

Emergency Telephone System Board Of DuPage County Policy and Procedures



Policy #: 911-006
Previous Policy #: 2.4
Effective Date: July 9, 2013
Revised: October 11, 2023

Policy Advisory Committee (PAC)

Purpose:

The Policy Advisory Committee (PAC) shall exist for the purpose of vetting policy recommendations including the DuPage Emergency Dispatch Interoperable Radio System (DEDIRS) from the focus groups and subcommittees of DuPage ETSB.

Additional Authority:

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

Goal:

To provide a conduit of policy from DEDIRS members and 911 System users to the DuPage ETS Board.

Scope:

This policy shall apply to all DEDIRS members, appointed PAC members, ETSB staff, PSAP staff and any staff, user or member utilized to perform any function with respect to this policy.

Definitions:

DuPage Emergency Dispatch Interoperable Radio System (DEDIRS): the DuPage ETSB term for the collection of radios and its participation in the State of Illinois STARCOM21 state-wide radio system.

POLICY

I. Policy Statement

The PAC will be the pass-through unit which, through the vetting process, ensures continuity in policy consistent with the strategic plan, standardization goals, and statutory obligations of DuPage ETSB at the direction of the ETS Board shall perform any duties assigned to them via ETSB policy.

II. Membership:

Consistent with the requirements of the ETSB ordinance, members of the Policy Advisory Committee (PAC), including the designation of the Chair of PAC and Vice Chair of the PAC, are appointed by the Chair of the ETSB with the approval of the ETSB. The PAC shall be subject to the Open Meetings Act.

The PAC shall consist of six (6) voting members and one (1) ex-officio, non-voting member:

Representative:

ACDC:

- one (1) Police representative,
- one (1) Fire representative and
- one (1) PSAP representative who shall be designated by the PSAP Director.

DU-COMM:

- one (1) Police representative,
- one (1) Fire representative and
- one (1) PSAP representative who shall be designated by the PSAP Director.

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Standing member: The ETSB Executive Director shall be an ex-officio, non-voting, PAC member as the ETSB Chair's representative.

III. Terms of Office:

With exception of the year implementing this policy, each PAC member will have a two-year term. In order to stagger the representation, the initial year of this policy shall appoint the PAC members in the following manner:

The PSAP representatives will hold two (2) year terms. Each PSAP will identify either a police or fire representative who shall hold a one-year term. The other representative will hold a two-year term.

Duration: The representatives shall be appointed for a period of two years. Thereafter, each PAC member shall be appointed for a term of two years or until his or her successor is appointed and qualified. The standing member shall be a permanent position which will not require an appointment.

Eligibility: Each member of the PAC shall be a person who has the authority to act as a decision maker of its nominating entity. The PAC representative should be selected by the governing board of their respective entity. PAC members may not serve on more than two assigned ETSB committees or subcommittees. ETS Board members should not serve on more than one committee or subcommittee.

IV. Duties:

The PAC shall:

1. Policy:
 - a. Draft DEDIRS policy or receive draft DEDIRS policy recommendations from ETSB staff, any authorized focus group or subcommittee of the ETSB.
 - b. Review any draft DEDIRS policy and make recommendations based on the strategic plan of the ETSB, standardization goals or direction of the ETS Board.
 - c. Make recommendations to the ETSB strategic plan in conjunction with policy recommendations.
 - d. Have the authority to return policy for additional changes to ETSB staff, any authorized work group or subcommittee of the ETSB who has submitted a draft policy.
 - e. Have the DuPage State's Attorney's Office review any policy considered final by the PAC prior to recommending said policy to the ETSB.
 - f. Make changes or direct work groups to make changes as deemed necessary by the State's Attorney's Office.
2. The PAC shall perform any duties assigned to them via ETSB policy.

V. Procedure:

1. The PAC shall meet monthly, unless the PAC chair determines that there is insufficient business to conduct a meeting.
2. The PAC shall follow any procedures assigned to them via ETSB policy.
3. Policy: The PAC shall review submitted policies at each committee meeting and:
 - A. Forward to the ETS Board with a recommendation to approve or deny a policy submitted to the PAC within 4 meetings of receipt; or
 - B. Return a policy to its subcommittee or focus group or ETSB staff with recommendations from PAC; or
 - C. Forward a procedurally ready policy to the States Attorney's Office for review.

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VI. **Standardization Goals:**

During the implementation of the Fire Station Alerting system, several standardization goals were developed as guidelines to be utilized when considering configuration changes to the 9-1-1 System Design. These goals should be considered when vetting policy submissions.

1. Does the configuration provide better customer service to the end users?
2. Does this request/configuration continue the Standardization model?
3. Does this configuration increase efficiencies?
4. Does this configuration reduce the time from the receipt of the 9-1-1 call until the first unit arrives on the scene?
5. Can this be duplicated in a manual environment?

Policy adopted on July 9, 2013, amended October 11, 2023.

Greg Schwarze, Chairman