



West Suburban Consolidated Dispatch Center

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Board of Directors Meeting

River Forest Village Hall, Lower Level Community Room
400 Park Avenue
River Forest, IL 60305

Date: January 30, 2018 @ 10:00 am

In attendance:

Paul Volpe – Elmwood Park Village Administrator
Timothy Gillian – Forest Park Village Administrator
Cara Pavlicek – Oak Park Village Manager
Eric Palm – River Forest Village Administrator

WSCDC

Brian Staunton - Executive Director
Amy Kosinsky – Deputy Director
Christine Randall - Administrative Assistant

Also in attendance were...

None

Call to Order

Village Administrator Gillian called the meeting to order at: 10:05 am.

Approval of Minutes from November 28, 2017 meeting

A motion was made by Village Administrator Volpe, seconded by Village Manager Pavlicek.
Motion approved by voice vote.

Executive Director's Report

Executive Director Staunton reported....

Staffing

Trainee Andrew Sotomayor was terminated on January 21st.

Andrew's exit leaves WSCDC one telecommunicator down.

Kristen VanderKooi is progressing well through training, we project that she will be counted as a full telecommunicator sometime in May.

Notification Module

WSCDC and Superior has completed installation and testing on the CAD Notification Module. Preliminary plans for the rollout of this module were discussed. The full roll out to be conducted during the CAD status meetings in February.

Standardization

With response times on high priority and emergent calls being scrutinized more by all the stakeholders, it is becoming increasingly more important for us to look for ways to improve operational efficiencies.

Internally we are reviewing things that we can standardize across all of the agencies. Before operational changes are made, we will bring the various changes to the operation committee and CAD status.

One of the first areas we are looking at is to streamline the nature code list and the out of service type code list. Currently there are over 250 nature codes and over 30 out of service type codes. We will be looking to trim both lists to get them to a more manageable list.

Statistics

Deputy Director Kosinsky's, year-end and current statistics were reviewed.

Approval of Bill Disbursements – November 2017- January 2018

A motion was made by Village Manager Pavlicek, seconded by Village Administrator Volpe. Motion approved by voice vote.

Radio Update

As a follow up to the last meeting, we continue to work to make the improvements of the VHF800 Police Main Radio Band. During the last Board meeting, the board verbally approved the improvements, but they require budget amendment to the FY2018. The amendment was sent to the board in December, and formal approval is on the agenda.

The repairs are proceeding. We were waiting on final approval from the FCC to adjust the license in order to move the transmitter and received it on the previous evening. We are also waiting on AT&T to install the T-1 circuit at 1150 Forest, Oak Park. Chicago Communications has secured the necessary equipment so that they can install the equipment once the approval comes from the FCC and the T-1 circuit is in place.

Once the initial work is completed, Chicago Communications will work with WSCDC and the Village of River Forest to recommend changes to the infrastructure to further improve the signal in River Forest.

Formal Budget Amendment Approval

Motion to approve by Village Manager Pavlicek, seconded by Village Administrator Volpe. Motion approved by voice vote.

Closed Session

A motion was made by Village Administrator Palm, seconded by Village Administrator Gillian enter closed session @ 10:27 am.

Closed Session was adjourned by Village Administrator Gillian at 10:30 am.

Respectfully Submitted,

Christine Randall, Administrative Assistant