1. CALL TO ORDER

12:30 PM meeting was called to order by Chairman Timothy Hayden at 12:30 PM.

2. ROLL CALL

PRESENT: Baarman, Hayden, Buckley, Romanelli

ABSENT: Attendees:
Linda Zerwin, DuPage Emergency Telephone Systems Board, Director
Matt Theusch, DuPage Emergency Telephone Systems Board
John Lozar, DU-COMM
Michealena Trakas, Addison Police Department, Secretary

On roll call, Chairman Hayden, Member Baarman, Member Buckley, and Member Romanelli were present, which constituted a quorum.

3. CHAIRMAN'S REPORT

Chairman Hayden had nothing to report.

4. PUBLIC COMMENT

There was no Public comment.

5. APPROVAL OF MINUTES

A. ETSB - Policy Advisory Committee - Regular Meeting - Feb 6, 2018 12:30 PM

A motion was made by Member Buckley, seconded by Member Romanelli, to forward the minutes to the Emergency Telephone Systems Board of DuPage County (DuPage ETSB) to receive and place on file. Motion passed unanimously.
RESULT: ACCEPTED [UNANIMOUS]
MOVER: John Buckley, Chief
SECONDER: Anthony Romanelli, Chief
AYES: Baarman, Hayden, Buckley, Romanelli

6. CONSENT ITEMS

A. Radio Maintainer Report

1. 17-18-15 DEDIRS Monthly Maintainer Report

   Member Baarman gave a brief overview of the DEDIRS reports for February.

   A motion was made by Member Romanelli, seconded by Member Buckley, to forward this item to the Emergency Telephone Systems Board of DuPage County (DuPage ETSB) to receive and place on file. Motion passed unanimously.

7. DEDIRS ACCESS REQUEST

   A. ETS-R-0010-18 Resolution to Approve Access to the DuPage Emergency Dispatch Interoperable Radio System Talk Groups Pursuant to Policy Language Section 8.0.4: Adding Public Safety Agencies for the Purpose of Mutual Aid as Requested by the Drug Enforcement Administration

   Director Zerwin said that the Sherriff’s Office was working with the Drug Enforcement Administration (DEA) on the Heroin Task Force and were looking to move to a more formalized relationship. The DEA was requesting access to the system. The PAC discussed this, as well as additional talkgroups they may also need. The PAC was in favor of sharing those talkgroups and allowing the DEA to be on the system.

   Director Zerwin said the 14-day notice still needed to be done, but the application can still be sent to the ETS Board. If there were to be any problems, the application would come back to the PAC for further review.

   Member Baarman made a motion to recommend approval of the Resolution and forward to the ETS Board, seconded by Member Buckley. The motion passed unanimously.

RESULT: APPROVED [UNANIMOUS]
MOVER: Matt Baarman
SECONDER: John Buckley, Chief
AYES: Baarman, Hayden, Buckley, Romanelli
8. POLICIES

1. MEMORANDUM re DEDIRS Policies

This is a cover memo to provide an overview to the ETS Board.

2. 17-18-17 911-005.2 Access to the DuPage Emergency Dispatch Interoperable Radio System (DEDIRS) Draft

This policy outlined access talkgroups that agencies could be patched into by dispatchers, as previously discussed by the PAC. The PAC likes the idea; however, testing would need to be done and PSAPs would need to be involved to put it into practice. The PAC discussed the process for testing and training, and Member Baarman said he believed it would be beneficial to have the policy in place prior to this process. The PAC discussed adding language that the ETS Board will give formal notice to agencies following a test period within DEDIRS.

This policy also creates a new workflow where access requests would be discussed at the PSAP level in their agencies’ operations meetings first before coming to the PAC.

Members of the PAC will send the policy to the DuPage fire chiefs, police chiefs, and PSAP managers for review and comment.


The PAC discussed the importance of protecting the encryption key and knowing who has it. They also discussed the possibility of programming the radios to ensure that the encryption key is protected. The PAC suggested that having multiple encryption keys in the future, if that feature is purchased, would streamline the maintenance of the radios that have access to encrypted channels. The PAC agreed that this policy was ready for review and comment.

4. 17-18-19 911-005.4 DuPage Emergency Dispatch Interoperable Radio System (DEDIRS) Subscriber Unit Programming and Use of Talk Groups Draft

Director Zerwin gave an overview of the changes to this policy. The PAC discussed Over the Air Programming (OTAP). Member Baarman suggested having the PAC review any changes made if OTAP is being used and stated that this would need to be addressed in policy in the future. The PAC agreed that Policy 5.4, as well as the memo and all other policies discussed this meeting, would be sent out by members for comment.

5. 17-18-20 911-005.5 DuPage Emergency Dispatch Interoperable Radio System (DEDIRS) Terminology Draft
Director Zerwin gave an overview of the changes to the policy, including some cleanup of definitions and terminology.


The PAC discussed that this policy would need to go out for discussion and to PSAP directors as it is more of an operational issue. This policy would be sent out for review and comment, along with the other policies discussed this meeting.

9. THIRD TOUCH

Member Baarman said that the fire template was out for feedback with a deadline of March 1. A few agencies were still outstanding but would be completed shortly. On the police side, Chief Herron has gotten every agency to standard aliases, but they were still working on checking conventional frequencies and completing the template, which should finished within the next month. Member Baarman said that they can begin scheduling the fire agencies for radio programming.

A. PD and FD Standardization Templates

See discussion under Third Touch.

B. Alias Changes/Standardization and Due Dates

See discussion under Third Touch.

10. OLD BUSINESS

There was no old business.

11. NEW BUSINESS

There was no new business.

12. NEXT MEETING:

A. Tuesday, April 3 at 12:30pm in Room 3-500B

13. ADJOURNMENT

Member Romanelli made a motion to adjourn the meeting at 1:36 PM, seconded by Member Baarman. The next meeting of the Policy Advisory Committee was scheduled for Monday, April 9, 2018 at 12:30 PM.

Respectfully submitted,
Michealeena Trakas