



## West Suburban Consolidated Dispatch Center

400 Park Avenue  
River Forest, IL 60305

Executive Director  
Jferraro@wscdc.org  
708.771.9112 Office  
708.771.9119 Facsimile

---

MINUTES  
Board of Directors Meeting  
Elmwood Park Village Hall – 3<sup>rd</sup> Floor  
October 4, 2013  
9:00 a.m.

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

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

Also

Present: Dan Parker, IPBC  
Greg Aleman, IPBC  
Kelly Zabinski, Zabinski Consulting  
Chris Zabinski, Zabinski Consulting  
Megan Stern, SS&G  
Chief Greg Weiss, River Forest Police Department  
Chief Frank Fagiano, Elmwood Park Police Department

### Call to Order

Mr. Palm called this meeting to order at 9:05 a.m.

### Approval of September 10, 2013 Minutes

There was a motion to approve the minutes from the September 10, 2013, Board of Directors Meeting by Ms. Pavlicek and seconded by Mr. Volpe. All voted and the motion passed.

### 2012 Audit

Ms. Stern went over the 2012 Audit for the Board of Directors and all others present and also addressed a few issues that she and Ms. Zabinski encountered while completing the 2012 Audit.

Ms. Stern covered the Due To/Due From for the member villages. There was a discussion about why the money was owed to and from WSCDC and what money was forgiven in 2009. This also included a discussion regarding past accounting practices and what future direction should be taken.

Ms. Pavlicek said that this item should be placed on the next meeting agenda to figure this out.

Ms. Stern mentioned the timing of the Audit and stated that in the previous years it was agreed upon to do the Audit later in the year for cost reasons since there is a discount for later year audits.

Ms. Pavlicek asked questions regarding the Audit and the cash on hand; there was a discussion about these issues.

There was a motion to pass the 2012 Audit made by Ms. Pavlicek and seconded by Mr. Volpe, this was voted on and the motion passed.

### **2014 Budget**

Mr. Ferraro went over how he did the FY2014 budget and stated that there was only a 1.3% increase total. The numbers for the individual communities for 2014 are as follows;

Elmwood Park – 23.13%

Oak Park – 59.35 %

River Forest – 17.52%

Mr. Volpe asked how those numbers were reached and how they differed from the previous years. Mr. Ferraro explained that the CAD statistics were used for the funding formula. There was a discussion on how the numbers were reached and funding formulas used by other dispatch centers.

Mr. Ferraro said that salary/personnel is the largest part of the budget and said that he received budget spreadsheets from the Village of River Forest that assisted in coming up with accurate projections for the personnel-related costs.

Mr. Ferraro pointed out that even though there was a raise given to employees the percentage for salaries decreased due to over-budgeting in previous years.

There was a discussion on IMRF contribution rates.

Mr. Ferraro discussed the impact of the union negotiations, including 12-hour shifts on the FY2014 budget.

Mr. Ferraro said that insurance is roughly an 8% increase and he put the Oak Park cancellation fees in the budget for a total of 8.4% increase over last year.

Mr. Volpe suggested paying the 3-month cancellation fees in 2013 since the surplus is available. The group discussed run-out claims and the fees that Oak Park is charging to cancel the insurance with them.

Mr. Ferraro said that he will amend the budget by \$98,000 to pay the 3 month cancellation fees out of the FY2013 Budget.

Mr. Ferraro said that the Phones were a 24% increase for 2014; these increases vary from year to year, and he based the increase on the amount the costs went up in FY2013. Mr. Ferraro also said that a Phone Audit is being completed in an attempt to control phone-line costs.

Mr. Ferraro said that the UPS Unit needs to be replaced; the current unit is old and needs to be replaced. There was a discussion about how to pay for the new UPS. It will cost approximately \$50,000. Ms. Pavlicek suggested budgeting \$50,000 as a carry forward from 2013 as a reserve fund balance.

Mr. Ferraro will reduce the 2014 budget by \$148,000 due to the Insurance Cancellation fees and the UPS purchase fees being paid for out of 2013 budget.

Mr. Ferraro completed the full summary of the FY2014 budget.

A motion was made by Mr. Volpe to pass the 2014 Budget; this was seconded by Ms. Pavlicek, all voted and the motion passed with the corrections to reduce the 2014 Budget by \$148,000.

#### **Insurance Resolution**

Mr. Palm began the discussion on going forward with IPBC for Insurance for WSCDC.

Ms. Pavlicek asked about exit fees and Mr. Palm said those fees are built into the quote already. The plan will be a 3-year cycle normally. Mr. Ferraro said that the new plan currently mirrors the plan that WSCDC already has from Oak Park.

There was a motion to join the Nehii sub-pool of the IPBC effective January 1, 2014, and cancelling the current insurance WSCDC currently holds through the Village of Oak Park by Mr. Volpe and seconded by Ms. Pavlicek. All Board of Directors voted and the vote passed. Ms. Pavlicek voted no, and Mr. Palm and Mr. Volpe voted yes.

#### **Purchasing Policy**

Mr. Ferraro went over the Purchasing Policy that he sent out and asked for approval, he changed the first line to the wording suggested by Ms. Pavlicek.

There was a motion to approve the Purchasing Policy made by Ms. Pavlicek and seconded by Mr. Volpe, all voted and the motion passed.

Chief Fagiano asked about creating tickets in CAD and asked if other towns did the same thing. There was a discussion about this and other practices and Mr. Ferraro said that before the budget process for FY2015 he will bring other options to see which everyone feels is best to use.

There was a motion to go into Executive Session at 10:20 a.m. by Ms. Pavlicek and seconded by Mr. Volpe, all voted and the motion passed.

Executive Session ended at 10:35 a.m.

Mr. Palm said that he is concluding his 2-year term as Chairman of the Board of Directors and Mr. Volpe is up next in 2014. There was a discussion regarding this and it was decided that it would be discussed at the next meeting.

Mr. Ferraro is to send out the Final FY2014 Budget with the changes made, change the resolutions to reflect corrections discussed, send the termination letter to the Village of Oak Park and begin to prepare the RFP's for January. The next meeting will be in November or December.

#### Adjournment

There being no additional business, this meeting adjourned at 10:36 a.m.

Submitted By:

*Samanta Baidya*