



West Suburban Consolidated Dispatch Center

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MINUTES

Board of Directors Meeting

Oak Park Village Hall – Village Manager Conference Room

April 28, 2014

2:00 p.m.

Present: Paul Volpe, Chairman, Elmwood Park Village Manager
Eric Palm, River Forest Village Administrator
Cara Pavlicek, Oak Park Village Manager

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

Also

Present: Chief Tom Ebsen, Oak Park Fire Department
Chief Mike Ventura, Elmwood Park Fire Department
Chief Frank Kaminski, Park Ridge Police Department
Deputy Chief Ken Klemm, Oak Park Fire Department
Dan Berg, Sikich
Chris Zabinski, Zabinski Consulting Services Inc.

Call to Order

Mr. Volpe called this meeting to order at 2:13 p.m.

Approval of Minutes from February 26, 2014

There was a motion by Mr. Palm to approve the minutes from the WSCDC February 26, 2014, Board of Directors Meeting, and this motion was seconded by Ms. Pavlicek. The motion passed.

Executive Director's Report

Mr. Ferraro stated that the Sikich Audit is complete.

Mr. Ferraro said that the UPS is scheduled to be delivered on May 6, 2014 and installed on May 7, 2014. Mr. Ferraro said that there is a possibility that the server, because of age, will not come back up. The UPS needs to be replaced so that bridge will be crossed if necessary. We will go to Manual for 30 minutes two times in order to get the new UPS swapped in.

Mr. Ferraro said that the hiring process is done and we are at full staff.

Mr. Ferraro said that the CAD Demos are scheduled for May 13, 2014, with Motorola and May 29, 2014, with SunGard.

Mr. Ferraro stated that the EOC Classes and the Com-L Classes are both complete and were both very good training.

Park Ridge Police Membership

Mr. Ferraro said that he has been in talks with the City of Park Ridge and their Police Department and they would like to join WSCDC. Mr. Ferraro stated that there would be large costs savings for the Villages of Oak Park, River Forest and Elmwood Park.

Mr. Ferraro said that the meetings are going very well and this comes with the recommendation from the Operations Committee.

Ms. Pavlicek asked about updating the IGA and Mr. Ferraro said yes we will do that to include Park Ridge signature page.

Ms. Pavlicek made a motion to approve the membership of Park Ridge Police Department, and this was seconded by Mr. Palm. The motion passed.

Mr. Ferraro said that the target date for Park Ridge to come on is November 5th.

Chief Kaminski explained that the process so far has been very pleasant and he thanks Mr. Ferraro and his staff for a job well done.

WSCDC Audit 2013 FY

Mr. Berg from Sikich said that he sent out a draft of the 2013 Audit and the error that was listed has been corrected.

Mr. Berg also stated that there have been some adjustments made for correcting prior year expenses.

Mr. Ferraro said that the Village of Oak Park was given 2 checks for insurance for the month of December; a decision needs to be made of which one is owed back to WSCDC.

Mr. Berg said that the issue with the Elmwood Park checks have been resolved now, Mr. Volpe would like a note put in the Audit that they were cut and paid on time.

There was a discussion on placing more controls on the financials.

There was a discussion about billing to Oak Park and the amount of the invoices, this is regarding the amount that was owed versus the amount that was paid.

Mr. Berg said that there was a \$19,000 surplus for the year.

There was a suggestion to send out a bill list before the checks go out or to approve them after the checks go out at the Board of Directors Meetings every two months.

It was decided that Mr. Ferraro would put together an Administration Policy for approving checks and bringing them back to the Board of Directors for approval.

Mr. Berg requested the numbers that each village has for the Due To/Due From so he can make the adjustments.

Mr. Berg said that he needs to fix:

- Uninsured Cash Balance
- Start a Fixed Asset Policy (Mr. Berg will send examples)

There was a discussion about the collateral agreement with the Bank, Mr. Berg will send examples.

Mr. Berg also said that the responses from Mr. Ferraro will go in the Management Letter.

UPS Spec Bid Award

Mr. Ferraro said that there was an electronic approval for the UPS award and there needs to be an official one for the record.

Ms. Pavlicek made a motion to approve SEPS for the UPS Contract, and this was seconded by Mr. Palm. The motion passed.

Cameo Towers

Mr. Ferraro said that Chicago Communications recommended moving the receiver site to Cameo Towers, there will be no charge to have it there.

Chicago Communications said that it would cost \$2890 to move the site and this comes with Operations Committee Approval.

Mr. Palm made a motion to move the receiver site to Cameo Towers, this was seconded by Ms. Pavlicek. The motion passed.

IT Services

Mr. Ferraro said that he would like to look into a private IT Company taking over IT Services for WSCDC.

Mr. Palm asked how much is the hardware and software to go this way and Mr. Ferraro said that it is ever changing so he would have to get quotes first.

Mr. Volpe said that he is open to seeing more on this subject, Mr. Ferraro will shop around and get some price ideas and come back to the Board of Directors.

Ms. Pavlicek would like an RFP done for this.

Verizon Audit

Mr. Ferraro said that Ms. Bardgett did a phone line audit on all the phone bills that WSCDC gets monthly because the bills were so high. When Ms. Bardgett reviewed the Verizon Wireless bills, she contacted our account rep and was able to re-arrange the bills and save us almost \$1,800 a month for a total savings of almost \$21,000 a year.

Adjournment

There being no additional business, this meeting adjourned at 3:15 p.m.

