



West Suburban Consolidated Dispatch Center

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Board of Directors Meeting
River Forest Village Hall – 2nd Floor Conference Room
March 16, 2015 at 9:00 am
MEETING NOTES

Members Present: Elmwood Park Village Manager Volpe, River Forest Village Administrator Palm, Park Ridge City Manager Shawn Hamilton, Oak Park Police Chief Rick Tanksley

WSCDC: Executive Director John Ferraro, Deputy Director Amy Kosinsky, Supervisor Vanessa Underwood

Also Present: Oak Park Fire Chief Ebsen, Elmwood Park Fire Chief Mike Ventura, Elmwood Park Police Chief Frank Fagiano, River Forest Police Chief Greg Weiss, River Forest Fire Chief James Eggert

Call to Order

Mr. Volpe called the meeting to order at 9:02 am.

Approval of Minutes from January 20th meeting

Motion to approve by Chief Tanksley. Second by City Manager Hamilton. Motion approved by voice vote.

Executive Director's Report

Mr. Ferraro advised that everything was going well with our new IT firm Prescient. Mr. Ferraro further advised that we switched our IT person to Kris Cieplinski and that he has been doing a great job.

Mr. Ferraro advised that Sikich has begun our audit prep work.

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

Mr. Ferraro presented the budget to actual report for January 2015 as well as the bill listings for January 28th and February 17th for review. There being no discussion, City Manager Hamilton made a motion to approve the bills. Chief Tanksley seconded the motion. The motion approved by roll call vote.

Administrative Assistant Position

Mr. Ferraro advised that we received over 40 applications and that we interviewed 16 of those applicants. Of those 16, six were given a Microsoft Office Test. We conducted reference checks on three of those applicants and then sent two for the psychological/personality assessment. Mr. Ferraro

advised that the doctor administering the test was impressed with both candidates and that one, Christine Randall, had been sent for her pre-employment physical exam with Loyola. Mr. Ferraro recognized Deputy Director Kosinsky and Supervisor Underwood for their assistance with payroll and accounts payable during our transition.

Accounting Services RFP

As requested by Manager Pavlicek at the last meeting, Ferraro prepared a draft RFP for accounting services. The Board gave direction to release an RFP after the audit process is complete.

City Manager Hamilton inquired as to how long Zabinski has been with us. Village Manager Palm advised since 2012.

CAD Update

Mr. Ferraro provided a brief update on the CAD process.

- Kick off meetings were held in January.
- We've had 1 monthly CAD meeting with both police and fire so far.
- Our SunGard Project Manager was not as effective and proactive as we needed so he has been replaced by Tatiana. She has already accomplished more than our previous manager.
- 2 weeks ago a SunGard tech was on site setting up the dispatch workstations that will be used during CAD Admin Training next week.
- Initially we had a couple of issues with monitor cards and power strips but everything has been resolved.
- Oak Park Police Dept held an internal CAD meeting last week which Mr. Ferraro attended. He thought it was a good idea and suggested that the other communities might want to consider having some internal meetings as well. Mr. Ferraro stated that either he or DD Kosinsky would be more than happy to attend if desired.
- The week of August 20th is still our tentative date for Go Live.

Mr. Ferraro advised that there was nothing new to report on Firehouse. Chief Ebsen advised that Oak Park is looking to start Firehouse in April.

Closed Session

City Manager Hamilton made a motion to adjourn to closed session to discuss legal issues. Village Manager Palm seconded that motion. Motion passed by voice vote. The meeting was adjourned to closed session at 9:16 am.

During Closed Session Village Manager Palm made a motion to authorize payment of \$33,000 to a former WSCDC employee. Oak Park Police Chief Tanksley seconded the motion. Park Ridge City Manager Shawn Hamilton abstained. Village Manager Paul Volpe was authorized to have Ferraro issue the check once the signed agreement was in place.

Return to Open Session

The meeting was returned to Open Session at 10:04 am.

Memorandum -Continued

Amy Kosinsky
Deputy Director

Adjournment

The meeting was adjourned at 10:09 am.

Submitted by:

Amy B Kosinsky