Regular Meeting

June 2, 2011 at 2:00 pm

Location: Westmont Police Department
2nd Floor Training Room
500 N Cass, Westmont, IL

AGENDA

Call to Order

Public Comment

1. Minutes
   May 5, 2011

2. Radio Project Manager Update – Tom Hamernik

3. Subcommittee Reports - receive and place on file
   a. Fire Paging – Chair: Walter Beahan
   b. Talk Groups – Chair: Ben Mott
   c. Training for PSAPs and Users – Chair: Bill Hayden
   d. Policy – Chair: Steve Herron

4. Old Business

5. New Business

6. Next meeting: July 7, 2011 2:00 pm;
   Location: 179 Bloomingdale Road, Bloomingdale
   Bloomingdale Fire Protection District, Training Room

Adjournment

The Mission of the DuPage ETSB Radio Project Steering Committee is to facilitate the design, deployment and operation of a scalable regional public safety voice communications network in order to improve the safety of our citizens and the responsiveness and the protection of our public safety officers.
Regular Meeting
May 5, 2011 at 2:00 pm

The Meeting was called to order by Chairman Fieldman at 2:06 pm. Visual roll was taken and quorum declared.

Steering Committee Present:
Dave Fieldman Village of Downers Grove – Co-Chairman
Greg Berk Wheaton Fire Department
Chris Clark Glen Ellyn Fire Company
Bill Hayden Addison Police Department
Benjamin Mott DuPage County Sheriff

ETSB:
Linda Zerwin ETSB
Tom Hamernik Hanson Professional Services
Rick Pinson Hanson Professional Service
Rick Veenstra DuPage States Attorney

Others Present:
Brian Tegtmeyer DU-COMM
Pat Rollins Lombard PD
Jerry O’Brien Carol Stream Police Department
Frank Kosman Bensenville Police Department
Dean Myles Itasca Police Department
Tom Mulhearn Westmont Police Department
John Sullivan Addison Fire Protection District
Jeffrey Bacidore Elmhurst Fire Department
Steve Riley Tri-State Fire Protection District
Patrick Ullrich Bartlett Police Department
Dave Schar Warrenville Police Department
Jeff Weber Oak Brook Police Department
Brad Bloom Hinsdale Police Department
John Lozar DU-COMM
Scott Stick Bloomingdale Police Department
Roy Hanold Hanover Park Police Department
Don Sommers Addison Police Department
Ray Hill Chicago Communications
Michael Bernhardt Motorola Solutions
Mike Greenway Motorola Solutions
Ken Katelan Motorola Solutions
Coty Cooper Motorola Solutions
Phil Doyle Motorola Solutions
Roy Cuevas Motorola Solutions
Ravi Dhoophur Motorola Solutions
Paul Cavallaro Motorola Solutions

Public Comment – none

Minutes – March 3, 2011 and April 7, 2011
Chairman Fieldman asked for a motion to accept the minutes for the March 3 and April 7 committee meetings. Motion made by Member Hayden, seconded by Member Mott. All members present in favor, minutes were approved.
Radio Project Manager Update – Tom Hamernik

Tom Hamernik provided an overview of his submitted monthly report. The highlights of the overview included an update of the Wheaton Tower. The costs for this portion of the project will be on the ETS regular board meeting May agenda. This will allow the project plan to go forward to the county board.

Tom also indicated that Motorola is working on a new project plan. This is based on the delays in the Wheaton and Streamwood tower projects and console configuration for PSAPs. The initial plan had 7 PSAPs and the current plan will be amended to include 12 PSAPs. The increase in PSAPs is due to consolidation decisions made by remaining local PSAPs.

DDRs are in process based on site visits. Hanson and Motorola have been working to develop console configurations for the PSAPs which will accommodate conventional resources. There will be three levels: DU-COMM and the Sheriff’s PSAP will be the model for larger PSAPs [more than 10], Addison for moderately sized PSAPs [9-3] and a final configuration for PSAPs with 2 or less positions.

Subcommittee Reports

Fire Paging – Chair: Walter Beahan In the absence of Walter Beahan, Member Clark presented the Fire Paging Report. The following Scribner’s errors were noted and will be amended for the minutes: Date Change from April 29 to 26th both in the heading and in the first line of the report. The final paragraph will adjust the next meeting date from April 26 to May 26. Highlights of the monthly report include the fire service use of the APX7000XE radio, progress with the Westmont/Downers Grove consolidation with respect to fire service and frequency allocation, and; naming schematics for fire zones.

Talk Groups – Chair: Member Mott stated that a baseline template has been finalized. Several drafts were circulated to the users. Based on the feedback and meetings the Talk Group Subcommittee was submitting their recommendation to the Steering Committee for approval. He indicated that it is understood that adjustments will have to be made as the project progresses but that this baseline would allow Motorola to create templates. Approval of the talk groups is important to the time line for radio programming and overall user training.

Motion made by Member Mott, seconded by Member Hayden to approve the baseline talk group template as presented at today’s meeting. All members present were in favor, motion carried. The template will then be forward to the ETS Board for approval.

Training for PSAPs and Users – Chair: Bill Hayden Member Hayden stated that since Motorola trainers would be presenting after the meeting that he would keep his report short. He did emphasize that talk groups were critical to the training time line and appreciated that this aspect of the project was essentially complete.

He then reviewed the key points to be discussed at the training overview: MCC supervisor training, TC training 4 hour. Moto is proposing using a Train-The-Trainer model. Hands on training model may be sufficient for smaller projects

Policy – Chair: Steve Herron In the absence of Steve Herron, Chairman Fieldman gave an overview of the submitted monthly report. He stated that the policy committee met and developed an outline for the policy manual.

Chairman Fieldman asked for a motion to receive and place the four subcommittee reports. Motion made by Member Hayden and seconded by Member Mott. All members present were in favor, motion carried.
New Business

**Agency Invoices:** On behalf of Chairman Searl Linda Zerwin indicated that there he wanted to discuss the open seat for public works. If anyone had a recommendation for a public works representative they should contact Chairman Searl.

She explained that public works is part of the overall slow growth plan for the DuPage Emergency Dispatch Interoperable Radio System but not part of the initial roll out. So while public works is part of the operational plan, they are not part of the DuPage ETSB financial plan for this project.

Chairman Fieldman asked for additional questions. No other questions were brought forward.

Chairman Fieldman made note of the Next meeting:  
June 2, 2011 2:00 pm  
Location: Westmont Police Department Training Room, 500 Cass

**Adjournment**  
Motion to Adjourn made by Member Clark, Second by Member Berk. Meeting was adjourned at 2:18 pm.

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The Mission of the DuPage ETSB Radio Project Steering Committee is to facilitate the design, deployment and operation of a scalable regional public safety voice communications network in order to improve the safety of our citizens and the responsiveness and the protection of our public safety officers.
April 29, 2011

Ms. Linda M. Zerwin
9-1-1- Coordinator
ETSB of DuPage County
421 N. County Farm Road
Wheaton, IL, 60187

Re: **Staff Report**
DuPage ETSB Interoperability Project
Resolution ETS-012-009/March 12, 2009 Agreement between Hanson and ETSB

Dear Linda:

Recent Hanson effort has focused on the fiber optic network design and procurement and on network talk group and subscriber unit programming template development.

Additionally, we have worked with ETSB to finalize a baseline PSAP consolidation plan based upon which the project overall work plan can be revised. The current consolidation plan identifies 12 PSAPs that may require new console installations and data network connectivity. The original work plan included seven PSAPs.

Because the status of OEM has evolved during the period since the OEM tower remediation plan was generated and accepted, Hanson has worked with ETSB and OEM to review OEM’s requirements to ensure that the currently proposed work remains appropriate. Minor revisions are required and have been submitted to Motorola for an assessment of the impact to the tower remediation proposal and cost.

The lack of definitive direction concerning the OEM tower remediation and site development proposals has continued to impact the delivery of the project.

**Other risks and concerns:**

- The current revised PSAP consolidation baseline includes twelve PSAPs potentially requiring full console installations. This is a significant increase over the seven PSAPs identified in Change Order No. 2, and may represent significant additional cost and time.
- Negotiations between Motorola Solutions and NWCD and NWCD’s approval for the use of the Streamwood site remain to be completed.
- Keeping “local” conventional resources local - A solution for connecting local conventional resources to the new consoles without consuming STARCOM21 network resources remains to be resolved
- PSAP DDRs are significantly behind schedule
- SWCD - Integration or replacement of Moducom consoles
Although ETSB has established a baseline for consolidation, the decision regarding console configuration remains.

In recognition of the change in PSAP consolidation and changes in procurement requirements, we have met with ETSB and Motorola to review and redefine project delivery goals and to update the master work plan. We anticipate having a revised work plan available for review within the next week, at which time we will be able to assess whether or not system acceptance remains achievable in 2011.

Input Needed From ETSB:

- Direction to proceed with Wheaton OEM tower remediation and site development proposals or other direction regarding these sites.
- Direction for SWCD integration into the ETSB system
- Procurement of T1 lines to connect PSAPs to the Master Site as an intermediate step towards STARCOM21 network integration.

We have attached a copy of Motorola Solution’s latest Staff Report, dated April 29, 2011, which provides a listing of recent progress, a look-ahead to upcoming activity, changes, input needed, and concerns. We are also enclosing the current work plan that has been updated to reflect current progress on specific tasks. Please note that this work plan is currently undergoing substantial revision per the comments above, and we anticipate having a new work plan within the next week.

Please do not hesitate to contact me if you have any questions.

Sincerely,

HANSON PROFESSIONAL SERVICES INC.

[Signature]

Thomas J. Hamernik, P.E., PMP
Project Manager
The Fire Paging Solution Sub-Committee met following the regular Steering Committee meeting on April 29, 2011.

Members Present:
Walter Beahan, Bloomingdale Fire District
John Sullivan, Addison Fire District
Jim Connolly, Westmont Fire Department
Jeff Bacidore, Elmhurst Fire Department
Andy Scumaci, Bartlett Fire District
John Lozar, DuComm Technical Services
Coty Cooper, Motorola
Steve Fiedler, Motorola

A discussion of the APX 7000XE radio regarding future consideration for use by the fire service. Concerns regarding programming, talkgroup capacity, and zoning were raised. Coty Cooper and Steve Fiedler alleviated those concerns. The members present believe that the more ergonomic features of the APX 7000XE radio would be a better fit for most fire service personnel, especially the line firefighter. A letter of recommendation will be sent to Chief Greg Berk on behalf of the committee. The committee did ask Motorola for references from the beta users of this radio.

Jim Connolly has met with Downers Grove. Westmont will be switching Downers Grove frequency in the future. No timeline is available. Westmont will be keeping the legacy 153.635 frequency.

Discussion on naming of frequency zones and possibly changing current naming scheme from a directional scheme (Fire North, Fire East, etc.) to another naming scheme. All agreed that if there was to be a name scheme change, now would be the time to consider that change. Jim Connolly stated he would approach 153.635 and Downers Grove and what the committee should refer to them as. A possible consideration was Fire Southeast and Fire South Central.

Jim Connolly inquired on the rules and procedures for submitting fire paging expenses to ETSB.

Next meeting is scheduled for May 26, 2011 at 1400 hours at the Bloomingdale Fire District.

Respectfully Submitted,
Walter Beahan, Committee Chairman
Addison Police Department

April 28, 2011

Mr. Ron Searl, ETSB Steering Committee Chairman
Westmont Village Manager
Village of Westmont
31 W/ Quincy St.
Westmont, IL 60559

Mr. Dave Fieldman, ETSB Steering Committee Chairman
Downers Grove Village Manager
Village of Downers Grove
801 Burlington Ave.
Downers Grove, IL 60515

RE: Training Committee

Dear Chairman Searl and Chairman Fieldman:

As you know, there continues to be issues that need to be accomplished before the Training Committee can begin to set dates and milestones. The Talk Group Committee and Policy Committee will have a significant impact relative to the training issues. Therefore it is important their tasks are completed before we solidify training dates.

The Training Committee is meeting with the Motorola Training Representatives after the May 5th Steering Committee Meeting. I anticipate a productive and successful meeting due to the fact that the Talk Group Committee has accomplished its task. A tentative training timeline has been identified at this time. After the Training Committee meets with Motorola on May 5th, I believe I will be able to report on further progress.

Should you need specific information from my Committee, please do not hesitate to contact me.

Respectfully submitted,

Chief Timothy P. Hayden
Chief of Police

Cc: Executive Director Linda Zerwin
DuPage County ESTB Radio Steering Committee Talk Group Sub-Committee
Status Report
May 5, 2011

The Talk Groups Sub-Committee met prior to the regular Steering Committee meeting on April 7, 2011.

A revised template has been created and circulated to PSAPs and users for feedback.

At the April 7 meeting, discussion was held to continue feedback based on this initial draft.

Based on the responses from the April 7 meeting the talk group template was updated and again circulated. This version is considered a good baseline recognizing that the template may need adjustments as the project moves forward. It is the intent of the subcommittee to seek approval of this template so that Motorola may begin working on the actual baseline template for programming.

The next talk group sub-committee meeting will be May 5, 2011 at 1pm in Bloomingdale FPD.

Submitted by Benjamin Mott, Chairman
The Policy Committee met to discuss the Policy Manual for the StarComm21 Radio system. We have developed the following DRAFT Chapter Outline for the proposed manual:

1.0 Introduction
2.0 Governance/Radio Oversight Committee
3.0 Management
   - PSAP
   - Motorola
4.0 EDRIS (Emergency Dispatch Radio Interoperability System)
   - History
   - Definitions
   - System
   - Modules
   - Encryption
   - StarComm21
   - DuPage Radio System
   - Equipment
     - Radios
     - Consoles
5.0 Membership
   - Good standing
   - Existing members
   - New Members
   - Fees?
6.0 Radio Fleet Map (Talk Groups)
   - Need for immediate talk group
   - Need for additional talk group
7.0 Training
8.0 Maintenance/Technical Support
9.0 Data Base management
10.0 Operating Procedures
    - Parching UHF/VHF
Law Enforcement
Fire Services
EMS Services
Public Works
Emergency Management/OEM
Access to/for Outside Agencies
Radio Codes
Phonetic Alphabet
Talk Groups
Acronyms

11.0 Index

We feel this manual will be best served if it was internet based, we anticipate this being a rather large document.

Our next meeting is scheduled for the 12th of May, 1300 hours at the Westmont Fire Department Headquarters; 60 15 South Cass Avenue, Westmont.