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## West Suburban Consolidated Dispatch Center

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### Operations Committee Meeting Elmwood Park Police Dept December 15, 2014 at 10:00 am MEETING MINUTES

Members Present: Elmwood Park Fire Chief Mike Ventura, Elmwood Park Police Chief Frank Fagiano, Elmwood Park Police Deputy Chief Andrew Hock, Oak Park Police Chief Rick Tanksley, Oak Park Police Deputy Chief Anthony Ambrose, River Forest Police Chief Greg Weiss, River Forest Police Deputy Chief Jim O'Shea, River Forest Fire Chief James Eggert, Park Ridge Police Deputy Chief Lou Jogmen

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

#### **Call to Order**

Chief Ventura called the meeting to order at 10:06 am.

#### **Approval of Minutes from October 15, 2014 meeting**

Motion to approve by Chief Tanksley. Second by Chief Fagiano.

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

Executive Director Ferraro summarized his monthly report in the packet submitted to the Operations Committee.

Mr. Ferraro advised that the October and November statistical reports were in the packet for review.

Mr. Ferraro stated that \$300,000 had been paid to SunGard for new CAD. More about CAD to be discussed during that agenda point.

Mr. Ferraro advised that the Park Ridge cutover went well and that the staff is adjusting to the new addition nicely. Mr. Ferraro stated that we are still working on a couple of operational tweaks and continuing with conference calls to address any issues that do arise.

Mr. Ferraro reported that our 1 final T/C that is in training is nearing completion, and this will bring WSCDC up to fully trained staffing.

Mr. Ferraro reported that Matt Opyd from Prescient had started as our IT support on December 1st and that he has been working with Oak Park to get settled and to get access to everything he needs.

Mr. Ferraro stated that one of his first tasks was to go through and clean out the computer room at WSCDC, and that he was working on recycling a lot of the old equipment that has been stored there. Mr. Ferraro stated that Matt will be at WSCDC 24-hours per week and that we will need to work out guidelines for what his responsibilities will be in respect to the individual towns' IT needs. Anything related to CAD would be under his normal responsibilities, but if other support outside of that is needed, guidelines would need to be discussed.

**Radio Update**

Mr. Ferraro advised that Chicago Communications had been out the week of November 20<sup>th</sup> to perform our Preventive Maintenance, and their report had been mailed out to the chief's for review. Mr. Ferraro also advised that the location of the antenna on Cameo Towers did not give us the improvement we had hoped for and that Chicago Communications had moved it to a different area of the roof and put it on a tri-pod. Deputy Chief O'Shea advised that he hasn't heard any complaints recently so it may have helped. Mr. Ferraro advised that the true test will be in the Spring when the leaves are back on the trees.

**New CAD Project - Update**

SunGard promised a CAD implementation time of 6-9 months, but due to scheduling on their end, the process will not begin until January 2015. Mr. Ferraro reviewed the schedule from SunGard and advised he will stay on top of them to keep the process moving along. A Mock Go Live date of July 13-17, 2015, has been established with a Full Product Go Live date of August 18-20, 2015. Mr. Ferraro advised that he will inform the chiefs of all training dates as they approach so they can decide who to send. Mr. Ferraro further advised that most of the training, with the exception of the Telecommunicators, is train the trainer style.

Mr. Ferraro advised that Elmwood Park and River Forest will begin their Firehouse training before the end of the year with a January cutover planned. Oak Park will begin a little later due to some internal tasks/activity that needs to be completed on their end. Chief Eggert advised that their first training date is scheduled for December 30<sup>th</sup> and that the second date will be in January. Chief Ventura suggested that IT Matt should probably attend the training session to become familiar with the product and any affects it may have on CAD.

**IT Support**

This was already addressed in previous agenda items.

**Executive Secretary Search**

Mr. Ferraro advised that the Board suggested he take some time to review the job responsibilities to determine exactly what WSCDC needs prior to filling this position. That is being done now and a job announcement should be going out some time in January.

**2015 Chairperson**

Chief Frank Fagiano will become the Operations Committee Chairperson for 2015.

**Adjournment**

At 10:47 am Chief Eggert made a motion to adjourn. Chief Tanksley seconded that motion.