

Municipal Consolidated Dispatch
7300 W. Wilson Avenue, Harwood Heights, Illinois 60706

REGULAR BOARD MEETING MINUTES: TUESDAY, JANUARY 9TH, 2018

- 1. CALL TO ORDER:** The meeting was called to order by Chairman Larry Maraviglia at 1:35 PM.

- 2. ROLL CALL**

The following Board Members were present at the meeting:

Chairman: Larry Maraviglia

Vice Chairman: Peter Chiodo

Secretary: Joanna Skupien

Member: Thomas Deegan

Member: David Disselhorst

Member: John DeVries, arrived at 2:17 PM

Member: Brad Townsend

Member: Thomas Fragakis

Member: Frank Biagi

Member: Annette Volpe

The following Board Members were absent from the meeting:

Member: Wayne Schober

Member: Daniel Tannhauser

A quorum was declared.

Also present:

Ex-officio: Ronald Gross, MCD Director

Ex-officio: Robert Romo, MCD Treasurer, arrived at 1:45 PM

- 3. OTHERS TO ATTEND**

Franklin Abel, MCD Attorney

Terrence Vavra, Norwood Park Fire District Fire Chief

Next Ordinance No. - 2017-04
Next Resolution No. - 07-17

4. APPROVAL OF MINUTES

December 5, 2017

MOTION by David Disselhorst seconded by Frank Biagi to approve the minutes of the December 5, 2017 Board Meeting.

All present voted **AYE**. Opposed **NONE**.

5. PERSONS WISHING TO BE HEARD – NONE

6. Executive Director –Report, December 2017

Mr. Gross referenced his December 2017 report to the MCD Board and recapped information from the report.

Annette Volpe requested if for the future Mr. Gross can break out OT from regular wages in the report so that the Board can see if there is a consistent high OT cost that may signal to us that we need to increase the number of employees on staff.

Brad Townsend asked for clarification in the surcharges collected. Mr. Gross explained that the state is behind, so now they are catching up. Everything prior to 09/2017 would be credited back to the communities at the end of the fiscal year. Everything for after 09/2017 will be held by MCD as MCD income/revenue.

7. OLD BUSINESS

A. Grant Reimbursement

Cindy from the State acknowledged receiving the grant paperwork. We requested reimbursement in the amount of \$131,732.43. After this submission, the only category eligible for reimbursement is HVAC work in an amount not to exceed \$45,000.00.

Annette Volpe asked when we can apply for the 2018 grant. Mr. Gross responded that we can apply now. Tom Fragakis asked who will take care of this years' application process. Mr. Gross replied that Suzy Gulino, the Harwood Heights grant writer will most likely be assisting with the process.

Mr. Gross reported that he and Chief Disselhorst spoke to Kevin O'Connell, head of security at the HIP. The conversation went well. Agreement was reached that effective immediately, the HIP will call MCD via either a 911 call or the non-emergency line when needing assistance. The radios will be used as a secondary resource.

B. Construction of Management Offices – Proposals

Mr. Gross reported that the he and the Chiefs met with Mr. Patel. Drawings were revised. The contractors who previously expressed interest in or submitted bids were contacted to solicit new bids based on revised drawings. Of the 4 contacted, 2 returned bids. Edwin Anderson's new bid is \$80,200.00 and Trinidad's new bid is \$99,859.00.

Joanna Skupien asked Mr. Gross if he forwarded the new documents/plans to Daniel Tannhauser. Mr. Gross said he did not but stated he would forward them. Joanna Skupien spoke on behalf of Dan Tannhauser who is not able to be at the meeting but spoke with a contractor who was interested in submitting a bid as well.

Item tabled until the documents are forwarded to Dan Tannhauser who will then forward to a contractor. At the next meeting we will review that proposal and make a decision.

8. NEW BUSINESS

A. Fire Radio System Enhancements

There are two different transmitters in use by Schiller Park Fire Department and the Norwood Park Fire Department. If we tone out one, we have to wait, then tone out the other. But because there are two different transmitters, one fire department can't hear when the other one can, and vice versa. Mr. Gross stated that right now the telecommunicators are toning each department separately to dispatch auto aid on each other's calls. The process is inefficient and at times delays dispatches and ties up the air, causing units to talk over one another.

The proposal is to take the Norwood Park Fire Protection District transmitter currently at Norridge PD and move it to the water tower in Norridge. That will give us 150 feet of higher elevation. By doing this, with a bit of reprogramming, we can get even better service than what we were getting. The cost to do this would be \$23,480.00 per a proposal dated 12/28/17 from Chicago Communications.

Joanna Skupien asked for clarification, does this proposal include the moving of the comparator and transmitter that was already discussed in prior

meetings? Response from Mr. Gross, yes that does include the move so taking it from Norridge and raising it to the water tower; the total transport. He did note that a part of the transport cost was actually already paid for under a prior invoice.

MOTION by Peter Chiodo, seconded by Annette Volpe that upon approval from the Village of Norridge and after the consultation with Norridge Public Works (Joseph Spain), to engage services with Chicago Communications for MCD ETSB Fire Main Enhancements SOW, as per proposal 12312017, at a cost of \$23,480.00.

ROLL CALL:

Larry Maraviglia – YES
Joanna Skupien – YES
Brad Townsend – YES
Annette Volpe - YES
Thomas Deegan – YES
Peter Chiodo – YES
Frank Biagi - YES
David Disselhorst – YES
Thomas Fragakis – YES

Motion carries.

B. MGP GIS – Annual Maintenance Support Agreement

Mr. Gross reviewed an agreement from MGP that specifically related to 911 emergency operations, and does not include a full-time on-site person, just includes a dedicated person for MCD who would work remotely and be a single contact for Norridge, Schiller Park and Harwood Heights so the proper info can be gathered and updated. This will benefit all three communities.

Discussion regarding Page 6 of the GIS “Discussion Paper for Municipal Consolidated Dispatch”, GIS sourcing breakdown. Discussion on the annual cost of \$7,010.00 and how that will be broken down between the communities given that Schiller Park and Norridge already use GIS services and Harwood Heights and Norwood Park Fire do not. So they do not have data necessary for MCD operations.

Short discussion regards the breakdown of costs and whether the agreement would be split 3 ways, or be broken down more equitably considering Harwood

Heights has no GIS data.

Mr. Gross stressed the importance of this data and that time is of the essence.

MOTION by Brad Townsend, seconded by Larry Maraviglia to engage in GIS services with MPG Inc. for services only related to 911, at annual costs not to exceed \$7,010.00, with costs allocation to be determined by consensus of the MCD Board upon invoice and after further information from the MGP Coordinator.

ROLL CALL:

Larry Maraviglia – YES
Joanna Skupien – YES
Brad Townsend – YES
Annette Volpe - YES
Thomas Deegan – YES
Peter Chiodo – YES
Frank Biagi - YES
David Disselhorst – YES
Thomas Fragakis – YES
John DeVries - YES

Motion carries.

Suggestion that Mr. Gross contact MGP and request that a member of their staff attend the next MCD Board Meeting or be available via conference call to answer questions/concerns regarding the agreement.

C. Warrant Register (Bill Listing)

Mr. Gross addressed a concern brought forth by Thomas Deegan at a prior meeting.

MOTION by Annette Volpe, seconded by John DeVries to approve the warrant register dated January 9, 2018 (note, register heading states 01-09-17 which is a typo) register with the amended date in the header, totaling in the amount of \$75,723.51, attached and made part of the record hereof.

Before roll call is taken Brad Townsend asked which bills on the list are recurring. Mr. Gross responded that the only one on this list is the LEADS invoice, payable to Technology Mgt. / CMS ISP.

ROLL CALL:

Larry Maraviglia – YES
Joanna Skupien – YES
Brad Townsend – YES
Annette Volpe - YES
Thomas Deegan – YES
Peter Chiodo – YES
Frank Biagi - YES
David Disselhorst – YES
Thomas Fragakis – YES
John DeVries - YES

Motion carries.

D. Next Meeting – **February 6, 2018, 1:30 p.m.**

9. OTHER BUSINESS

Short discussion regarding the patch. Two issues:

1) Are we keeping the patch up?

- David Disselhorst would like to get rid of it but asked if Schiller Park was ready for this. Tom Fragakis stated that Schiller Park is ready for the patch to be turned off. Frank Biagi said he is ready for patch to be taken down as well.
- Short discussion that communication transmitted over the patch is able to be monitored by people who have scanners. Communication not over the patch is encrypted and not able to be monitored.
- Consensus to remove patch starting 2/1/2018.
- David Disselhorst stated that there have been no issues with Starcom. Frank Biagi said he has not had issues with Star Comm either.
- 2020 the FCC will take over the frequency for Net.
- Norcom was complaining Net 16 was bleeding over onto Norcomm's radio frequency. Perhaps this issue will be solved by getting rid of the patch.

2) Are we going to maintain the Net?

- This will be the discretion of each community. But if we take it down, it will be taken down for everyone, including Elmwood Park, and we will never be able to get that back up.

Rob Romo spoke. He and Joanna Skupien spoke before the meeting regarding the financials. It appears the cash balance in the MCD account looks sufficient to meet anticipated/future short term expenses and due to the fact that each of the Villages are experiencing being over budget on unanticipated indirect consolidation costs, we ask for consideration that the third payment of this fiscal year be reduced for each community.

Annette Volpe asked which shifts are staffed with 4 telecommunicators. Mr. Gross said mornings and afternoons are 4 and night shifts are 3.

Franklin Abel reviewed the memo he circulated regarding Sexual Harassment. Pursuant to Public Act 100-0554 which mandates that all government units, within 60 days after the effective date of November 16, 2017 adopt an ordinance or resolution establishing a policy prohibiting sexual harassment. Joanna Skupien stated that Norridge already passed this ordinance and amending their Handbook to reflect the new mandates and she will send Norridge's documents to Mr. Abel so that he can use it as a template for the MCD ordinance.

10. EXECUTIVE SESSION - NONE

- A. Personnel Matters (Sec. 2-C-1)
- B. Employment Matters (Sec. 2-C-1)
- C. Collective Bargaining (Sec. 2-C-2)
- D. Pending Litigation (Sec. 2-C-11)
- E. Executive Session Minutes (Sec. 2-C-21)
- F. Property Acquisitions (Sec-2-C-5)

11. ADJOURNMENT

MOTION by Annette Volpe, seconded by David Disselhorst to adjourn at 3:30 PM.

All present voted **AYE**. Opposed **NONE**.

ATTACHMENTS

1. Warrant Register 01-09-18

MINUTES PREPARED BY: JOANNA SKUPIEN