



West Suburban Consolidated Dispatch Center

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MINUTES

Board of Directors Meeting
River Forest Village Hall – Community Room
December 3, 2013
2:00 p.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: Chief Greg Weiss, River Forest Police Department
Chief Ton Ebsen, Oak Park Fire Department
Chief James Eggert, River Forest Fire Department
Deputy Chief James O'Shea, River Forest Police Department
Kelly Zabinski, Zabinski Consulting Services Inc.

Call to Order

Mr. Palm called the meeting to order at 2:00 p.m.

Approval of Minutes from September 10, 2013

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

Executive Director's Report

Mr. Ferraro went over a list of things that have been completed and others that are still being worked on. He said that the agreement with the FOP has been completed and all insurances are going to be complete by 1/1/14 for the switch over from Oak Park to the IPBC sub-pool, NIHIL. Mr. Ferraro said that Chicago Communications seems to have repaired the current radio issues.

Mr. Ferraro stated that the 2012 Audit is complete and he is currently working on the Due To/Due From with Ms. Zabinski, the NCMEC Training is almost complete and he is also updating the WSCDC Website. Mr. Ferraro said that the UPS Software that he purchased is working well,

because the fan went out and the software let us know right away. He also stated that the CAD Sub-Committee met and is working on a new CAD game plan.

WSCDC/FOP Contract

Mrs. Kosinsky went over the contract changes and major items: there was a 2.42% increase per year to the salaries, there was a Step "G" added, 12 Hour Shifts will begin on 1/5/14 on a 1-year trial. This will hopefully lower overtime as well, the Supervisors will be used for coverage when needed and the Medical Insurance is now a percentage (16% for PPO and 15% for HMO) of the premium instead of a set dollar amount.

Mr. Ferraro said that the employees are happy there is a deal and with most of the changes. Mr. Palm told Mr. Ferraro he did a good job and asked for a motion to approve the contract.

There was a motion to approve the WSCDC/FOP Contract by Mr. Volpe and it was seconded by Mrs. Pavlicek, the motion passed.

Discussion and Consideration of Approval of Financial Policy for WSCDC

Mr. Ferraro said that he and Ms. Zabinski put together a simple and straight forward Financial Policy and they are looking for a 25% reserve threshold for within 3 years.

Mr. Ferraro went over some big ticket items that will need to be upgraded and or replaced within the next 5-10 years. Mr. Ferraro mentioned that Cook County put in a new Tier 1 CAD System and they are willing to host and we can use their system; we would save a lot of money since we would only have to pay for licensing.

Mrs. Pavlicek said that she would like to go over the Financial Policy #5 for funding retirement systems, Mr. Palm said to specify IMRF and Mrs. Pavlicek said that was ok.

Mrs. Pavlicek also said that a 25% Fund Balance is too high for her, she would like to do 10% instead. There was a discussion on how much is a good percentage for WSCDC, Mr. Volpe agrees that 25% is too high.

There was a discussion about a reserve and its uses, Mr. Palm said to change 25% to 10% on items #1, 2, and 3.

Mrs. Pavlicek said that she feels that \$10,000 is too low for a capital asset since it is usually \$25,000; Mr. Palm said to change that to \$20,000.

Mrs. Pavlicek also said that instead of calling it an Intergovernmental Agreement to call it a Joint Venture with By-Laws.

There was a motion to approve the Financial Policy with the amendments by Mrs. Pavlicek and seconded by Mr. Volpe, the motion passed.

Ms. Zabinski brought up the money that owed to each Member Village and to date it is:

Oak Park - \$327,163

River Forest - \$169,581

Elmwood Park - \$3,732

There was a discussion for past financials for WSCDC and past accounting practices as well. Mr. Ferraro said that he will work with Ms. Zabinski to get to the bottom of the numbers and then try to take care of them by year end.

Discussion and Consideration of Approval of Pro-QA Maintenance Agreement

Mr. Ferraro explained EMD and its Flip Cards that the telecommunicators use now and then explained that many agencies have gone automated to Pro-QA. Mr. Ferraro then explained the benefits of having this; it provides for better speed, efficiency, and compliance.

Mr. Ferraro said that with Des Plaines/Park Ridge going under they have many licenses available. It would be roughly \$6,300 yearly for WSCDC to pay for our licensing now, and we do not have to pay for the \$24,000 for the product itself. We would still have to pay for the training, once the product is implemented. Mr. Ferraro recommends doing it now since we have the money left over in 2013.

There was a discussion about whether or not to go with Pro-QA; it was asked if the Operations Committee has heard about this and Mr. Ferraro said no. At this time the Board of Directors said to take this to the Operations Committee and let them make the decision.

There was a motion to allow the Operations Committee to make the decision on Pro-QA made by Mrs. Pavlicek and it was seconded by Mr. Volpe, the motion passed.

RFP's

Mr. Ferraro said that he would like to get out an RFP for an Auditor as soon as possible so a new Auditor can be picked; Mr. Volpe is going to send Mr. Ferraro a name to include on who to send the RFP to.

Mr. Ferraro said that he is still working on writing the RFP for the UPS and is calling in a consultant to assist him.

There was a discussion about an Alarm RFP and it was decided to table this issue for now; WSCDC will stay with ADS for one more year.

WSCDC Board of Directors and Operations Committee Chairs

Mr. Palm said that rotation goes to Elmwood Park for 2014; this would go to Mr. Volpe for the Board of Directors and Chief Ventura for the Operations Committee.

Adjournment

There being no additional business, this meeting adjourned at 3:25 p.m.

Submitted By:

Samuel Bufon