



West Suburban Consolidated Dispatch Center

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MINUTES
Board of Directors Meeting
River Forest Village Hall – Community Room
September 10, 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
Shawn Hamilton, Park Ridge Village Manager

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

Call to Order

Mr. Volpe called the meeting to order at 1:30 p.m.

Approval of Minutes from July 1, 2014

There was a motion made by Ms. Pavlicek to approve the minutes from the July 1, 2014 Board of Directors Meeting, and the motion was seconded by Mr. Palm. The motion passed by voice vote.

Executive Director's Report

Mr. Ferraro said that at this time the center is fully staffed, and one trainee is in training.

Mr. Ferraro reported that overtime is down for the year, and he will have a better idea of where it sits closer to the end of the year.

Mr. Ferraro said that Cameo Tower project is finished and has been up and running for a few weeks. There were initial bugs with the new site, but those have been worked out. He said that he is waiting for feedback from the police and fire departments on whether the new site has improved communications.

Mr. Ferraro stated that the Park Ridge cut over is going well and is still being worked on every day. The radio backup VHF channel will be installed on Friday September 12th and the cut over is still planned for November 5th. Mr. Ferraro and Deputy Director Kosinsky are working with SunGard on getting them into the current CAD system.

Mr. Palm asked if there is a time scheduled for the 5th and Mr. Ferraro said that it is scheduled for 10:00am, but that it is mostly dependent on AT&T.

Mr. Ferraro said that the Deputy Director Report with monthly statistics is in the meeting packet.

Mr. Ferraro submitted the Bill Listing and Budget to Actual reports in the packet. There was a motion for approval by Mr. Palm, and it was seconded by Mr. Hamilton, the motion passed by roll call vote.

WSCDC FY2015 Budget – Approval Needed

Mr. Ferraro said there is a 3.39% overall increase from FY2014, but all the member communities are realizing large savings due to Park Ridge coming aboard.

The overall increase in the budget stems from a new town coming in and the need for new equipment and a contractual COLA increase for the telecommunicators.

Even with these increases Oak Park is saving 26%, Elmwood Park is saving 27.9% and River Forest is saving 26.6% when compared to FY2014.

There was a discussion about how WSCDC comes up with the allocation numbers. Mr. Ferraro explained it is by CAD activity.

There was a discussion about the different accounts within the budget and the increases or decreases and why.

Mr. Ferraro said that he would need a \$20,000 amendment to the 2014 Budget due to getting Park Ridge into old CAD.

Mr. Ferraro went over the surplus amount that WSCDC has now and should have at the end of 2014 and said that he would like to move \$32,000 into reserves. Last year, the Board agreed to put 10% in reserves, and Mr. Ferraro advised this was the first step towards achieving that reserve fund balance.

Ms. Pavlicek asked about a 10 year capital plan, and if we have all big ticket items on it. Mr. Ferraro said it was a pretty thorough list, but there may be some unknowns with Next Generation 9-1-1.

CAD Memo – Approval Needed

Mr. Ferraro went over the memo that was in the packet with the different approaches to paying for CAD. The total cost including Firehouse, software and hardware is \$715,546.29.

There was a long discussion on what portion of Capital would be used for the project.

Mr. Ferraro recommended that Oak Park, River Forest and Elmwood Park all pay for their own portions of Firehouse; Park Ridge is not included in this, because their Fire Department is going to Red Center.

Mr. Ferraro also recommends that a portion of Capital be used towards CAD. There was a discussion that followed, and \$300,000 from Capital was agreed upon towards the purchase of CAD.

There was a discussion about how to go about paying the balance.

There was a motion by Mr. Palm and seconded by Ms. Pavlicek to approve the FY 2015 Budget and using \$300,000 for new CAD. The motion passed by voice vote. The Board agreed that each community would decide how they would pay their balance.

IT RFP

Mr. Ferraro said that the RFP was released and when all the responses come in, he will do interviews and make a recommendation to the Board regarding what the best choice is.

ICC Financial Reporting Requirements

Mr. Ferraro reminded the Board members that each community has its own ETSB. Because of this, each community is required to submit financial reports to the ICC by October 1st.

Executive Session

The meeting went into Executive Session from 2:48pm until 3:02 pm.

Adjournment

There being no additional business, this meeting adjourned at 3:03 pm.