



West Suburban Consolidated Dispatch Center

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Board of Directors Meeting

Forest Park Village Hall, Lower Level Meeting Room
517 Des Plaines Avenue, Forest Park, IL 60130

Date: April 17, 2018 at 2:00 pm

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

Also in attendance were...

None

Call to Order

Village Administrator Gillian called the meeting to order at: 2:00 pm.

Approval of Minutes from January 30, 2018 & March 8, 2018 meeting

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

Executive Director's Report

Executive Director Staunton reported....

Staffing

Erica Langele has been named the 2018 WSCDC Telecommunicator of the Year.

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

We are progressing through the hiring process. The application deadline was March 8th. We had 66 applicants for our one open telecommunicator spot. We have identified two applicants that we are putting through further testing to make a final decision.

FY17 Sikich Audit

During February, WSCDC and Sikich conducted and completed the annual financial audit. The reports are being produced. Dan Berg will be scheduled to appear in front of the Board of Directors. He will most likely meet with the board in May.

Dan Berg indicated that the materials that Sikich received from Lauterbach & Amen did not meet their expectations and required his staff to spend additional hours on supplemental journal entries and reconciling accounts. He suggests that we revisit our relationship with Lauterbach & Amen.

GIS Crime Mapping Project

WSCDC had been working in conjunction with MGP to create a server view through the CAD server that will help MGP with a crime mapping project that they have been working on for Oak Park and River Forest.

Statistics

Deputy Director Kosinsky's, statistics were reviewed.

Approval of Bill Disbursements – January 2018- February 2018

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

Radio Update

The transmitter and receiver has been moved to 150 Forest and the difference in clarity has been apparent. The antenna will be raised from 40 to 75 feet improve the transmissions west of Lathrop to 1st avenue. A receiver sight will be turned on at 1111 Ontario as well to eliminate any dead zones. The northwest corner of River Forest is a dead area and in attempts to rectify that issue we've contracted with Tower Works to raise the tower at Dominican university to 45 feet. Asbestos was found and caused a short delay but the work will continue tomorrow morning. The first draft of the propagation studies have been received and marked improvement has been shown. Feedback has been positive from the affected departments. Adding the receiver site for the south side Forest Park is next on the list. The best location has yet to be determined. In an attempt to mitigate some of the excess noise in the dispatch room, we have taken steps to take some of the noise away. First, we have installed some sound absorbing ceiling tiles. Second, we have made adjustments to some of the sound settings in the room. Finally, we have received some additional sound absorbing paneling to further knock down the sound. These changes have been made to help the dispatchers to hear, and lessen their need to ask officers to repeat radio traffic. Director Staunton met with our rep that supplies our headsets to see if any improvement could be made in that area.

On March 22nd both transmitters went out due to some construction work at 150 Forest and the T1 line was inadvertently cut. Police and fire radio was lost for 5 hours. The construction mishap had nothing to do with our project.

Call Sign

River Forest, Forest Park, Oak Park having been added to front end of the call signs has been well received.

LEADS

The dispatchers will continue to put the leads information in the notes section of the ticket and enter high priority leads entries on the fly.

We've been asked to put an ease the on the officer by entering information on the face of the CAD ticket. This doubles the work for the TC and is a violation of LEADS policy. Director Staunton will provide documentation of this policy for the board.

Dispatch Changes

Simultaneous Dispatch and the benefits were discussed.

Our IT consultants are working on putting LEADS on each workstation computer.

Berwyn Radio Agreement Approval

Berwyn ETSB is asking for the ability to monitor our radio frequencies. No objections were given from the bordering agencies.

Motion to approve by Village Manager Palm, seconded by City Manager Gilmore. Motion approved by voice vote.

John Kelly will be consulted in matters relating to our ETSB..

Superion

Director Staunton has received inquiries from Oak Park Police and Elmwood Park Police agencies requesting System Admin. and RMS training through Superion. The cost for this training was not included in the current WSCDC budget. However, the possibility of the departments covering the cost is open for discussion pending the receipt of the actual costs.

Closed Session

A motion was made by Village Administrator Palm, seconded by Village Pavlicek to enter closed session @ 3:06 pm. Motion approved by voice vote.

Respectfully Submitted,

Christine Randall, Administrative Assistant