

MINUTES  
West Suburban Consolidated Dispatch Center  
Strategic Planning Meeting  
August 29, 2013  
River Forest Village Hall  
Community Room  
11:30 a.m.

Present: Eric Palm, Chairman of the Board, River Forest Village Administrator  
Paul Volpe, Elmwood Park Village Manager  
Cara Pavlicek, Oak Park Village Manager  
Chief Frank Fagiano, Elmwood Park Police Department  
Chief Greg Weiss, River Forest Police Department  
Chief Rick Tanksley, Oak Park Police Department  
Chief Jim Eggert, River Forest Fire Department  
Chief Tom Ebsen, Oak Park Fire Department  
Captain Kevin Flaherty, Elmwood Park Fire Department (Proxy for Chief Ventura)  
Deputy Chief Bob Nortier, River Forest Fire Department  
Deputy Chief Ken Klemm, Oak Park Fire Department  
Deputy Chief Jim O'Shea, River Forest Police Department

WSCDC: John Ferraro, Executive Director  
Amy Kosinsky, Deputy Director  
Samantha Bardgett, Executive Secretary

**Call to Order**

Mr. Palm called the meeting to order at 11:40 a.m., roll was called and a quorum was formed.

Mr. Palm explained that WSCDC would need an emergency Board of Directors meeting within the next 2-3 weeks for an Insurance Resolution since WSCDC is looking to leave the Village of Oak Park Insurance services.

Mr. Palm explained that the plans will mirror the current plans that are offered by Oak Park but that the PPO Plan will be through United Health Care instead of Blue Cross Blue Shield.

**Approval of Minutes**

There was a motion by Ms. Pavlicek and seconded by Mr. Volpe to approve the minutes from the July 11<sup>th</sup>, 2013 meeting.

**Deputy Director Position**

Mr. Ferraro said that he would like to officially make Amy Kosinsky the Deputy Director; he wants a true number two and said that he feels she will do a great job based on her commitment to WSCDC and experience.

Mr. Ferraro also discussed salary range for the position.

Ms. Pavlicek said that she would like the budget checked to make sure any salary increases are ok and to double check, and to make sure that Mrs. Kosinsky would meet the minimum qualifications for the position. Mr. Ferraro added that Mrs. Kosinsky does meet the requirements of the position.

Chief Ebsen asked if the Deputy Director position would replace the Administrative Supervisor and Administrative Manager position, and Mr. Ferraro said yes.

Mr. Volpe asked why schedule the Deputy Director on afternoon shift, and Mr. Ferraro said that he needs her on day shift for daily communication with him, but she will fill in on other shifts as needed, and will normally work Sundays.

Chief Weiss asked in the future if the position would need to be filled again would we test for the position and Mr. Ferraro said yes. Chief Tanksley asked if we would be willing to look outside as well and Mr. Ferraro said yes.

Mr. Ferraro will email a copy of the Org Chart and the Deputy Director Job Description to the group.

**Audit**

Mr. Ferraro said that he has a copy of the FY2012 Draft Audit and the final version will be presented at the September/October Board of Directors Meeting by SS&G the company that completed the audit.

**Current Budget**

Mr. Ferraro went over a budget to actual report and he approximated what would be spent for each account number, and whether those numbers were under or over budget. Mr. Ferraro also stated that WSCDC will be under budget for FY2013, and the audit will show that we were under budget in 2012.

Chief Eggert asked about the Overtime Budget and Mr. Ferraro said that we are still over budget for Overtime.

**Capital Account**

Mr. Ferraro suggested what money or revenue could go towards a capital account: money that is received from Forest Park, money left over from the previous fiscal year, and money that could be obtained from growth with a capital buy-in policy.

Ms. Pavlicek said that she is ok with giving half of the overage/under budget money as long as WSCDC can produce a 5-year capital plan.

Mr. Volpe asked if WSCDC has a history of surpluses and Chief Eggert said all but 1 year - yes. Mr. Volpe also asked what the By-Laws say about under budget money, and Mr. Palm and Ms. Pavlicek both said the By-Laws give no direction.

Ms. Pavlicek also suggested a Fund Balance Account or a Cash Reserve Account policy for the beginning of each year to make sure there are no issues.

### **Future Budget**

Mr. Ferraro said that the Operations Committee will need to meet at the end of September, and the Board of Directors will need to meet in mid-October for the 2014 Budget approval process.

Mr. Ferraro asked if all future costs should be split by all three villages or paid by who actually made the purchase. Chief Fagiano said it's difficult for them since Elmwood Park is on a different radio network. Mr. Ferraro asked if the by-laws should reflect the way everybody agrees to handle this.

Ms. Pavlicek asked how DU-COMM did things, and Mr. Ferraro said all the agencies shared the costs there with only a few exceptions. Ms. Pavlicek said this will not be resolved today as it will take time to decide.

### **Equipment Replacement – CAD**

Mr. Ferraro went over the Pro's and Con's of getting a new CAD System or staying with our current CAD Vendor Sunguard/HTE.

It was decided that the next step would be to form a new CAD Committee with one person from Police, Fire and WSCDC and narrow down the choices to 3 or 4 systems, and then see the demos. Then the decision would be made to stay with the current CAD and upgrade, or move to a completely new CAD System. Mr. Ferraro said that there is grant money available and also creative financing through the vendors.

Mr. Ferraro said the replacement CAD server is on its way so there is no rush to make a decision, as our current CAD should have improved performance and stability once it is installed.

Chief Tanksley said he would like to see a list of the unused features on our current CAD, and Mr. Ferraro will contact Sunguard for this information.

Ms. Pavlicek said to get together a list of what everyone wants in a CAD System; the dispatchers, police, fire and IT so an educated decision can be made.

Chief Ebsen said that whatever decision is made he suggests going with a company that we can grow with, a company that is working on Next Generation 911, such as texting 911 and so on.

Mr. Palm said first do a RFQ and then an RFP and Ms. Pavlicek said that a decision needs to be made by 8/1/14 so we can plan for the 2015 budget. The first thing the newly formed committee should work on is a reasonable time-table.

### **Radio**

Mr. Ferraro said that a location was added for Oak Park/River Forest at Hatch School for Fire, and to add a site for Police would cost about \$45,000 due to a new comparator being needed, since the current one is maxed out.

Mr. Ferraro said that his recommendation would be to keep Chicago Communications for at least one more year and they have offered a system analysis for \$7,182.50 or \$299.25 a month for 2 years.

Mr. Ferraro said that the receiver site on the Title Company on North Ave is too low for good coverage and needs to be moved; this is for Oak Park and River Forest Police. Mrs. Kosinsky said that corner is a dead spot and that it cannot be moved far, just needs to go higher. Everyone present said they are ok with moving the receiver. The police chiefs will get back to Mr. Ferraro with some alternate receiver site ideas.

### **Phone/Phone Lines**

Mr. Ferraro said that the Plant/CML Phones were replaced in 2012. Mr. Ferraro also said that. There is an upgrade of the current phone system that is part of maintenance scheduled for the end of September.

Ms. Bardgett is doing an audit on all the WSCDC phone lines. Mr. Ferraro is also looking into a third-party vendor that will audit the use of the lines and only take a percentage of money saved every month.

### **UPS**

Mr. Ferraro said that the UPS is the uninterrupted power supply for WSCDC, and he is recommending the unit gets replaced in 2014. The current UPS is 12-years old and a new one will cost roughly \$50,000; Mr. Ferraro would like to do an RFP by the end of this year and replace it early 2014.

Ms. Pavlicek asked if the UPS is universal or if there are certain requirements for a new CAD and Mr. Ferraro said that it is universal.

### **Pro-QA**

Mr. Ferraro would like to purchase Pro-QA; it is an automated version of EMD and it is used worldwide. Mr. Ferraro said that compliance to standards is higher if this program is used and with it he would like to purchase AQUA and this is used to review EMD Calls. The cost for this

program is roughly \$30,000. This is a future goal, and may not be purchased in FY2014 budget. It could be purchased in conjunction with CAD or via grant money.

### **Growth**

Mr. Ferraro went over the benefits of growing WSCDC and adding more towns; the budget would be divided by more villages, a Buy-In cost would help fund future projects/purchases, and a number of operational benefits.

It was discussed that making sure a village is a good fit for WSCDC is key.

### **Purchase Policy**

Mr. Ferraro passed out a draft policy and asked for review. Ms. Pavlicek said to adjust the wording to include "in accordance with the budget".

### **Alarms**

Mr. Ferraro said that the current Alarm Contract is up for renewal on 3/1/14 and we have to submit a notice to cancel 90 days before that if we are not intending to stay with ADS.

If a change is desired, Mr. Ferraro would need to do an RFP for a new Alarm Company soon and then there was a discussion about current events going on with ADS and current service issues.

### **Goals**

Mr. Ferraro said that his current goals for WSCDC include, but are not limited to SOP Updates, National Center for Missing and Exploited Children (Call Center Partner), ACE, Com-L/NIMS training, records retention/destruction, training programs fixes, improving the hiring process, more quality assurance and website/intranet improvements.

### **Union Contract**

Mr. Ferraro went over some of the impending upcoming changes with the next Union Contract. It has not been finalized, but meetings with the union and employee reps are scheduled. Topics of discussion are looking at a schedule change (possible 12-hour shifts), changing to employees paying a percentage of the premium for health insurance, improving the language in the contract, and a salary increase for contract personnel. There will also be a non-union salary review and a health insurance change as of 1/1/14.

### **Wrap-Up**

Mr. Ferraro reminded everyone that we will need an Operations Committee Meeting and a Board of Directors Meeting in the near future. The contract for Chicago Communications will need to be extended, and there will possibly be an RFP for a new Alarm Vendor if that is the direction of the committee, and for a new UPS and he renewed VFIS insurance for one more year.

**Adjournment**

There being no further business Ms. Pavlicek motioned for adjournment and it was seconded by Mr. Volpe.

By:  
Samantha Boyd 9/9/13