1. CALL TO ORDER
2. ROLL CALL
3. CHAIRMAN'S REPORT
4. PUBLIC COMMENT
5. APPROVAL OF MINUTES
   A. Emergency Telephone System Board - Policy Advisory Committee - Special Call - Tuesday June 5th, 2018
6. CONSENT ITEMS
   A. Radio Maintainer Report
      1. 17-18-49 DEDIRS Monthly Maintainer Report - June
7. DEDIRS ACCESS REQUEST
   A. ETS-R-0028-18 Resolution to Approve Access to the DuPage Emergency Dispatch Interoperable Radio System Talk Groups Pursuant to Policy 911-005.2: Access to the DuPage Emergency Dispatch Interoperable Radio System (DEDIRS) as Requested by the Metra Police Department
8. ACTION ITEMS
   A. Third Touch
      A. PD and FD Standardization Templates
9. OLD BUSINESS
10. NEW BUSINESS
11. NEXT MEETING:
A. Tuesday, August 7 at 12:30pm in Room 3-500B

12. ADJOURNMENT
1. CALL TO ORDER

12:30 PM meeting was called to order by Chief Anthony Romanelli at 12:33 PM.

2. ROLL CALL

PRESENT: Baarman, Hayden (12:40 PM), Buckley, Romanelli

ABSENT:

Attendees:
Linda Zerwin, DuPage Emergency Telephone Systems Board, Director
Eve Kraus, DuPage Emergency Telephone Systems Board
Matthew Teusch, DuPage Emergency Telephone Systems Board
John Lozar, DU-COMM
Jennifer Zales, DuPage Mayors and Managers Conference

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

Chairman Hayden arrived at 12:40 pm.

3. CHAIRMAN'S REPORT

There was none.

4. PUBLIC COMMENT

There was none.

5. APPROVAL OF MINUTES

A. ETSB - Policy Advisory Committee - Special Call - Apr 9, 2018 12:30 PM

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

B. ETSB - Policy Advisory Committee - Regular Meeting - May 1, 2018 12:30 PM

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

RESULT:  ACCEPTED [UNANIMOUS]
MOVER:  Matt Baarman
SECONDER:  Anthony Romanelli, Chief
AYES:  Baarman, Buckley, Romanelli
ABSENT:  Hayden

6. CONSENT ITEMS

A. Radio Maintainer Report

Member Baarman gave an overview of the April and May DEDIRS reports. The main topic was third touch, and a schedule to update the fire departments’ radios was sent out. Annual maintenance on the STARCOM system has begun, and they will need to shut down each tower for an hour while maintenance is occurring.

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

1. 17-18-41 DEDIRS Monthly Maintainer Report - April

2. 17-18-42 DEDIRS Monthly Maintainer Report - May

7. DEDIRS ACCESS REQUEST

A. ETS-R-0028-18 Resolution to Approve Access to the DuPage Emergency Dispatch Interoperable Radio System Talk Groups Pursuant to Policy 911-005.2: Access to the DuPage Emergency Dispatch Interoperable Radio System (DEDIRS) as Requested by the Metra Police Department
Director Zerwin introduced the application and discussed Metra’s potential operations with the PAC. She suggested that this application for access might be a good candidate for the new interoperable talk groups included in 911-005.2: Access to DEDIRS policy. These talk groups would allow dispatchers to patching appropriate talkgroups to make it most efficient and convenient for Metra. Several PAC members expressed concern with Metra being able to find the correct talk group when needed. The PAC discussed this option, as well as the option to set aside a separate talkgroup specifically for DuPage Metra. The PAC agreed that the best option would be to approach Metra regarding setting up the unified/interoperable channels instead of the list of channels in their application. This would give them access to the channels they are requesting, but would be more efficient and simple to operate. The recommendation would then be passed on to the ETS Board.

Member Buckley made a motion to table this item, seconded by Member Baarman. Motion passed unanimously.

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>TABLED [UNANIMOUS]</th>
<th>Next: 7/9/2018 2:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVER:</td>
<td>John Buckley, Chief</td>
<td></td>
</tr>
<tr>
<td>SECONDER:</td>
<td>Matt Baarman</td>
<td></td>
</tr>
<tr>
<td>AYES:</td>
<td>Baarman, Hayden, Buckley, Romanelli</td>
<td></td>
</tr>
</tbody>
</table>

8. ACTION ITEMS

A. Third Touch

A. PD and FD Standardization Templates

Member Baarman stated that the programming schedule had been created, with the first radio scheduled for programming on June 18, 2018.

B. Alias Changes/Standardization and Due Dates

Member Baarman stated that this item has been completed. Mr. Lozar has been following up with agencies to correct any errors or issues.

B. Naperville Communication Solution

1. 17-18-35 Naperville Communication Solution

The PAC discussed a possible operational solution to patch the Harris radios in Naperville to the STARCOM radios in Warrenville to be able to communicate during an incident. Member Baarman and Mr. Lozar would look into the solution in more detail, and Member Baarman stated that there may be operational challenges as the solution will not work in all situations. Director Zerwin stated that the stakeholders involved would need to meet to discuss the solutions and its operational impact. Member Buckley stated that the fire agencies who are affected are very interested in this solution, and he was in favor of pursuing the solution to the point it makes sense.
The PAC recommended continuing to explore the solution to determine its viability. Member Buckley volunteered to get a work group together to discuss a solution.

C. Unit Status and Location

1. ETS-R-0027-18 Awarding Resolution to Motorola Solutions, Inc. for continuation of STARCOM21 airtime, DuPage Emergency Dispatch Interoperable Radio Systems (DEDIRS) improvements for inter-agency communication and GPS unit status and location capability (Total Contract Amount: $6,049,798.00)

   Director Zerwin gave an overview of the proposal from Motorola. Licensing for everything in the system was negotiated, whether DuPage ETSB or agency-owned. She stated that if certain items in the contract were not utilized, the amount negotiated could be converted to airtime for ETSB equipment. She went over some of the specifications of the proposed GPS system with the PAC and discussed a potential timeline if DuPage ETSB approves the contract. Member Buckley stated that the fire agencies would need to discuss whether GPS would be useful on their radios, and he would like to see how CAD rolls out before making a decision. The PAC agreed that consistency on GPS across the system would be preferable, and Member Baarman stated that fire and police could be differentiated.

   Director Zerwin stated that the contract was completed to get all STARCOM agencies a complete solution and offer all users the same discount. Director Zerwin said that DuPage ETSB will be approving the dollar amount of the contract; however, there was flexibility within the contract of which services would be opted into.

   The PAC discussed going to TDMA and that a decision would need to be made whether the fire radios would continue to use the VHF patch. The FCC has pushed back regulations on this issue to 2020 or 2021, and the system should be prepared. Going to TDMA for all radios would also make the entire system more efficient.

   The PAC discussed Bluetooth capabilities in the radios, and Member Baarman stated that another demo could be arranged.

   The PAC was in support of proceeding with the contract. They acknowledged that there were policies that will need to be addressed, as well as further discussion. The PAC will look for direction from DuPage ETSB based on their decisions on some of the contractual issues.

   A motion to recommend award of the contract in its entirety was made by Member Buckley, seconded by Member Baarman.

   Motion passed unanimously.
RESULT: APPROVED [UNANIMOUS]
MOVER: John Buckley, Chief
SECONDER: Matt Baarman
AYES: Baarman, Hayden, Buckley, Romanelli

9. OLD BUSINESS
There was no old business.

10. NEW BUSINESS
There was no new business.

11. NEXT MEETING:
   A. Tuesday, July 3 at 12:30pm in Room 3-500B
      Monday, July 9, 2:00 PM, 418 N. County Farm Road, Wheaton, IL, Chapel.

12. ADJOURNMENT
Member Baarman made a motion to adjourn the meeting at 2:00 PM, seconded by Member Buckley.

Respectfully submitted,
Michealeena Trakas
**Memorandum**

**TO:** Linda Zerwin, ETSB Executive Director  
**DATE:** Friday, June 29, 2018  
**FROM:** Matthew Baarman, Deputy Director  
**RE:** DEDIRS Maintenance Status Report

**Next Touch Preparation:**
Third Touch began with the first six fire agencies radios being updated. Techs are aligning and programming each radio. OEM volunteered assistance in the physical inventory of each radio. The remaining schedule is as follows:

<table>
<thead>
<tr>
<th>July</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
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<tbody>
<tr>
<td></td>
<td>9</td>
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<tr>
<td></td>
<td>WDF</td>
<td>HIF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>BAF</td>
<td>BAF</td>
<td>BLF</td>
<td>BLF</td>
<td></td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>ELF</td>
<td>ELF</td>
<td>GEF</td>
<td>GEF</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Holiday</td>
<td></td>
<td></td>
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<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>August</th>
<th>3</th>
<th>3</th>
<th>1</th>
<th>2</th>
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<tbody>
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<td>60</td>
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<td>13</td>
<td>14</td>
<td>15</td>
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<td>17</td>
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<tr>
<td></td>
<td>Holiday</td>
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<td></td>
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<table>
<thead>
<tr>
<th>September</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>WRF</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
</tbody>
</table>

Agencies need to make all radios available on the first day of schedule. A second day of programming was reserved for agencies with a large number of radios to ensure all radios receive updates. A few days were
intentionally left open to allow some flexibility in scheduling and to keep current on help tickets. John Lozar will contact each agency roughly two weeks prior to the scheduled date to confirm the programming details. If you have questions, please contact John Lozar (jlozar@ducomm.org).

**Annual STARCOM Maintenance:**
Motorola scheduled the annual STARCOM site preventative maintenance for DuPage as follows:

<table>
<thead>
<tr>
<th>STARCOM Tower Sites</th>
<th>Scheduled PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westchester</td>
<td>Wednesday, August 15</td>
</tr>
<tr>
<td>Aurora</td>
<td>Thursday, August 16</td>
</tr>
<tr>
<td>127th St</td>
<td>Monday, August 20</td>
</tr>
<tr>
<td>Streamwood</td>
<td>Tuesday, August 21</td>
</tr>
</tbody>
</table>

Motorola may change the schedule due to unplanned issues or weather. No Site Trunking events are expected during the PMs. However, the PM site is expected to be out of service for approximately one hour starting at 10 am each day. The outage will result in reduced radio coverage around that radio site. STARCOM expects to have all work at the site completed by 2 pm each day. The following sites are already completed; Lisle, Addison, Argonne, Wheaton, West Chicago, Hanover Park, Bensenville, and Burr Ridge.

**Radio Repairs:**
The most common issue has been the top knob assembly. A supply of spare parts was purchased to improve the repair turnaround time. The repairs for the last 13 months is as follows:
**Talkgroup Usage:**
The twenty (20) busiest DuPage talkgroups on the DEDIRS STARCOM21 site from June 1 thru June 28, 2018 are as follows (all time in seconds):

<table>
<thead>
<tr>
<th>Talkgroup Alias</th>
<th>Total Group Time</th>
<th>Group Count</th>
<th>Longest Call Time</th>
<th>Group Busy Count</th>
<th>Longest Busy Time</th>
<th>Count of Rejects</th>
</tr>
</thead>
<tbody>
<tr>
<td>DU 3EAST</td>
<td>249,182</td>
<td>80,557</td>
<td>35</td>
<td>0</td>
<td>0</td>
<td>1,519</td>
</tr>
<tr>
<td>DU ACDC 3</td>
<td>245,434</td>
<td>71,892</td>
<td>38</td>
<td>0</td>
<td>0</td>
<td>984</td>
</tr>
<tr>
<td>DU 1EAST</td>
<td>227,653</td>
<td>69,157</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>1,405</td>
</tr>
<tr>
<td>DU 3WEST</td>
<td>226,835</td>
<td>73,149</td>
<td>55</td>
<td>0</td>
<td>0</td>
<td>1,368</td>
</tr>
<tr>
<td>DU DWG WT 1</td>
<td>223,419</td>
<td>68,810</td>
<td>33</td>
<td>0</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>DU 1WEST</td>
<td>199,417</td>
<td>62,818</td>
<td>31</td>
<td>0</td>
<td>0</td>
<td>994</td>
</tr>
<tr>
<td>DU 1SOUTH</td>
<td>199,094</td>
<td>60,896</td>
<td>35</td>
<td>0</td>
<td>0</td>
<td>997</td>
</tr>
<tr>
<td>DU 3SOUTH</td>
<td>191,409</td>
<td>57,907</td>
<td>32</td>
<td>0</td>
<td>0</td>
<td>831</td>
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<tr>
<td>DU 1NORTH</td>
<td>187,189</td>
<td>60,469</td>
<td>39</td>
<td>0</td>
<td>0</td>
<td>989</td>
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<tr>
<td>DU 7SOUTH</td>
<td>168,681</td>
<td>52,811</td>
<td>37</td>
<td>0</td>
<td>0</td>
<td>927</td>
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<tr>
<td>DU DPSO F1</td>
<td>168,645</td>
<td>51,951</td>
<td>32</td>
<td>0</td>
<td>0</td>
<td>566</td>
</tr>
<tr>
<td>DU ACDC 2</td>
<td>157,628</td>
<td>46,245</td>
<td>42</td>
<td>0</td>
<td>0</td>
<td>592</td>
</tr>
<tr>
<td>DU 7WEST</td>
<td>146,917</td>
<td>45,948</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>397</td>
</tr>
<tr>
<td>DU FIRE NORTH</td>
<td>145,316</td>
<td>37,496</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>410</td>
</tr>
<tr>
<td>DU FIRE EAST</td>
<td>132,746</td>
<td>34,755</td>
<td>32</td>
<td>0</td>
<td>0</td>
<td>647</td>
</tr>
<tr>
<td>DU FD ACDC1</td>
<td>99,721</td>
<td>22,818</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>101</td>
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<tr>
<td>DU FIRE SOUTH</td>
<td>90,433</td>
<td>23,622</td>
<td>36</td>
<td>0</td>
<td>0</td>
<td>412</td>
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<tr>
<td>DU DPSO COURT</td>
<td>84,414</td>
<td>26,343</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>1,748</td>
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<tr>
<td>DU DPSO JAIL</td>
<td>63,592</td>
<td>17,722</td>
<td>35</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>DU FD ACDC2</td>
<td>59,481</td>
<td>14,401</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>101</td>
</tr>
</tbody>
</table>

**June Track-it Issues:**
- Number of New Tickets = 40
- Number of Closed Tickets = 41
- Number of Open Tickets = 58
- Average age of Open Tickets = 336 days  
  A few of the largest categories are:
  - 10 tickets - Loaner request - 875 days (tickets left open while radios are on loan)
  - 22 tickets - Third touch - 422 days
RESOLUTION TO APPROVE ACCESS TO THE DU PAGE EMERGENCY DISPATCH INTEROPERABLE RADIO SYSTEM TALK GROUPS PURSUANT TO POLICY 911-005.2: ACCESS TO THE DU PAGE EMERGENCY DISPATCH INTEROPERABLE RADIO SYSTEM (DEDIRS), AS REQUESTED BY THE METRA POLICE DEPARTMENT

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 DuPage Emergency Dispatch Interoperable Radio System (“DEDIRS”) was implemented to provide Emergency 9-1-1 radio communication services through STARCOM21 Site 1 for secure and accessible communications for its member users; and

WHEREAS, the Metra Police Department has requested access to certain talk groups of DEDIRS pursuant to Policy 911-005.2: Access to the DuPage Emergency Dispatch Interoperable Radio System (DEDIRS), and in the spirit of public safety and first responder interoperability; and

WHEREAS, the Metra Police Department’s Application has been recommended for approval by the DU PAGE ETSB Policy Advisory Committee (“PAC”) in accordance with policy; and

WHEREAS, the DU PAGE ETS Board has received and reviewed the application of the Metra Police Department detailed in Attachment A of this resolution.

NOW, THEREFORE BE IT RESOLVED, that DuPage ETSB hereby grants access to DEDIRS by the Metra Police Department according to ETS-R-0013-18, Policy 911-005.2: Access to the DuPage Emergency Dispatch Interoperable Radio System (DEDIRS), by this resolution.

Enacted and approved this 9th day of July, 2018 at Wheaton, Illinois.

__________________________
GARY GRASSO, CHAIRMAN

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
June 1, 2018

Linda Zerwin, Director DuPage E.T.S.B.
421 N. County Farm Road
Wheaton, IL 60187

Ms. Zerwin,

This letter is to request the Metra Police Department access/authority onto the DuPage E.T.S.B. DEDIRS, this for the purpose of communicating with DuPage police and fire agencies within DuPage County. The Metra Police Department is in the process of becoming a StarCom21 customer and when in the area will utilize our existing DuPage (DEDIRS) StarCom21 radio infrastructure for their communications. With that said, there appears to me there will be no additional radio traffic experienced by allowing Metra Police Department access onto the DuPage StarCom21 radio system.

This request is for the Metra Police Department, in exchange for the DuPage County E.T.S.B. allowing the Metra Police Department access onto our talkgroups, the Metra Police Department will allow DuPage Users access onto dispatch and some administrative Metra Police Department talkgroups.

Talkgroups that are being requested by Metra Police Department are listed below:

<table>
<thead>
<tr>
<th>DU 1East</th>
<th>FD North</th>
<th>DU GLENE LCL</th>
</tr>
</thead>
<tbody>
<tr>
<td>DU 1North</td>
<td>FD South</td>
<td>DU HINSD LCL</td>
</tr>
<tr>
<td>DU 1South</td>
<td>FD East</td>
<td>DU HPARK LCL</td>
</tr>
<tr>
<td>DU 3South</td>
<td>FD West</td>
<td>DU ITASC LCL</td>
</tr>
<tr>
<td>DU 1West</td>
<td>DU ACDC Fire1</td>
<td>DU LISLE LCL</td>
</tr>
<tr>
<td>DU 3East</td>
<td>DU ACDC Fire2</td>
<td>DU LMBRD LCL</td>
</tr>
<tr>
<td>DU 3South</td>
<td>DU ACDC Fire3</td>
<td>DU ROSEL LCL</td>
</tr>
<tr>
<td>DU 3West</td>
<td>DU UNIFIED 1</td>
<td>DU VPARK LCL</td>
</tr>
<tr>
<td>DU 7West</td>
<td>DU UNIFIED 2</td>
<td>DU WARVL LCL</td>
</tr>
<tr>
<td>DU ACDC1</td>
<td>DU UNIFIED 3</td>
<td>DU WESTM LCL</td>
</tr>
<tr>
<td>DU ACDC2</td>
<td>DU BARTL LCL</td>
<td>DU WHCGO LCL</td>
</tr>
<tr>
<td>DU ACDC3</td>
<td>DU BENV LCL</td>
<td>DU WHETN LCL</td>
</tr>
<tr>
<td>DU ACDC4</td>
<td>DU CLRHN LCL</td>
<td>DU WOODL LCL</td>
</tr>
<tr>
<td>DU DPSO F1</td>
<td>DU DWGRV LCL</td>
<td>DU DWG WT2</td>
</tr>
</tbody>
</table>
In the past there have been conversations on the best way for Metra Police to communicate with the agencies they work with, this solution seems to the most productive and efficient way to allow access to their respective police and fire channels. A recommendation should be made by the Policy Advisory Committee to discuss this further and determine the best practice for the Metra Police Department to communicate if this is not acceptable to ETSB. It should be noted the Metra Police Department is not requesting any encrypted talkgroups at this time, of course as technology changes their desire too may change.

As stated before, the Metra Police Department has applied to become a customer on the Motorola StarCom21 system. Their usage of the DuPage County DEDIRS radios channels should have no additional impact on the current DEDIRS system, provided they are allowed StarCom21 access.

The Metra Police Department understands they will be responsible for all programming costs of their radios.

Allowing the Metra Police Department access to specified talkgroups in DuPage County makes sense to every police and fire department where the Metra Rail Lines cross within their communities. This takes interoperability to the next step, allowing State Police, County Police, Municipal Police, Fire Fighters and Paramedics to talk to one another. The Metra Police Department and Metra Rail lines play an integral role in all our mutual aid plans.

I recommend the Metra Police Department be allowed access onto the DuPage County DEDIRS for the purpose of performing public safety communications.

If I can be of further assistance, please do not hesitate in contacting me.

Respectfully,

Steve Hérron
Chief of Police
Roselle Police Department
**DuPage EDIRS Participation Application**

### AGENCY INFORMATION

<table>
<thead>
<tr>
<th>NAME OF AGENCY:</th>
<th>Metra Police Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>POINT OF CONTACT:</td>
<td>Commander Brian Windle</td>
</tr>
<tr>
<td>BUSINESS ADDRESS:</td>
<td>547 W. Jackson Blvd.</td>
</tr>
<tr>
<td></td>
<td>Chicago, IL 60661</td>
</tr>
<tr>
<td>EMAIL ADDRESS:</td>
<td><a href="mailto:Bwindle@metrrr.com">Bwindle@metrrr.com</a></td>
</tr>
<tr>
<td>BUSINESS TELEPHONE:</td>
<td>312-322-8911</td>
</tr>
<tr>
<td>MOBILE TELEPHONE:</td>
<td>312-877-2678</td>
</tr>
</tbody>
</table>

### SPONSORING AGENCY INFORMATION

<table>
<thead>
<tr>
<th>NAME OF AGENCY:</th>
<th>Roselle Police Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>POINT OF CONTACT:</td>
<td>Steve Herron</td>
</tr>
<tr>
<td>BUSINESS ADDRESS:</td>
<td>103 S. Prospect Street, Roselle IL 60172</td>
</tr>
<tr>
<td>EMAIL ADDRESS:</td>
<td><a href="mailto:srherron@roselle.il.us">srherron@roselle.il.us</a></td>
</tr>
<tr>
<td>BUSINESS TELEPHONE:</td>
<td>630-671-4005</td>
</tr>
<tr>
<td>MOBILE TELEPHONE:</td>
<td>630-546-0009</td>
</tr>
</tbody>
</table>

### APPLICATION INFORMATION

<table>
<thead>
<tr>
<th>Please complete the following information</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Applicant is a unit of local government</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>The Applicant is sponsored by a DuPage ETSB Member Agency (attach a letter of Agency)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>The Applicant is requesting access to DuPage EDIRS for certified sworn police personnel or certified fire service personnel.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>The Applicant is requesting monitoring capabilities only</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>The Applicant has submitted a completed StarCom21 “Form B” application</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>The Applicant has submitted a statement on how the applicant's access to the DuPage EDIRS will enhance the mission of the sponsoring agency</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>The Applicant understands and accepts that any fees or cost incurred by the ETSB or the sponsoring agency will be paid by the applicant</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
### Applicant Equipment Information

<table>
<thead>
<tr>
<th>Description</th>
<th>See Narratives</th>
</tr>
</thead>
<tbody>
<tr>
<td>The total number of portable radios covered under this request is:</td>
<td></td>
</tr>
<tr>
<td>The total number of mobile radios covered under this request is:</td>
<td></td>
</tr>
<tr>
<td>The total number of radios which will be operational during any daily operational shift is:</td>
<td></td>
</tr>
<tr>
<td>Type of radios to be programmed with a DuPage EDIRS talk group</td>
<td></td>
</tr>
</tbody>
</table>

The Applicant is requesting access to the following Talk Group[s]: See Attached Listings

<table>
<thead>
<tr>
<th>The Applicant has received approval from all police agencies operating on the requested talk group (attach a letter of approval from the agency[s])</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The Applicant has received approval from all fire agencies operating on the requested talk group (attach a letter of approval from the agency[s])</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>The Applicant has received approval from all PSAPs operating on the requested talk group (attach a letter of approval from the agency[s])</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Committee/Board Use Only:

#### Review Process Checklist

<table>
<thead>
<tr>
<th>Applicant has submitted proper paperwork</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Talk Group Agencies have been notified (see attached)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor Technical Review of Application Complete (see attached recommendation)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 DAY Notice to Members made (see attached)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Fees:

<table>
<thead>
<tr>
<th>Staff Time Director</th>
<th>_____ hrs x _____ hourly rate</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Time Admin</td>
<td>_____ hrs x _____ hourly rate</td>
<td>$</td>
</tr>
<tr>
<td>Vendor Review</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Grand Total $

### Posted on Committee Agenda

<table>
<thead>
<tr>
<th>Vote of Committee: Ayes_____ Opposed______ Abstain______ Absent______</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action or Direction Based on Vote: [ie TOT ETSB, request additional information, denied]</td>
<td></td>
</tr>
<tr>
<td>Posted on ETSB Agenda [date]</td>
<td></td>
</tr>
<tr>
<td>Vote of ETSB Board: Ayes_____ Opposed______ Abstain______ Absent______</td>
<td>Approved</td>
</tr>
<tr>
<td>Resolution No:</td>
<td></td>
</tr>
</tbody>
</table>

Additional Information or Action from ETS Board:
STARCOM21 OVERSIGHT COMMITTEE
System Access Application

Agency Name: ___ Roselle Police Department for Metra Police Department

Initiative Title/Name: ___ Roselle Chief Steve Herron

Agency Contact Information for this Application:
Name: ___ Steve Herron ____________________________
Agency: ___ Roselle Police ____________________________
Telephone #: ___ 630-671-4005 ___ Alt # or Cell #: ___ 630-546-0009 ___
Email: ___ sherron@roselle.il.us ____________________________

Agency’s Interoperations Coordinator:
Name: ___ Commander Brian Windle ______________________
Telephone #: ___ (312) 322-8911 ___ Alt # or Cell #: ___ (312) 877-2678 ___
Email: ___ bwindle@metrarr.com ____________________________

This application form is intended to provide the STARCOM21 Oversight Committee, and its Advisory Subcommittee, with the pertinent information necessary to determine if an agency is eligible to participate on the STARCOM21 network.

Please answer each section of this application as completely as possible. Once this application has been submitted, per the instructions below, a member of the STARCOM21 team will contact the initiator of this application if additional information is needed to process this application.

1.) Overview of Purpose for Communications Capability:
Include a general description of your intended use of the STARCOM21 network, i.e. routine public safety communications, emergency use only, etc.

The Illinois State Police is an existing customer on the StarCom21 Radio Network, is the desire of the Roselle Police Department and the Illinois State Police to have certain non-encrypted DuPage County Radio channels accessible to Illinois State Police Troopers for emergency and non-emergency police operations.

PLEASE CHECK HERE IF THIS IS AN ITTF ONLY APPLICATION
If your agency is applying to use the STARCOM21 network for emergency purposes only (as described in the ITTF User Agreement) please ONLY answer:

Question 2,
the first half of Question 5 (emergency alert is not used with ITTF only radios),
Question 7,
Question 11,
and ensure you answer the 5th question on the signature page (whether you intend to use the full ITTF template or the alternate template).

2.) Agency Name & Description:
Include a description of the type of services provided by your agency, your jurisdiction size and location, headquarters/field office location(s) (agency sub-divisions), number of officers and radios currently assigned to, and working in each along with the number of STARCOM21 mobiles, portables, consoles, control stations, etc. proposed for each location.

The Metra Police Department provides policing services to the Commuters that use the Metra Commuter Rail and those communities along the rail lines that the Metra Commuter Rail runs through. This includes most of DuPage County and we desire access to the designated radio talkgroups, listed in this application. In return the Metra Police Department will allow access for the DuPage DEDIRS onto dispatch and some administrative Metra Police Department channels.

3.) Existing Communications Capabilities:
Include a description of your current communications capabilities and system. Will those existing systems and capabilities be maintained as your primary or backup means of communications? Or is STARCOM21 replacing your existing communications system?

The Metra Police Department is an existing customer of StarCom21.

4.) Estimated Traffic Counts:
Provide your best estimate of traffic that will be generated. Identify standards used; per unit per day average, total agency per month, etc.

There will not be any increase in radio traffic over/through the DuPage StarCom21 radio towers, as the Metra Police Department already utilize the DuPage Towers.

5.) Agency Requirements:
Identify your agency’s anticipated communications uses, i.e. unit to unit, agency dispatch, dispatch by another agency, roaming requirements; anticipated equipment identification, i.e. how many portables, mobiles, vehicular repeater (VRS) units, consoles, control stations, etc.
In addition, indicate the manufacturer and model of each type of radio you plan to use on the network (example: manufacturer – Motorola Solutions; radio make - XTS2500; radio model – Model 2; console manufacturer/model – Motorola Solutions MCC7500; etc.).

If your agency will be using radio equipment manufactured by a company other than Motorola Solutions, please read and sign Addendum C and include it with your signed STARCOM21 System Access Application.

All equipment utilized by the Metra Police Department is purchased and utilized on existing StarCom21 networks.

If emergency alert button is to be activated – where will the notification be monitored/processed? By whom?

The Cook County Sheriff’s Communication dispatch center.

Identify agency and talkgroup agreed upon to be used for the emergency button. N/A

6.) Interoperability Requirements:
Identify anticipated interoperability requirements: incident based and/or routine in nature? How much traffic will be generated? With what agencies? For what purpose? For what duration? What specific talkgroup(s) you’ll want to use from those specific agency(s) etc.

The Metra Police Department is an existing customer of the StarCom21 radio network. When in the area of DuPage County MPD currently utilize the DuPage StarCom21 Radio towers for communications to the Cook County Sheriff’s Communication Center. The Metra Police Department utilizes their radio system to communicate authorized radio transmissions, this request would allow authorized communications between Metra Police Officers and Police Officer/Fire Fighters or vice-versa in DuPage County.

7.) Local Policies Governing Use:
If your agency has an established tactical interoperability communications plan [TICP] and/or any other locally-developed technical and operational policies and procedures that will govern the use of the STARCOM21 radios, please provide a brief description of those documents below (for guidance, refer to Addendum A).

The detailed Illinois State TICP is published on the Illinois web site and can be located at: http://www.state.il.us/lema/scip/ticp.pdf

8.) Geographic Range or Scope of Communications Capabilities
Identify or explain the geographic range of communications requirements; i.e. local area, regional, statewide, etc. Provide an estimated break-down of percentage of use by each type of geographical description appropriate – as an example, “Based on historical data, we anticipate that 85% or more of our agency’s radio traffic will originate from within the
radio user’s primary assignment county; units providing assistance to another officer within a five-county region may account for an additional 10% of their traffic, with the remaining 5% or less due to occasional travel out of their geographic region, such as to Springfield or the Metro East area.”

Currently the majority of the Metra Police Officers traffic is generated between Officers and the Cook County Sheriff’s Communication Dispatch Center. We don’t see this practice changing; the majority of the radio traffic will remain between the Officers and their dispatch center. Any traffic between a DuPage County Police Officer, Deputy Sheriff, Fire fighters or Paramedics would be minimal and brief. During times of mutual aid, the amount or radio traffic would be reduced, as the MPD Officer would be able to contact the DuPage Police Officer, Sheriff Deputy, Fire Fighter or Paramedic directly and not require intervention from their Dispatcher.

9.) Benefit for Initiator:
Describe the benefits you expect to receive from use of SC21.

Interoperable communications between Metra Police and DuPage StarCom21 users.

10.) Impact on other Agencies:
Describe the impact your agency’s participation on SC21 will have on other agencies on the system.

This will benefit all DuPage StarCom21 users.

11.) Narrative:
Please include any additional information which may be useful to the members of the Oversight Committee in their consideration of your application.

The addition of the Metra Police Department will be beneficial to all users of the DuPage StarCom21 radio network. It allows Metra Police to access a system that is interoperable for all DuPage police and fire agencies.
By signature indicated below, applicant agrees with the six items listed below and understands the inability to comply with the six items listed below could result in the discontinuation of airtime service on the STARCOM21 network.

1. Provide all personnel who will be accessing/using STARCOM21 radios with training on the use of the radio equipment and communications procedures;

2. Adhere to the policies and procedures as defined by the STARCOM21 Oversight Committee;

3. Adhere to provisions of, and promote utilization of, the Statewide Communications Interoperability Plan (SCIP) as well as participate in development of your county Tactical Interoperable Communications Plan (TICP);

4. Adhere to the policies and procedures of ISPERN, IREACH, and other statewide networks as may be applicable;

5. Include an SIEC approved State Interoperable Template into the programming of all radios intended to be directly interoperable with other agencies, jurisdictions and disciplines on the STARCOM21 platform.
   
   Template to be programmed   _____ Full (AA thru AG)
   
   _____ Alternate (AA, AB, AG)

6. I agree to acquire Memorandum(s) of Understanding or Letters of Permission from any and all agencies/communities where I plan to add their talkgroup(s) to my STARCOM21 radio(s). I agree to acquire said documentation prior to the development of my template(s) or programming of my radio(s).

I have read and understand the contractual mobile and portable coverage as depicted in the STARCOM21 contract (for guidance, refer to Addendum B).

Signature below must be the Chief Executive Officer of the agency or organization (or designee).

Title (printed): ____________________________________________________________________

Signature: ________________________________________________________________________

Name (printed): ___________________________________________________________________

Date: _______________________________________________________________________

Please sign and return this application to your Motorola Solutions account representative or to:
Motorola Solutions Inc.
1301 E. Algonquin Road
Room 3070
Schaumburg, IL 60196
Att: Margaret Ponga,
847-875-9218

OR

Email this application to:
margaret.ponga@motorolasolutions.com and dean.bianco@motorolasolutions.com
STARCOM21
Standard Operating Procedures
and
Tactical Interoperability Communications Plan
Recommendations

The intent of this document is to provide guidance to STARCOM21 applicants or existing STARCOM21 users.

Standard Operating Procedure (SOP)
The SOP provides guidelines for the day-to-day use of the radio system by an agency or user.

1. Radios should be used for official business only. Radio communications should be in support of the agency or user’s core mission.
2. Transmissions on the radio should be kept short and to the point. Only use the airtime needed to clearly communicate the message.
3. Communications should be prioritized according to urgency:
   a. Emergency
   b. Officer or User Safety
   c. Routine Traffic.
4. If a dispatch center is used, clearly define that they are in control of all radio communications. They will handle communications based on #3 (above).
5. The agency/organization should have a defined training plan that will train the users on:
   a. The correct protocol for radio messages (what to say and how to say it)
   b. The correct way to operate the radios (functionality of buttons/knobs)
6. If the Emergency Button is used:
   a. The agency should have a defined policy on how to respond to the emergency button.
   b. Users should be trained in the use of and the circumstances where the emergency button will be used.
   c. Emergency buttons should only go to a 7/24 dispatch center
      i. If dispatch center is NOT used, there must be clear policies on how the emergency button will be used.

Tactical Interoperability Communications Plan (TICP)
The TICP defines how the agency or organization will communicate with adjoining agencies.

1. Agencies/departments should consult their county TICP, or if that doesn’t exist, consult the State TICP
2. If the agency is a part of the county or state TICP, simply follow that document
3. If not, TICP development consists of the following steps:
   a. Who do you need to talk to?
   b. What common resources are in use?
   c. When will you need to communicate with adjoining agencies
   d. Define the procedures for the users to follow on the ground.
   e. Implement any MOU’s required for the TICP.
STARCOM21
Master Contract TCVS-1500

3.2.3.3 Coverage Requirements

a) Mobile radio coverage (outdoor): Motorola Solutions shall design and deploy the initial STARCOM21 System that provides guaranteed statewide mobile radio coverage for greater than 95% of the geographic area of the State of Illinois, plus 3 miles beyond the State’s jurisdictional border, subject to compliance with the prevailing NPS PAC RCRC rules...

b) Portable radio coverage (outdoor): Motorola Solutions shall design and deploy the STARCOM21 System providing outdoor portable radio coverage, with a Speaker/Microphone/Antenna (SMA) configuration, at an audio quality of DAQ 3.0 or greater. In areas not covered by Paragraph 3.2.3.3(c) below, such design may require the use of vehicular repeaters, which vehicular repeaters may be purchased by the State as an option.

c) Portable radio coverage (indoor): Motorola Solutions shall provide in-building portable coverage at an audio quality of DAQ 3.0 or greater in over 95% inside the jurisdictional boundaries, with a test confidence level as defined by TSB88 of 99% or better, for the counties of McHenry, Lake, Kane, Cook, DuPage, and Will; and for the cities of Rockford, Moline, East Moline, Kankakee, Peoria, Bloomington/Normal, Champaign, Decatur, Springfield, Carbondale, and the East St. Louis metropolitan area. The in-building coverage System design shall be based upon a building penetration loss of 8 dB. (This performance is also similar to that of a portable inside a passenger vehicle.)...

For additional information refer to the STARCOM21 master contract, TCVS1500.
Addendum C

MOTOROLA SOLUTIONS
STARCOM21 State of Illinois Radio System

Non-Motorola Solutions Radio Support Limitations and Disclaimer

The STARCOM21 State of Illinois radio system is an open system. This means that customers may be able to use other manufacturers’ radios on the system. While those radios may work on the system, Motorola Solutions offers the following as to the applicable support limitations and disclaimer of liability.

- Because Motorola Solutions has no control over third party manufacturers’ quality, hardware, or software, any issues the customer experiences with third party manufacturers’ radios, including, but not limited to, issues relating to the operation of such radios on the STARCOM21 system must be addressed by the third party radio manufacturer. Motorola Solutions disclaims any liability to customer with respect to radios or equipment produced by third parties.

- Periodically, Motorola Solutions may perform enhancements or upgrades to the STARCOM21 system. System enhancements or upgrades may be done to address issues, add features to the system, or for other reasons deemed necessary by Motorola Solutions. Motorola Solutions does not guarantee that radios or equipment manufactured by third parties will not be affected by such enhancements or upgrades. It is the third party radio manufacturers’ responsibility to support, upgrade, supply patches or other fixes, and performs all other necessary tasks to ensure proper operation of their products on the STARCOM21 system and it is the customer’s responsibility to notify the third party manufacturer of any system enhancements or upgrades affecting such radios or equipment. Motorola Solutions makes no representations or warranties with respect to: a) support, upgrades, patches or similar fixes, and enhancements to third-party manufactured radios or equipment; and b) notice to third party radio or equipment manufacturers of system enhancements or upgrades.

- Motorola Solutions’ products may be upgradeable to next generation technology by software flash or other means. This may eliminate the necessity to replace Motorola Solutions products if the system is upgraded to a new technology. Other manufacturers' radios may not have such upgrade capability and Motorola Solutions disclaims any liability for, including but not limited to, operation, upgrades, obsolescence, or other matters relating to third party manufacturers, their radios or equipment, and customer’s use thereof.

- If, in Motorola Solutions’ opinion, third party radios or equipment adversely impact the STARCOM21 system or system user operations, Motorola Solutions may deactivate such radios or equipment. Motorola Solutions will provide notice of deactivation in a timely manner based on the severity of the situation and the impact to grade of service.

- Motorola Solutions hereby disclaims all warranties and guarantees, express or implied, at law or in equity, in any way related to the use by customer of third-party manufacturers’ radios or equipment.

Motorola Solutions values you as a customer and would like to thank you for allowing us to provide your radio service. If you have any questions or concerns please contact your Sales Representative or a STARCOM21 Project Team Member at any time.

Motorola Solutions Representative   Date       Customer Representative   Date

Motorola Solutions Inc.
1301 E. Algonquin Road
Room 3070
Schaumburg, IL 60195

Form Revision Date: December 1, 2016
DuPage Emergency Dispatch Interoperable Radio System
Talk Group Access Agreement

This Talk Group Access Agreement is between Metra Police Department, an [Illinois] [not-for-profit][business] corporation (Agency), having its principal business address at 547 W. Jackson Blvd. Chicago, IL 60651 and the Emergency Telephone System Board of DuPage County ("ETSB"), an Emergency Telephone System Board established pursuant to 50 ILCS 750/et. seq., having its principal business address at 421 N. County Farm Rd., Wheaton, Illinois 60187.

Section 1 - Definitions. [Intentionally Left Blank]

Section 2 – Grant of Access. Pursuant to ETSB Resolution, a copy of which is attached to and incorporated in this Agreement as if fully set forth herein, the ETSB authorizes the Agency and only those personnel members whose names it provides to the ETSB to access the DuPage Emergency Dispatch Interoperable Radio System ("DEDIRS").

Section 3 – Scope of Use. The Agency shall, at all times, ensure that its personnel utilize its access to DEDIRS in strict conformance with the provisions of this Agreement, its application to the ETSB, and such rules and policies as the ETSB or its subordinate entities may from time to time establish. The Agency shall not permit its personnel to utilize the Agency’s access to DEDIRS in any manner that exceeds this scope of use or in violation of law.

Section 4 – Termination. The Agency may terminate its access to DEDIRS at any time by providing written notice to the ETSB. The ETSB may terminate the Agency’s access to DEDIRS at any time and for any reason with or without written notice.

Section 5 – Indemnification. (a) The Agency shall, at all times, fully indemnify, hold harmless, and defend the ETSB and the County of DuPage and their officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whosoever on account of or in any way growing out of use of DEDIRS by the Agency and its employees, or because of any act or omission, neglect or misconduct of the Agency, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise, and any claims that may be made by the employees themselves or by the Illinois Department of Labor for the Agency’s violation of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.). The foregoing obligation of the Agency to indemnify shall not be limited by reason of insurance or immunity.

(b) Nothing contained herein shall be construed as prohibiting the ETSB or the County and their officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them. The Agency shall likewise be liable for the cost, fees and expenses incurred in defense of any such claims, actions, or suits.

(c) The Agency shall be responsible for any damages incurred as a result of its errors, omissions or negligent acts.
(d) Neither the ETSB nor the County waives any defense or immunity which may be available to it, including those provided by the Local Government and Governmental Employees Tort Immunity Act, 745 ILCS 10/1 et seq. or by reason of indemnification or insurance.

Section 6 – Duty to Contract for Access, Costs. The Agency shall contract with Motorola Solutions, Inc. for access to its STARCOM21 System on which DEDIRS operates. The Agency shall be solely responsible for all costs associated with its access to DEDIRS. The Agency shall be solely responsible for the acquisition any equipment it requires to access DEDIRS.

Section 7 – Notices. All notices required to be given pursuant to this Agreement shall be in writing and addressed to the parties at their respective addresses set forth below

<table>
<thead>
<tr>
<th>If to the ETSB:</th>
<th>If to the Agency:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-1-1 System Coordinator</td>
<td>Commander Brian Windle</td>
</tr>
<tr>
<td>Emergency Telephone System Board of</td>
<td>547 W. Jackson Blvd.</td>
</tr>
<tr>
<td>DuPage County</td>
<td>Chicago, IL 60611</td>
</tr>
<tr>
<td>421 N. County Farm Rd.</td>
<td></td>
</tr>
<tr>
<td>Wheaton, IL 60187</td>
<td></td>
</tr>
</tbody>
</table>

Section 8 – Covenant Not to Sue. In consideration of the ETSB’s grant of access to DEDIRS, the Agency covenants and agrees that it shall not sue, institute, cause to be instituted or permit to be instituted on its behalf, or by or on behalf of its past, present or future officials, officers, employees, attorneys, agents or assigns, any proceeding or other action with or before any local, state and/or federal agency, court or other tribunal, against the ETSB or the County of DuPage, their board members, officers, commissioners, employees, attorneys, agents or assigns, arising out of, or from, or otherwise relating, directly or indirectly, to this Agreement to the extent authorized by law.

Section 9 – Representations. The Agency represents that it has the authority to enter into this Agreement and undertake the duties and obligations contemplated by this Agreement and that it has taken or caused to be taken all necessary action to authorize the execution. Further, the Agency represents that the signatory of this Agreement has the authority to bind the Agency to all obligations herein contained.

Section 10 – Survival. The Agency’s obligations under Section 5 and Section 8 shall survive the termination of this Agreement.

Section 11 – Assignment. Neither the Agency nor any of its personnel may assign or transfer any rights afforded to it under this Agreement to any third party for any purpose without the express written permission of the ETSB Board.

_____________________________         ________________________________
Title:                           Date: