



## **West Suburban Consolidated Dispatch Center**

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### **Board of Directors Meeting River Forest Community Room Date: February 16, 2016 @ 10:00 am**

#### **In attendance:**

*Shawn Hamilton – Park Ridge City Manager  
Cara Pavlicek – Oak Park Village Manager  
Eric Palm – River Forest Village Administrator  
Paul Volpe – Elmwood Park Village Manager*

#### **WSCDC**

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

#### **Also in attendance were...**

*Fire Chief Eggert - River Forest  
Police Chief Weiss - River Forest*

#### **Call to Order**

City Manager Hamilton called the meeting to order at: 10:00 am.

#### **Approval of Minutes from December 15, 2015 meeting**

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

#### **Executive Director's Report:**

Executive Director Staunton reported...

- The number of trainees has decreased by one, however we do have one person left on our eligibility list and we will begin the hiring process as soon as possible to keep us at full staff.
- Executive Director Staunton has been in his position for 100 days and has called full staff meetings to discuss what has been accomplished as well as future plans for the center. Feedback has been very good.
- Pro QA- implemented January 28<sup>th</sup> has been going well with only a few minor glitches.
- Prep work for the audit has been completed. Field work is scheduled for March 14-16, 2016.

- Stages to implement the feature “Text to 911” have begun. In order to receive the text messages, a third party will be needed since our phone system is unable to accommodate it. Contact has been made to Interado & TCS of who are two of the companies that offer this 3rd party application. It is a lengthy process and one that wasn’t budgeted for. We are still waiting for full pricing estimates from both vendors. That information will be communicated to the B.O.D. upon receipt.
- An outstanding service award was presented to one of our supervisors, Jen Bonilla and several of our telecommunicators for the teamwork and perseverance they displayed on January 2<sup>nd</sup> and 3<sup>rd</sup> while the system was down.
- Reviewed the Bill Listing & Budget to Actual Report

### **Approval of Bill Listing for December 2015 - February 2016**

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

Village Manager Pavlicek inquired about Lauterbach & Amen LLP.

Due to the recent confusion with the timely receipt of monthly WSCDC invoices to the agencies, the current email list for the receipt of invoices will be updated. Furthermore, back up addresses will be added to ensure there will no future miscommunications.

### **CAD Update**

- \$113,000 is still owed to Sungard, 9 action items remain on the list. Most are firehouse and RMS related.
- We are trying to complete the data conversion and have reached out to records personnel at the agencies to sign off on their data.
- Prices have been received for the P to C module that was not included in the purchase of the CAD system. Chief Tanksley expressed interest in obtaining this module which is a citizen’s interface to CAD. Currently it has been priced at \$17,000 with a \$2,000 annual maintenance fee. It is unclear if other agencies are interested in utilizing this module or if Oak Park will be the sole user. This will be presented to the Ops. Committee.

### **Growth Prospects**

Harwood Heights has asked for a formal proposal to join the center.

In the current location we will be able to fit 1 possibly 2 towns short term with the addition of another call taker and position.

Village Administrator Palm discussed the financial feasibility of adding H.H. alone verses with another neighboring town due to its size.

The concept of a neighboring town joining as well will be proposed to H.H.

A meeting will be scheduled with the B.O.D. in March to discuss ideas for the growth and space utilization need in the future for WSCDC.

Due to reoccurring issues, ADP will no longer be our payroll processing vendor. Proposals and demos for payroll services were given by Lauterbach & Amen, Honkamp & Krueger and Paycom. After much consideration Paycom has been recommended. They offer the most cost effective, paperless and user friendly system. There was consensus by the B.O.D. to move forward with this business relationship.

Executive Director Staunton met with Kim Knutsen, the new Executive Director of the New LaGrange, LaGrange Park & Western Springs, Consolidated Center now called LTACC. She is interested in putting together an intergovernmental agreement to be our backup center and vice versa. Having a backup center at that distance is wise in the case of a natural disaster because geographically it could knock out any backup center in close proximity. Presently Forest Park and Schiller Park are our back up centers. They are not due to open their new facility until November.

**Adjournment:**

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

The meeting was adjourned @ 10:55 am.

  
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Christine Randall, Administrative Assistant