deemed an affirmation of the application.
- DuPage ETSB staff shall prepare the application paperwork for the next PAC and ETS Board agendas.

The PAC shall review any application for access. During that review process the PAC shall:

- Ensure that all associated paperwork is complete;
- Shall hear a report from DuPage ETSB staff and maintainer on the status of the fourteen (14) day notification, approvals/objections/recommendations from members and vendor



# Emergency Telephone System Board Of DuPage County Policy and Procedures



- recommendations for the application;
- Shall discuss the application and vote to make a recommendation to the ETS Board to either approve or deny the application and forward the application and recommendation to the ETS Board for its next regular meeting.

In the event the PAC denies the application, the application and brief written explanation by the PAC Chairman, or his designee, shall be forwarded to the ETS Board for their information and discussion. In the event the PAC cannot reach a consensus vote, that fact shall be reported to the ETS Board in writing for their information and discussion.

### III. Implementation

The Applicant will be notified of the DuPage ETSB decision. If approved, the Applicant may then proceed to program its subscriber units with Access Talk Groups and access to other talk groups, as specified by the ETSB.

Executive Director Zerwin is authorized to make amendments to the Access Application and Confidentiality Agreement so long as the amendments do not alter the substance of the attached Agreement.

Policy adopted: \_\_\_\_\_

\_\_\_\_\_  
Greg Schwarze, Chairman



## DuPage ETSB DEDIRS Access Application

AGENCY INFORMATION	
<b>Type of Application:</b>	<input type="checkbox"/> New <input type="checkbox"/> Modification
<b>NAME OF AGENCY:</b>	
<b>POINT OF CONTACT:</b>	
<b>BUSINESS ADDRESS:</b>	
<b>EMAIL ADDRESS:</b>	
<b>BUSINESS TELEPHONE:</b>	
<b>MOBILE TELEPHONE:</b>	

APPLICATION INFORMATION		
Please complete the following information	YES	NO
The Applicant is a unit of local government		
If no, explain: (use a separate sheet if necessary)		
The Applicant is requesting access to DEDIRS for certified sworn police personnel or certified fire service personnel or community service officers.		
The Applicant is requesting monitoring capabilities only		
The Applicant is a member of STARCOM21		
The Applicant understands and accepts that any fees or cost incurred for programming will be the responsibility of the Applicant.		

Applicant Equipment Information	
The total number of portable radios (portable and mobile) covered under this request is:	
The total number of radios which will be affiliated during any daily operational shift is:	
Do the portable radios have encryption: <input type="checkbox"/> No <input type="checkbox"/> AES encryption	
Type of radios to be programmed with a DEDIRS talk group:	
The Applicant is requesting use of: <input type="checkbox"/> InterOp Groups 1-8, <input type="checkbox"/> Any additional talk groups. List on a separate sheet include an explanation as to the need (ie: daily mutual aid etc. )	

### Committee/ETS Board Review Process Checklist:

Applicant has submitted proper paperwork	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor Technical Review of Application Complete	
14 Day Notice to Members via PSAPs is complete	<input type="checkbox"/> Yes <input type="checkbox"/> No
Posted on Committee Agenda Date: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vote of Committee: Ayes _____ Opposed _____ Abstain _____ Absent _____	Approved
Action or Direction Based on Vote: [ie TOT ETSB, request additional information, denied]	<input type="checkbox"/> Yes <input type="checkbox"/> No
Posted on ETSB Agenda Date: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vote of ETSB Board: Ayes _____ Opposed _____ Abstain _____ Absent _____ Resolution No: _____	Approved
	<input type="checkbox"/> Yes <input type="checkbox"/> No



## DuPage ETSB DEDIRS Access Application

DUPAGE ETSB  
CONFIDENTIALITY AGREEMENT FOR USE ON  
DU PAGE EMERGENCY DISPATCH INTEROPERABLE RADIO SYSTEM (DEDIR SYSTEM)  
ON STARCOM 21

As the authorized agent of this agency, I certify that any members of the applicant agency have been:

1. Understand the confidentiality of information that they may learn or have access to over encrypted talk groups of the DEDIR System which is of personal, safety-sensitive or otherwise confidential in nature. Such information includes, but is not limited to incident report information, NCIC/LEADS information, Computer Aided Dispatch/RMS information, and other law enforcement or police related information.
2. Trained that the restrictions of the Confidentiality Agreement regarding disclosure and use of information gained using the DEDIR System shall continue to apply after termination of this relationship with the DEDIR System.
3. Understand that they are prohibited from using any of this information for personal use or benefit or for any other non-Police/public safety business related purposes.
4. Understand that the failure to comply with the confidentiality requirement set forth in this Confidentiality Agreement is actionable, up to and including termination of access to encrypted talk groups.

I have read and understand the access agreement and attest that the members of this agency have been trained and understand they must comply with it in every respect. A list of employees who are party to this agreement is attached to this application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Full Name

\_\_\_\_\_  
Agency