



West Suburban Consolidated Dispatch Center

400 Park Avenue
River Forest, IL 60305

Deputy Director
AKosinsky@wscdc.org
708.771.9118 Office
708.771.9119 Facsimile

Board of Directors Meeting
Oak Park Village Hall – 1st Floor Community Room
January 20, 2015 at 9:30 am
MEETING NOTES

Members Present: Elmwood Park Village Manager Volpe, Oak Park Village Manager Pavlicek, River Forest Village Manager Palm, Park Ridge Police Deputy Chief David Keller

WSCDC: Executive Director John Ferraro, Deputy Director Amy Kosinsky, Network Administrator Matthew Opyd

Also Present: Oak Park Fire Chief Ebsen, Oak Park Fire Deputy Chief Pete Pilafas, Elmwood Park Fire Chief Mike Ventura, Elmwood Park Police Chief Frank Fagiano

Call to Order

Mr. Volpe called the meeting to order at 9:30 am.

Approval of Minutes from November 24, 2014 meeting

Motion to approve by Village Manager Pavlicek. Second by Village Manager Palm. Minutes approved unanimously by voice vote.

Closed Session

Village Manager Volpe suggested it might be in the best interest of the attorney's time if closed session was moved up in the agenda. Village Manager Palm made a motion to adjourn to closed session and Village Manager Pavlicek seconded that motion. The meeting was adjourned to closed session at 9:31 am.

Return to Open Session

The meeting was returned to Open Session at 9:53 am.

Executive Director's Report

Mr. Ferraro advised that SunGard's implementation team was here on January 6-8, 2015, for kick off meetings with all involved parties. They visited each agency and discipline while they were here to gather preliminary information. They will return at the end of January to start working on building the back end equipment with IT. Mr. Ferraro advised that we are on schedule for our go live date in August.

Memorandum -Continued

Amy Kosinsky
Deputy Director

Mr. Ferraro advised that Chi-Comm completed their Radio PM in November which also included a line system analysis that tests the circuits at the radio transmit and receiver sites. This had not been completed in several years and this test allowed adjustments to be made to the system to assist with performance.

Mr. Ferraro reported that we continue to be fully staffed on the Telecommunicator side of the house.

Mr. Ferraro apologized for the absence of the monthly statistical reports and stated that we have been unable to connect with Alvin to get the final CAD numbers. Mr. Opyd stated that he just received an e-mail from him and that they would be connecting later that afternoon.

Mr. Ferraro presented the budget to actual report as of December 19th as well as the bill listings for December 17th and January 9th for review. There being no discussion, Manager Pavlicek made a motion to approve the bills. Manager Palm seconded the motion. The motion passed by roll call vote. Mr. Ferraro advised that Sikich has already begun requesting information for the audit.

IT Support/Prescient Solutions

Mr. Ferraro provided Matthew Opyd an opportunity to introduce himself and advised that while our contract stipulates he be here 3 days a week, he has been here 5 days a week since he started for no extra cost. Mr. Opyd stated that he has been with Prescient for 4.5 years and in the IT world for 10 years. He has previously worked at E-Comm, Du-Comm, and Northwest Central Dispatch Centers. Mr. Opyd advised that he has a lot of resources at prescient on the CAD side so if there are things that come up where assistance is required he can reach out.

Administrative Assistant

Mr. Ferraro advised that the job announcement has been posted and that we have received about a dozen applications so far. Ferraro advised that it was advertised in our industry and that the Wednesday Journal was offering a free listing so it was posted there as well. Application deadline is January 27th, and we hope to have the new person start around mid-February.

Mr. Ferraro advised that he handled our insurance Open Enrollment process and that Deputy Director Kosinsky was handling all of the Payroll & HRB tasks of that position. Ferraro further advised that this has helped them gain a better handle on the tasks that need to be completed and the responsibilities of that position, so training the new person will be easier.

CAD Update/Firehouse Records

Mr. Ferraro advised that Elmwood Park and River Forest went live with Firehouse on January 1st. Chief Ventura advised that he had received positive feedback from his staff and that the few glitches they experienced at first have been working fine now. Mr. Ferraro stated that there were some communication issues with our current CAD and that Firehouse has assured us that they interface with new CAD so things should improve greatly after we cutover.

2014 Accomplishments/2015 Goals

Mr. Ferraro reviewed a memo he had submitted to the Board on January 13th highlighting WSCDC's accomplishments in 2014 and their goals for 2015.

Memorandum -Continued

Amy Kosinsky
Deputy Director

The accomplishments are as follows:

- Park Ridge Police Dept cutover
 - Mr. Ferraro advised that a couple of other agencies have contacted Chief Kaminski to see how the transition went and Ferraro feels we may start to hear from other agencies that are interested in joining. Manager Pavlicek advised that this would be a good time to start thinking about going to RFP for accounting services to be sure we are putting out best foot forward when looking at adding other agencies.
- CAD
 - 2014 was the year for our CAD decision
- UPS Replacement
- 2013 Audit
- Radio
- Hiring
 - Mr. Ferraro stated that we still have a pool of applicants to go through in the event someone should decide to leave WSCDC. Mr. Ferraro advised that we do have a few getting near retirement age, although no notice has been given to that effect as of yet.
- Implementing 12 Hr schedule
- Customer Service Training for staff
- IT Support

The 2015 Goals are the following:

- CAD
 - 2015 is the year of CAD Implementation.
 - Manager Pavlicek asked if text to 9-1-1 is still on the horizon. Mr. Ferraro advised that he is still doing research on when is the best time to look at that implementation and advised that we would know more once AT&T gets the infrastructure built and also by watching how the rest of the state is moving.
- Hire New Administrative Assistant
- Growth
 - Mr. Ferraro advised that with the CAD implementation going on this year, we would accept discussion with interested parties but wouldn't look at cutover until 2016.
- Alarms
 - Mr. Ferraro advised that this topic was put on the back burner last year until after a CAD decision was made and also with the current ADS lawsuits it might not be a good time for making changes and getting in to the alarm mix.
- Training
- Continues Review and Updated of Policies and Procedures
- 2014 Audit
- Review Capital Purchases
 - More of a long term goal as opposed to a year end goal.
 - Mr. Ferraro advised that we will need to look at a radio replacement in the next 2 years or so and that would also be a good time to move the radio equipment from the upstairs equipment room down to the basement to keep everything grouped together

Memorandum -Continued

Amy Kosinsky
Deputy Director

according to use. Mr. Ferraro advised that the capital buy in from new agencies would be a good way to cover the cost of this replacement/equipment move. Mr. Ferraro further advised that we need to look at the older VHF channels and see if we should keep operating on this older infrastructure or if it makes more sense to move over to the digital county system. Ferraro advised that we need to look at cost as well as quality and balance the two.

- Manager Palm stated that we may also need to look at what point we need to consider moving to a bigger space to accommodate growth, or decide if we are good with our current size and stay put. Manager Pavlicek suggested we meet around July/August and discuss options. Mr. Ferraro suggested that we could probably add one small town and use the capital buy in for the radio system and the next agencies buy in would help cover the cost of a new building. Manager Volpe asked if there was Homeland Security money that could be used for that. Ferraro advised that we would have to do some research to find out.

Manager Volpe extended his thanks and congratulations to Mr. Ferraro for all of the center's accomplishments during the year. Managers Pavlicek and Palm seconded his thoughts on a year well done.

New Business

Chief Ebsen introduced newly promoted Deputy Chief Pilafas to the group. Pilafas has been with OPFD for 15 years and was one of 3 internal candidates for the position.

Adjournment

At 10:23 am Manager Palm made a motion to adjourn the meeting. Manager Pavlicek seconded that motion and the meeting was adjourned.

Submitted by:

