DU PAGE COUNTY
ETSB - Policy Advisory Committee
Regular Meeting Agenda

Monday, August 7, 2023　　　　**8:15 AM**　　　　**Room 3500A**

1.　CALL TO ORDER

2.　ROLL CALL

3.　CHAIRMAN'S REMARKS - CHAIR HAYDEN

4.　PUBLIC COMMENT

5.　CONSENT ITEMS

　　5.A.　**23-2634**
　　　　ETSB PAC Minutes - Regular Meeting - Monday, June 5, 2023

　　5.B.　**23-2635**
　　　　ETSB PAC Minutes - Special Call Meeting - Tuesday, June 20, 2023

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.　POLICY DISCUSSION

　　7.A.　**23-2636**
　　　　Resolution to Amend Policy 911-005.5: DuPage Emergency Dispatch Interoperable Radio System (DEDIRS) Terminology and Definitions.

8.　DEDIRS PORTABLE AND MOBILE REPLACEMENT

　　8.A.　Police

　　8.B.　Fire

9.　OLD BUSINESS

10.　NEW BUSINESS

11.　ADJOURNMENT

　　11.A.　Next Meeting: Monday, September 11 at 8:15am in Room 3-500A

File #: 23-2634   **Agenda Date:** 7/10/2023   **Agenda #:** 6.D.1.

DU PAGE COUNTY
ETSB - Policy Advisory Committee
Draft Summary

Monday, June 5, 2023	**8:15 AM**	**Room 3500A**

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
Eve Kraus, DuPage Emergency Telephone System Board
Craig Dieckman, OHSEM
Bill Srejma, ACDC
Marilu Hernandez, ACDC
John Sullivan, Addison Fire
Kurt Bluder, Hinsdale High School District 86 (Remote)
Jim Connolly, Village of Addison (Remote)
Reid Foltyniewicz, Oakbrook PD (Remote)
Tom Gallahue, ILEAS (Remote)
Michael Hylton, Oakbrook Terrace PD (Remote)
Todd Kubish, Villa Park PD (Remote)
Jimmy Lahanis, Darien-Woodridge Fire (Remote)
Jim McGreal, Downers Grove PD (Remote)
Jason Norton, Darien PD (Remote)
Safia Rusulis, Oak Brook PD (Remote)
Kevin (Remote)
Andrea Lieberenz, Addison PD, Secretary (Remote)

On roll call, Chairman Hayden, Member Baarman, Vice Chair Dina, Member Johl, and Member Rivas were present, which constituted a quorum.

PRESENT	Johl, Rivas, Hayden, Baarman, and Dina
ABSENT	Hermes

3. CHAIRMAN'S REMARKS - CHAIR HAYDEN

There were no remarks from Chairman Hayden.

4. PUBLIC COMMENT

There was no public comment.

5.   CONSENT ITEMS

Chairman Hayden asked for a motion to combine Consent Agenda Items A/Minutes approval for ETSB PAC May 1, 2023; B/DEDIRS May Maintainer Report. Member Rivas motioned, seconded by Member Johl. On voice vote, all "Ayes", motion carried.

Chairman Hayden asked for a motion to receive and place on file Consent Agenda Items A/Minutes approval for ETSB PAC May 1, 2023; B/DEDIRS May Maintainer Report. Member Johl motioned, seconded by Member Rivas. On voice vote, all "Ayes", motion carried.

5.A.   **23-1973**
ETSB PAC Minutes - Regular Meeting - Monday, May 1, 2023

Attachments: 2023-05-01 PAC Minutes Summary.pdf

5.B.   **23-1974**
DEDIRS May Maintainer Report

Attachments: 2305ETSBRadioMaintenanceReport.pdf

RESULT:	APPROVED THE CONSENT AGENDA
MOVER:	Pat Johl
SECONDER:	Michael Rivas
AYES:	Johl, Rivas, Hayden, Baarman, and Dina
ABSENT:	Hermes

6.   POLICY REVIEW

6.A.   **23-2000**
Access Policy, Encryption and Talk Groups Memorandum

Ms. Zerwin said she compiled a memo with the status of the DEDIRS policies. Policy 911-005.2 outlines outside agency access to the system and which talkgroups would be approved for access based on whether they are adjacent to a DuPage agency. She said the PAC needs to come to a consensus on this in order to send the access letters out. Ms. Zerwin reminded everyone that the State's Attorney recommended this would be a good time to send agreements to all existing agencies as a renewal, as some have been in place for quite a while. Ms. Zerwin said agencies are generally approved for Interops 1-8 if requested, but the limitations on access to main talk groups needs to be discussed.

Member Johl said there was some discussion about encrypting some of the channels. He said it was not really known how encryption was going to work for the talkgroups that are not encrypted. Ms. Zerwin said approximately a year or so ago, there were requests from agencies further out from DuPage who wanted access to main talk groups as opposed to

just patching through the Interops. Member Johl said Fire allows anyone who touches a DuPage County Fire agency to have their talk groups, but he was not sure how Police operations would be affected. Member Rivas said an agency would not be encrypted if they switched to an Interop. He said bordering agencies should be allowed access, if not, an action in that direction should be entertained. Member Rivas said they are currently using Statewide 2, and prior to that they were using Countywide channel. He said, encryption aside, it is working quite well.

Ms. Zerwin questioned the PAC to confirm from a policy perspective, an adjacent agency is requesting access, it can have access to a main talk group as was discussed early in the year. Member Rivas said he did not think they are ready to make a decision yet. He asked if the bordering Cook County agencies that can provide real-time information could be patched in or if they could just monitor and chime in. Member Johl questioned how easy it is for Telecommunicators to make the patches; there are already 50-100 channels. Maybe it is a procedural thing and the channels that are there already could be utilized rather than providing access to the main talk groups. Member Baarman said the Telecommunicators like knowing who is on the channel. Mr. Theusch said requests started coming in after events such as in Oak Brook. Ms. Zerwin said sometimes when an agency comes in to assist, you do not really care if a traffic perimeter, for instance, is encrypted or not. She said Member Baarman made a good point asking how they will communicate if agencies come in to assist on an event. Ms. Hernandez, Deputy Director of ACDC, said when we put the message out, ACDC asks them to go to our channel. ACDC Director Bill Srejma said they would recommend neighboring agencies have access to our main talk channels. Chairman Hayden added this means they also need encryption.

Member Baarman asked what happens to operations when there is a disruption to the channel, i.e., someone keying up, playing music, etc on a main dispatch channel. Chairman Hayden said their radios can be identified and removed from the system. Member Baarman said there needs to be a backup plan. Director Srejma said he agrees with Member Baarman, as long as there are identifiers so it can be shut down, but that this does not happen very often. He said ACDC calls outside PSAPs to identify who is keying up. Member Rivas said the agency can be warned; give them one warning and if it is not corrected, the user will be removed. Ms. Zerwin said she believes there is some language in the STARCOM application that talks about this; they could be asked to submit their ID range on STARCOM with the application for ease of identifying the user.

Vice Chair Dina said he believes Member Baarman's recommendation was for bordering agencies to be allowed dispatch channel access, but others would only be allowed Interops 1-8. Ms. Zerwin added that would only be if they have encryption. She said that is enough to give her some draft language. She will put the notes in and send the policy out. Ms. Zerwin said the PAC needs to think about where these agencies will go to connect if they are given Interops 1-8.

Ms. Zerwin spoke about Policy 911-005.3 and encrypted channels. She said the policy was originally put in place for ADP encrypted channels for non-sworn employees of DuPage user agencies. She said some of this language may be able to be eliminated or dovetailed into Policy 911-005.2. She said a list was sent, Chief Madden, CSP Chief Holmer, and DSO Deputy Chief Bilodeau naming everyone who indicated they wanted MERIT talk group access. She said DC Biladeau said the list was out of date and seemed to think the list was a little cumbersome. The MERIT Executive Committee indicated that they would like all MERIT members to have access and would provide a list who is a member. Ms. Zerwin said how talk groups are encrypted does not matter from an ETSB perspective.

Ms. Zerwin said Fire could probably finalize the last part of Policy 911-005.6 regarding the emergency button now that the radios are in. She added that Police should look at the MERIT Policy 911-005.10.

> **Attachments:**   Access Policy, Encryption and Talk Groups May 30.pdf

6.B.   **23-1977**

Policy 911-005.12: Flash Message Talk Group Implementation Review

Ms. Zerwin said the ETSB policy has been implemented and is ready for a 60-day review. If the policy is working fine for the PSAPs, no adjustments need to be made. She said she asked a few people to be available for any discussion in terms of those talk groups and the flash channel. Chairman Hayden said they have been working their way through the policy and there have been a couple of glitches, but overall, the information he has received has been good. Ms. Hernandez confirmed ACDC has received a lot of positive feedback, and they are doing monthly training. The consensus was that the ETSB policy did not require adjustments at this time.

> **Attachments:**   911-005.12 Flash Channel Talk Group.pdf

7.   DEDIRS PORTABLE AND MOBILE REPLACEMENT

7.A.   Police

Ms. Zerwin said the Police Focus Group needs to discuss encryption. She advised that Member Baarman will join the group to replace John Lozar. Member Rivas said they will finalize any problems or issues this week. Chairman Hayden asked who is currently on the Police Focus Group. Member Rivas said Member Baarman, Jim Connolly, Sgt. Bukovic from Westmont, and himself.

7.B.   Fire

Vice Chair Dina said they had the template meetings with all of the dispatch channel talk groups. The final meeting is today with DU-COMM and ACDC. He said when the templates are finished, they are being submitted on Monday.com, where the Fire Focus Group can review them. Vice Chair Dina advised there is a Focus Group meeting on June 12, 2023 to talk about templates, radios, the NFPA 1802 standard, as well as some things they are trying to work

through on the radios. He said the radios work really well. There was only one issue on his specific demo radio: when a microphone was connected and the channel was changed, and then the radio was turned off, the radio would not turn back on. The radio has been returned to Motorola for investigation. Ms. Zerwin said there have been some bad batteries, chargers, and a few radios, but that is to be expected with the quantities that was purchased. She said there are a few more details to add into the change order with Motorola and that ETSB was planning to bring it forward to the ETS Board in July. She also stated that Chief Tanner would be replacing John Lozar on the Fire Focus Group.

8.   OLD BUSINESS

No old business was discussed.

9.   NEW BUSINESS

No new business was discussed.

10.   NEXT MEETING:

10.A.   Monday, July 10 at 8:15am in Room 3-500A

11.   ADJOURNMENT

Member Johl made a motion to adjourn the meeting at 8:54am, seconded by Member Rivas. On voice vote, motion carried.

Respectfully submitted,

Andrea Lieberenz

File #: 23-2635   **Agenda Date:** 7/10/2023   **Agenda #:** 6.D.2.

DU PAGE COUNTY
ETSB - Policy Advisory Committee
Draft Summary

Tuesday, June 20, 2023   **8:00 AM**   **420 N. County Farm Road, Room 107**

Special Call

1. **CALL TO ORDER**

   8:00 AM meeting was called to order by Vice Chair Dina at 8:00 AM.

2. **ROLL CALL**

   ETSB STAFF:
   Linda Zerwin
   Matt Theusch
   Eve Kraus
   Andy Saucedo, Motorola System Manager

   ATTENDEES:
   Scott Bukovic, Westmont PD
   Brian Cluever, Carol Stream PD
   Jim Connolly, Village of Addison
   William Holmer, Carol Stream PD
   Bill Srejma, ACDC
   John Sullivan, Addison Fire
   Patrick Tanner, West Chicago Fire
   Bob Murr, COD (Remote)
   Richard Cassady, Glenside Fire (Remote)
   Kevin Dempsey, ACDC (Remote)
   Reid Foltyniewicz, Oakbrook PD (Remote)
   Tom Gallahue, ILEAS (Remote)
   Marilu Hernandez, ACDC (Remote)
   Michael Hylton, Oakbrook Terrace PD (Remote)
   Jason Norton, Darien PD (Remote)

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

PRESENT	Johl, Rivas, Hermes, Baarman, and Dina
ABSENT	Hayden

3. **CHAIRMAN'S REMARKS - VICE CHAIR DINA**

   There were no remarks from Vice Chair Dina.

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4.   PUBLIC COMMENT

There was no public comment.

5.   DISCUSSION ITEMS

5.A.   Radio Talk Groups

The memorandum outlining the recommendation of the Phase 3 of the radio portable and mobile replacement deployment was approved by the ETS Board and realigns the talk group names. The Members reviewed law enforcement operations talk groups, naming conventions, and their use cases. A discussion ensued which centered on the utility of changing talk group names, the assignment of Police ops channels and if Police ops channels should be assigned to primary radio talk groups the same way Fire ops channels are assigned. Fire ops channels are assigned to a specific talk group and can be used by any agency if their assigned ops channels are exhausted. The Police Focus Group requested an opportunity to bring these discussions back to Police agencies through the Ops meetings and Chiefs Association for additional discussion and feedback.

5.B.   Radio Encryption

The original encryption plan called for up to 40 different encryption keys for the DEDIR System. Since that time, MERIT has changed their position and will be submitting language for the ETSB policy to allow MERIT members access to the talk groups. Additionally, the number of encryption keys was complex, leaning toward a more simplified system. Discussion ensued around the goals of encryption and interoperability. Managing large scale incidents; multi-discipline and multi-jurisdictional, may be simplified if all agencies were sharing a single, or small pool, of encryption keys. The Police Focus Group requested an opportunity to bring this discussion back to their police association membership for additional discussion and feedback.

6.   OLD BUSINESS

There was no old business.

7.   NEW BUSINESS

There was no new business.

8.   NEXT MEETING

8.A.   Monday, July 10 at 8:15am in Room 3-500A

9.   ADJOURNMENT

Member Johl made a motion to adjourn the meeting at 9:32am, seconded by Member Rivas. On voice vote, motion carried.

Respectfully submitted,

Eve Kraus

File #: ETS-R-0038-23	**Agenda Date:** 8/7/2023	**Agenda #:** 7.E.2.

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 9th day of August, 2023 at Wheaton, Illinois.

_____

GREG SCHWARZE, CHAIRMAN

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

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: August 9, 2023

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

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.

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.

1

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.

2

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.

3

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.
- 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 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

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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

5

DuPage ETSB DEDIRS Access Application

AGENCY INFORMATION	
Type of Application:	[ ] New [ ] Modification
NAME OF AGENCY:	
POINT OF CONTACT:	
BUSINESS ADDRESS	
EMAIL ADDRESS:	
BUSINESS TELEPHONE:	
MOBILE TELEPHONE:	

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: [ ] No [ ] AES encryption	
Type of radios to be programmed with a DEDIRS talk group:	
The Applicant is requesting use of: [ ] InterOp Groups 1-8, [ ] 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	[ ] Yes [ ] No
Vendor Technical Review of Application Complete	
14 Day Notice to Members via PSAPs is complete	[ ] Yes [ ] No
Posted on Committee Agenda Date: _____	[ ] Yes [ ] No
Vote of Committee: Ayes_____ Opposed_____ Abstain_____ Absent_____ Action or Direction Based on Vote: [ie TOT ETSB, request additional information, denied]	Approved [ ] Yes [ ] No
Posted on ETSB Agenda Date:_____	[ ] Yes [ ] No
Vote of ETSB Board: Ayes_____ Opposed_____ Abstain_____ Absent_____ Resolution No:	Approved [ ] Yes [ ] No

1

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

File #: 23-2636   **Agenda Date:** 8/7/2023   **Agenda #:** 7.E.3.

RESOLUTION TO AMEND POLICY 911-005.5: DU PAGE EMERGENCY DISPATCH INTEROPERABLE SUBSCRIBER UNIT SYSTEM (DEDIRS) TERMINOLOGY AND DEFINITIONS

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 911-005.5: DuPage Emergency Dispatch Interoperable Subscriber Unit System (DEDIRS) Terminology and Definitions, initially adopted by the DU PAGE ETSB on April 9, 2018; and

WHEREAS, DU PAGE ETSB Policy 911-005.5: DuPage Emergency Dispatch Interoperable Subscriber Unit System (DEDIRS) Terminology and Definitions 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 911-005.5: DuPage Emergency Dispatch Interoperable Subscriber Unit System (DEDIRS) Terminology and Definitions 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 911-005.5: DuPage Emergency Dispatch Interoperable Subscriber Unit System (DEDIRS) Terminology and Definitions, be, and it is hereby amended and adopted.

Enacted and approved this 9th day of August at Wheaton, Illinois.

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GREG SCHWARZE, CHAIRMAN

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

Policy #: 911-005.5
Previous Policy(s): 4.2
Effective Date: April 9, 2018
Revised: August 9, 2023

DuPage Emergency Dispatch Interoperable Radio System (DEDIRS)
Terminology and Definitions

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 by acknowledging industry standards for definitions and terminology.

Additional Authority:
Public Act 100-002
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 for non-member agencies. This policy shall provide acronyms and definitions commonly used in the 9-1-1 profession both in the use of the radio and delivery of emergency services. These lists are not all inclusive.

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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1. 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.

To achieve seamless interoperable communication, standardization of operation and naming conventions are required to ensure first responders can effectively operate subscriber units while on duty but especially during critical, active incidents when speed and accuracy are critical. In conjunction with National Incident Management System protocols, plain language is the preferred method of radio communication.

2. Terminology

This section consists of acronyms, terms and definitions applicable for general radio usage and those specific to the DEDIRS network.

2.1 Acronyms General Radio Usage

The following acronyms and terms are acceptable for day-to-day radio usage although plain language is the preferred method.

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ACRONYM	MEANING
AC	Assistant Chief
AKA	Also Known As
ALS	Advanced Life Support
BC	Battalion Chief
BLS	Basic Life Support
CAD	Computer Aided Dispatch
CIT	Crisis Intervention Team
COG	Continuity of Government
CONOPS	Continuity of Operations
COOP	Continuity of Operations Plan
CP	Command Post
DC	Deputy Chief
DHS	Department of Homeland Security
DEDIRS	DuPage Emergency Dispatch Interoperable Radio System
DL or DLN	Driver's License / Driver License Number
DOA	Dead on Arrival
DOB	Date of Birth
EAS	Emergency Alert System
ECC	Emergency Communications Center
EMAC	Emergency Management Assistance Compact
EMD	Emergency Medical Dispatch
EMI	Emergency Management Institute
EMS	Emergency Medical Service
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERG	Emergency Response Guide
ERT	Emergency Response Team
ETA	Estimated Time of Arrival
FD	Fire Department
FEMA	Federal Emergency Management Agency
FI	Field Interview
FOG	Fields Operations Guide

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FSA	Fire Station Alerting
FTA	Failure to Appear
FTP	Failure to Pay
FY	Fiscal Year
GIS	Geographic Information System
HAZMAT	Hazardous Material
HSAC	Homeland Security Advisory Council
HSPB	Homeland Security Protection Board
HSOC	Homeland Security Operations Center
HSPD-5	Homeland Security Presidential Directive – 5
HSPD-8	Homeland Security Presidential Directive - 8
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IFERN	Interagency Fire Emergency Radio Network
IGA	Intergovernmental Agreement
ILEAS	Illinois Law Enforcement Alarm System
IL-TERT	Illinois Telecommunicator Emergency Response Team
IMAT	Incident Management Assistance Team
IMT	Incident Management Team
ISO	Incident Safety Officer
IREACH	Illinois Radio Emergency Assistance Channel
ISPERN	Illinois State Police Emergency Radio Network
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
LPR	License Plate Reader
MABAS	Mutual Aid Box Alarm System
MDT	Mobile Data Terminal (aka MDC: Mobile Data Computer)
MERCI	Medical Emergency Communications of Illinois
MERIT	Metropolitan Emergency Response Investigation Team of DuPage County
MCI	Mass Casualty or Multi-Casualty Incident
MICN	Mobile Intensive Care Nurse

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MICU	Mobile Intensive Care Unit
MSDS	Material Safety Data Sheets
MVI	Multiple Victim Incident
NAWAS	National Warning System
NCIC	National Crimes Information Center
NDMS	National Disaster Medical System
NEMA	National Emergency Management Association
NGO	Nongovernmental Organization
NIC	NIMS Integration Center
NIMS	National Incident Management System
NIMCAST	National Incident Management Capability Assessment System
NIPAS	Northern Illinois Police Alarm System
NLETS	National Law Enforcement Telecommunications System
NPG	National Preparedness Goal
NRCC	National Response Coordination Center
NRP	National Response Plan
PIO	Public Information Officer
PVO	Private Voluntary Organization
R&D	Research & Development
RACES	Radio Amateur Civil Emergency Service
RIT	Rapid Intervention Team
ROSS	Resource Ordering and Status System
RP	Reporting Person
RRCC	Regional Response Coordination Center
SDO	Standard Development Organizations
SITREP	Situation Report
SO	Safety Officer
SOP	Standard Operating Procedure
SOS	Secretary of State
SSO	Scene Safety Officer
SWAT	Special Weapons & Tactics
TA	Talkaround
TRT	Technical Rescue Team
TCL	Targeted Capabilities List

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UAC	Unified Area Command
UC	Unified Command
USAR	Urban Search And Rescue
UTL	Unable To Locate
WC	Watch Commander
WMD	Weapons Of Mass Destruction

2.2   DEDIRS Specific Usage

The following includes acronyms, terms and definitions of commonly used within the DEDIRS Network.

700/800 Megahertz:	A range of UHF radio spectrum used by public safety agencies for voice and data including wideband data channels. DEDIRS utilizes channels between 764-806 MHz.
800 Megahertz:	A range of UHF radio spectrum used by public safety trunked systems operate on channels between 806 and 869 MHz.
Agency:	A participating entity within the member structure of DEDIRS. Agencies include police and fire departments of municipalities as well as fire protection districts. The corporate authorities (e.g. village board, city council, board of fire protection district trustees) of each agency must execute an intergovernmental agreement (IGA) with DuPage County before its personnel may utilize the DEDIRS system.
Alias:	Proper names representing a Unit ID example 270300 (STARCOM21 ID)=ADP 127 (Addison Police Officer 127) or 270100 (STARCOM21 ID)=ADF CHIEF 100 (Addison Fire Chief 100).
Broadcast All Call:	A radio console feature which allows a PSAP to communicate to all system subscribers at one time. Used for major emergencies.
APCO:	Associated Public Safety Communications Officials, Inc.: an international professional organization with members from federal, state, local government, and equipment vendors in all aspects of public safety communications.
ATG:	Announcement talk group DEDIRS channel that is used to make general announcements to more than one agency. Such as DUCALL or Broadcast.
AVL:	Automatic Vehicular Location: A device on a vehicle that interfaces with a radio system to communicate the actual location of a vehicle in a pre-mapped geographic grid back to the dispatch center.
BDA:	Bi-Directional Amplifier: A device used to extend coverage into a building.
"BONK" tone:	A busy tone, similar to a telephone busy signal. This tone is heard when a user attempts to transmit a message on a trunked talk group when all frequencies are in use. The busy tone is heard as long as the PTT button is depressed. The user should release the PTT button and wait for the automatic callback tones.
DEDIRS:	DuPage Emergency Dispatch Interoperable Radio System: A countywide radio system provided by ETSB as an integrated component of the emergency telephone system. DEDIRS employs a 700/800MHz digital P25 trunking system that is part of the statewide STARCOM21 system. STARCOM21 is owned and operated by Motorola Solutions, Inc. (Motorola) and under the governance of the State of Illinois.

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Emergency Call Button:	When pressed, one beep indicates the alarm has been sent. When the alarm is acknowledged by the system, five beeps are heard. The radio will also display an emergency alert on the top display and home screen.
Encryption	Law enforcement specific talk groups and conventional channels operate in the encrypted mode. Digital radios with the encryption option are required to use encrypted talkgroups and channels. If a radio does not contain the correct encryption code, "KEY FAIL", "SECURE ONLY" and/or an error message will appear on the radio display, and communications on that talk group/channel will not be possible. The radio will continue to receive and transmit on all non-encrypted talk groups and conventional channels.
Failsoft Chirp:	A beep every 10 seconds indicates failsoft, a condition that occurs when the trunked cell fails and cannot perform trunking. When this occurs, the radio automatically switches to a predetermined frequency and functions like a conventional repeater channel.
Illegal Function Tone:	A continuous tone heard when the user attempts a function that is not allowed.
Invalid Chirp:	A momentary, lower pitched tone which indicates the user has selected an un-programmed function.
LMR	Land Mobile Radio (traditional hand-held using 2-way transceivers)
Low Battery Chirp:	A high-pitched "chirp-chirp" tone which indicates the portable radio battery needs charging/changing.
LTE	Long Term Evolution (wireless communications on networks)
OTAP	Over the Air Programming OTAP: A process that permits Motorola to program a subscriber unit through an RF interface using the STARCOM21 system network and customer-approved programming templates. OTAP also permits Motorola to remotely "read" the status of a subscriber unit.
Radio Maintainer:	This term shall be used for any contracted technician or agency authorized by ETSB to work on DEDIRS radios.
Radio System Manager:	This term shall be used for a Motorola provided system manager who is authorized by ETSB to manage the DEDIRS fleet of radios and oversee the maintenance and service requests for ETSB owned radios and consoles.
Smart Connect	LTE capability with seamless switch to a FirstNet LTE connection if the STARCOM21 LMR signal is unavailable
Smart Mapping	Home screen map providing precise GPS location information of first responders and relevant information
Smart Messaging	Feature enabling the user to send/receive messages from other system users and from console users where Smart Messaging software is available
Smart Programming	In-field updates to system radio updates and program over wireless broadband. Upon initiating an update, the user is unable to receive/transmit until the update is complete. Users may delay an update which has no impact upon radio usage.
STARCOM21:	An APCO Project-25 Trunked Radio System for voice and data operations for the State of Illinois. Motorola installs, operates, and maintains this system. Other state, county and local users are invited to join the system.
Talkaround	A mode of communication that bypasses, or "talks around" the repeater. This is a short range, radio communications mode.
Talkgroup:	The term given to assigned groups on a trunked radio system. Unlike a conventional radio which assigns users a certain frequency, a trunk system takes a number of frequencies allocated to the system. The control channel then coordinates the system so talkgroups can share these frequencies seamlessly. The purpose is to dramatically

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	increase bandwidth. Many radios today treat talkgroups as if they were frequencies since they behave like such. For example, on a radio scanner it is very common to be able to assign talkgroups into banks or lock them out, exactly like that of conventional frequencies.
Talkgroup Call:	A call involving other users within the originating users own talk group.
Talkgroup ID:	A unique identifier assigned to each talk group in a Motorola trunking system.
Talkgroup Scan:	A feature that allows a subscriber unit to scan those talkgroups that have an affiliated member at the scanning radio's site. The talk group scan list(s) must be programmed in the radio.
Talk Permit Tone:	A series of three short, rapid beeps when the transmit button is pressed. The radio user must wait for the talk permit tones before proceeding with a transmission on a trunked talk group.
Talk Prohibit Tone:	A continuous tone heard when the user presses the transmit button when the radio is either out of range of the trunked radio system or when the system is out of service.
Template Management	DuPage ETSB (or its designee) will be responsible for developing and approving all of the programming templates of the DuPage STARCOM21 radio system. When DuPage ETSB approves the creation or modification of a template, it provides a copy to Motorola's STARCOM21 Manage Services Team for proper inclusion in a master template repository. In order to reduce the possibility of programming errors due to the use of incorrect templates, all templates used for programming via OTAP must be included in this repository so that only version-controlled copies are used. All templates should have a unique name and date field and be easily discerned as to who the customer is based upon the name. Old versions of the templates will be stored in an archive file for emergency use if a customer needs to revert to a previous version of a template. Only the active and last version of the template will be stored. All other previous versions of a template will be deleted.
Time-out Timer Tone:	A momentary tone at 55 seconds indicating the transmission is approaching 60 seconds and will be discontinued at the 60-second point.
Trunking	In the context of radio communications, a trunk is a communications path. In conventional systems, similar to traffic on a one-lane road, one message cannot get to its destination if there is another message using, or blocking, the way forward. This is a problem with large radio system users. When a user is using a channel that is shared among a group of users, the other users must wait until the channel is clear to transmit. Thus, trunking became an efficient solution in large urban areas which have large radio channel needs than available spectrum permits. Trunking has been employed by telephone companies for more than a century. The phone system does not provide a dedicated trunk for each of its thousands of users; rather it employs a complex switching system to share its trunks among subscribers. When a user makes a call, the telephone system assigns a trunk to the user for the duration of that call. After the user hangs up, the same trunk becomes available to other users. Thus, a small number of telephone trunks can be shared by a large number of subscribers. The switching equipment in the telephone company central office manages the sharing efficiently and automatically. Radio trunking techniques are applied for the same fundamental reasons as those used by the telephone companies. The trunking technology allows a large number of users to share a small number of trunks (in this case, frequencies). The effectiveness of trunking is based on two fundamental characteristics. First, the percentage of time that any individual user requires a trunk (frequency) is very small compared to the total time

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	available, and secondly, the probability that many users will require a trunk at the same time is exceedingly small. Each trunked radio system has a number of communications paths, known as talk groups. In a non-technical sense, a talk group is the same as a channel. Within DEDIRS, any reference to a "talk group" indicates a trunked system communications path, while a "channel" indicates a non-trunked or conventional communications path. When a user presses the transmit button, the DEDIRS trunking system controller assigns a frequency to that talk group for the duration of the transmission. Once the transmission is over, the frequency goes back into the pool for reassignment. With eighteen (18) frequencies available, the likelihood of all of them being unavailable at any one time is remote.
Valid Key Chirp:	A momentary, higher-pitched tone, which confirms that the user has selected a valid, programmed button.
ViQi	Voice-Enabled Virtual Assistant: Interactive voice controls allowing a user to operate the radio with pre-programmed common commands to include (but not limited to) changing the channel, zone, volume or requesting battery status.
Volume Set Tone:	A button-enabled tone which alerts a user that he or she has adjusted the volume to a desired level before radio traffic is actually received.
Watch Commander Vehicle	A vehicle that is driven by a street supervisor or command officer who is in charge of a patrol shift.

Policy adopted: _____

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Greg Schwarze, Chairman

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