



West Suburban Consolidated Dispatch Center
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Board of Directors Meeting
River Forest Village Hall – Community Room
July 11, 2013 at 2:00 pm
MEETING NOTES

Call to Order AT 2:05PM

Members present: Elmwood Park Village Manager Volpe, Oak Park Village Manager Pavlicek, Elmwood Park Fire Chief Ventura, River Forest Fire Chief Eggert, Executive Director John Ferraro, Acting Deputy Director Amy Kosinsky

Members absent: River Forest Village Manager Eric Palm, Executive Secretary Samantha Bardgett

Approval of Minutes from March 13, 2013 meeting

Motion to approve by Village Manager Pavlicek. Second by Village Manager Volpe.

Executive Director Ferraro gave a brief report on how things have been going since he started in May. Ferraro explained that he has seen a bump in morale, the carpets have been cleaned, a wipe board has been installed, television was brought into the center as a tool to keep the T/C's aware of what is happening in the news, an improved process for more positive documentation of T/C's performance has been put into place, and he will be attending National Center for Missing and Endangered Children (NCMEC) training so that WSCDC can become an accredited center.

Consideration for Approval – CAD Computer Server and Network Switch

Executive Director Ferraro provided an overview of the CAD and message servers, specifically their age and concerns of them failing. Ferraro advised that he had brought this issue before the Operations Committee and that their recommendation was to replace the CAD server and keep the old one as a reserve in case the message server fails. Ferraro reviewed a quote he received from Sungard to complete the replacement. A discussion was had regarding whether there was money budgeted for this replacement. The answer was no, but a suggestion was made to amend the budget to include this replacement, by reducing a different line item. Village Manager Volpe moved and Village Manager Pavlicek seconded that Director Ferraro could go ahead with the replacement process, while amending the budget to include it as a line item. Ferraro also mentioned that the network switch should be replaced as well at a cost of \$560. Pavlicek advised that he could proceed and that board approval was not needed for this smaller amount, but that the information was appreciated.

UPS - Status

Executive Director Ferraro provided an overview of the UPS age and condition. Ferraro advised that during our preventative maintenance it was suggested that we replace the capacitors. Ferraro explained that he met with D&B Power (vendor for UPS) and upon their advice, he was not recommending the capacitors be replaced at this time, since they are under warranty and will be repaired under our service agreement should they fail. Ferraro did however advise that some monitoring software was purchased so that we are made aware immediately if there is a problem with the system. Ferraro cautioned that the UPS is as old as the center and suggested that money be budgeted in the next fiscal year for replacement.

Village Manager Volpe asked if there was a list of mission critical equipment needed to run the center and a replacement timeline for each. Ferraro advised that currently no such list exists. All present agreed that a list needs to be created.

Some discussion was had about the future and Village Manager Pavlicek suggested a separate meeting to come together and list out the priorities and goals for Director Ferraro and WSCDC. A meeting will be scheduled for some time in August.

Radio Reception Concerns

Executive Director Ferraro provided an overview of the radio system. Ferraro advised that a fire receiver site was added at Hatch school and that it appears to have improved fire communications. Ferraro stated that he, D/C O'Shea, and D/C Klemm would be meeting with Chicago Communications next week to do an audit of the radio system and existing receiver sites to be sure everything is functioning as it should. Village Manager Pavlicek suggested everyone review the intergovernmental agreements to be clear how money should be spent so that WSCDC budgeted repairs are benefitting everyone.

Application/Hiring Process

Executive Director Ferraro started a brief discussion on WSCDC being consistently short staffed and wanting to take a look at our hiring process to see what could be changed to ensure we are getting the best candidates possible. Ferraro advised that he wants to look into a new testing process called "the Zone" that he has used previously and stated that we could potentially run the test along another dispatch center (Du-Comm) to save on costs. Ferraro stated that we are also reviewing the training decision making process so that we are making more timely decisions when a trainee has demonstrated that they cannot perform to standards. Village Manager Pavlicek asked if our list expires and Ferraro replied that we don't have a list per se, it's more like a candidate pool.

Union Negotiations

Executive Director Ferraro stated that negotiations were moving along and that we were getting close to needing final approval on a few things.

FY14 Budget Process

Executive Director Ferraro advised that he has our budget tracker and is looking at where we're at with the budget at this point. Ferraro also asked for guidance on how to proceed and timelines for the budget process. Discussion was had regarding budget cycles and a decision was made to meet in

August to talk numbers and that a preliminary budget would be seen in September. Village Managers Pavlicek and Volpe stated that they would like to see quarterly reports on the budget at future meetings.

At 3:05pm Village Manger Volpe moved to enter Executive Session to discuss the union contract. Village Manager Pavlicek seconded.

Executive Session: Discussion was had regarding the status of contract negotiations and what was on the discussion table.

Return to Open Session at 3:25 pm.

Adjournment at 3:25pm

Submitted By:

Samanta Burdett