



## West Suburban Consolidated Dispatch Center

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### MINUTES

Board of Directors Meeting  
River Forest Village Hall– Community Room  
July 1, 2014  
1:30 p.m.

Present: Paul Volpe, Chairman, Elmwood Park Village Manager  
Eric Palm, River Forest Village Administrator  
Cara Pavlicek, Oak Park Village Manager  
Chief Frank Kaminski, Park Ridge Police Department (Proxy for Sean Hamilton)

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

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  
Chief Jim Eggert, River Forest Fire Department  
Chief Rick Tanksley, Oak Park Police Department  
Paul Stephanides, Village of Oak Park Attorney

### **Call to Order**

Mr. Volpe called the meeting to order at 1:31 p.m.

### **Approval of Minutes from April 28, 2014**

There was a motion by Mr. Palm to approve the minutes from the April 28, 2014 Board of Directors Meeting and the motion was seconded by Ms. Pavlicek. The motion passed by voice vote.

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

Mr. Ferraro said that he went to the NENA Conference and everything went well; he also presented at the Conference.

Mr. Ferraro reported that the new UPS is fully installed and functioning properly. The power went out earlier today and it did what it was supposed to do.

Mr. Ferraro said that 1 of the 2 new telecommunicators did not stay; we are hiring a new person on the 14<sup>th</sup>. The other trainee Dan, is almost done and is weeks ahead of schedule.

Mr. Ferraro said that Cameo Tower is being worked on and there is a meeting scheduled for tomorrow; this project should be done in about 2 weeks.

Mr. Ferraro stated that two other towns asked for a proposal for membership, but asked that they be kept confidential for now.

Mr. Ferraro said that the Operations Committee met, and there is a new Customer Service Policy and there another Director from another center is coming in to train our people.

Mr. Ferraro brought up the Budget/Bill Listing and there was a motion for approval from Mr. Palm and it was seconded by Mrs. Pavlicek, the motion passed.

Mr. Ferraro passed out a Budget to Actual; Zabinski will fix the one error and Mr. Ferraro will email the corrected version.

### **2013 Audit – Approval Needed**

Mr. Ferraro said that the Audit has been sent out, and he passed out a sheet with auditor suggested improvements. Mr. Ferraro said he has a meeting with the bank next week regarding tri-party collateralization, and Mrs. Kosinsky will approve payroll from now on. There was a discussion about our Accounting Firm.

There was a motion to accept the 2013 Audit and Management Reports made by Mr. Palm and it was seconded by Mrs. Pavlicek, the motion passed by vote.

### **CAD Choice – Approval Needed**

Mr. Ferraro said that the CAD Committee went over all the options and went to 2 different CAD Demos and the recommendation is to stay with SunGard and upgrade to their newest product.

Mr. Ferraro said that after looking into it further the Motorola option/County System does not include records, so the price increased quite a bit with that option.

Mrs. Pavlicek asked for a timetable and Mr. Ferraro said he needs July/August for negotiations and then hopefully 30-45 days for signing, implementation can begin.

There was a discussion about payment plans and how to pay for the new CAD system.

Mr. Volpe asked when we would have a final number on what it would cost in total and Mr. Ferraro said soon, he will need all departments to look into their MDT's and see what is compatible and what is not, then he will have a better idea. Mr. Volpe would like the total cost number with and without financing.

Mr. Volpe asked what the useful life is for a new CAD and Mr. Ferraro said about 10 years. Mrs. Pavlicek asked about scalability for growth of new towns and having them added; Mr. Ferraro said he has to look into this still and negotiate it.

Mr. Palm and Mrs. Pavlicek both said to get the total cost and come back to the Board of Directors.

### **Changes to Financial Policies**

Mr. Ferraro said that he added a new paragraph to the last year's policy and Mr. Palm and Mrs. Pavlicek said to take out the first sentence.

With that change there was a motion to approve the Financial Policy made by Mr. Palm and it was seconded by Mrs. Pavlicek, the motion passed.

### **First executive Director Recognition**

Mr. Ferraro said that Mr. Gregg Riddle passed away recently and that WSCDC has dedicated a plaque to him and hung it on the wall at WSCDC.

### **Executive Session**

The meeting went into Executive Session from 2:10 p.m. until 2:31 p.m.

### **Adjournment**

There being no additional business, this meeting adjourned at 2:32 p.m.

A handwritten signature in black ink, appearing to read "Senator Briffon". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.