

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

**REGULAR BOARD MEETING MINUTES: TUESDAY, FEBRUARY 6<sup>TH</sup>, 2018**

**1. CALL TO ORDER:** The meeting was called to order by Chairman Larry Maraviglia at 1:36 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

Member: Brad Townsend

Member: Thomas Fragakis

Member: Frank Biagi

Member: Annette Volpe

Member: Wayne Schober

Member: Daniel Tannhauser

A quorum was declared.

Also present:

Ex-officio: Ronald Gross, MCD Director

Ex-officio: Robert Romo, MCD Treasurer

**3. OTHERS TO ATTEND**

Franklin Abel, MCD Attorney

Terrence Vavra, Norwood Park Fire District Fire Chief

Larry LaPorta, MCD IT Support

David Blondell, Norwood Park Fire District Deputy Chief

**Next Ordinance No. - 2018-04**

**Next Resolution No. - 01-18**

**4. APPROVAL OF MINUTES**

January 9, 2018

**MOTION** by John DeVries seconded by Annette Volpe to approve the minutes of the January 9, 2018 Board Meeting.

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

**5. PERSONS WISHING TO BE HEARD - NONE**

**6. Executive Director –Report, January 2018**

Mr. Gross asked if there were any questions regarding his January 2018 report.

He highlighted that two supervisors attended a three-day Communications Supervisor Course held in Wheaton. All three supervisors were scheduled to attend but one became ill and could not attend.

Mr. Gross also discussed each month going forward he will provide be conducting monthly training. This month he is spending time on call taking/call processing, what questions should be asked, what information must be obtained, various scenarios, review of issues that have come up and focus on efficient call taking techniques.

Mr. Gross also purchased the on-line Webinar subscription to NENA.

**7. OLD BUSINESS**

A. Grant Reimbursement

Mr. Gross reached out to Suzy Galino to find out what other grants that MCD may apply for. He will continue to work with Suzy to make sure we can take advantage of any grant that may be available.

B. Construction of Management Offices – Proposals

At the last meeting we discussed the two proposals received: one from Edwin Anderson and one from Trinidad. Of the two, Edwin Anderson was much lower but we tabled the motion to award the bid because Trustee Tannhauser had a company that was also interested. Mr. Gross was awaiting the third proposal; however, it was not received in timely manner. It was just received today. Therefore, the proposal from Sullivan will not be considered as it was not timely and Mr. Gross did not have time to review it. It was further discussed the two companies who provided updated proposals based on the revised drawings, did so pursuant to the deadline originally given.

Sullivan: Base \$74,507.00 with other options available

Edwin Anderson: Base \$80,200.00 with options, putting it at about \$85K

Trinidad: Base of \$99,859.00

Annette Volpe mentioned that the Village of Hardwood Heights will soon begin the renovation of their community center space. They have already secured the grant and part of their project involves having to erect walls and perhaps it will be beneficial to wait with the MCD office build out and try to combine the work together with the Harwood Heights project to get cost savings. Short discussion by the Board regarding this comment.

**MOTION** by Brad Townsend, seconded by John DeVries to accept and approve the bid from Edwin Anderson for the MCD office build out project, as per the RFP, pending verification of references and pending the completion of the required paperwork and forms, at costs not to exceed \$90,000.

Before roll call was taken Joanna Skupien asked what line item this is coming out of in the budget and what the appropriations were set at. Mr. Gross replied that it is budget account number 4099 and the budget was initially estimated at \$75,000.00. He further explained that he felt the budget for this was not accurately set due to some of the additional work that was needed. Additionally, MCD would request the remaining \$45,000 in the grant to offset some of the cost.

**ROLL CALL:**

Larry Maraviglia – YES  
Joanna Skupien – YES  
Daniel Tannhauser - 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  
Wayne Schober - YES

**Motion carries.**

C. MGP Maintenance Support Update

Mr. Gross signed off on the agreement. MGP is going to bill us and there will be a detailed break out of the services they are providing. MGP will be putting together procedures and updates that they will need Harwood Heights and the Norwood Park Fire Department to do as they currently do not have GIS mapping.

Mayor Jezierny designated Natalie as the go-to person. Chief Vavra will be the contact person for Norwood Park Fire Protection District.

## 8. NEW BUSINESS

### A. Employee Handbook

Franklin Abel is reviewing the proposed Handbook right now. Mr. Gross would like to have a general employee manual and have procedural items in a separate manual but they will be linked together and will reference each other.

Brief discussion as to items that need to be addressed in the Handbook.

Mr. Gross discussed Paychex (vendor providing current payroll services) has an HR support program which he would like to consider using. There was further discussion; Joanna Skupien offered to assist by providing information, and recommended SHRM (Society for Human Resources Management) courses and resources that are available. Brad Townsend also offered the assistance of Schiller Park's Human Resources staff to assist as needed. Additionally, with regard to training; many of the insurance providers through our current benefits programs may also offer free staff training/programs. Mr. Gross advised he would explore those options.

Board members are asked to review the proposed handbook and provide feedback to Mr. Abel before the next Board Meeting.

### B. Ordinance Adopting & Approving Amendments to the MCD Employee Handbook (Anti-Harassment Policy Pursuant to Mandates by Public Act 100-0554)

1. Adopt Ordinance – Anti-Harassment Policy
2. Adopt Anti-Harassment Policy Pursuant to Public Act 100-0554

**MOTION** by John DeVries, seconded by Thomas Fragakis to adopt and approve Ordinance No. 2018-04, "AN ORDINANCE ADOPTING AND APPROVING AMENDMENTS TO THE EMPLOYEE HANDBOOK OF THE MUNICIPAL CONSOLIDATED DISPATCH (An Ordinance Adopting a New Anti-Harassment Policy Pursuant to Mandates by Public Act 100-0554), President and Secretary to sign the same.

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

**Motion carries.**

C. Warrant Register (Bill Listing)

**MOTION** by David Disselhorst, seconded by Annette Volpe to approve the warrant register dated February 6, 2018 totaling in the amount of \$4,107.25, attached and made part of the record hereof.

**ROLL CALL:**

Larry Maraviglia – YES  
Joanna Skupien – YES  
Daniel Tannhauser - 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  
Wayne Schober - YES

**Motion carries.**

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

**9. OTHER BUSINESS**

Rob Romo stated he has reviewed the financials and thinks that each of the Village's third payment due for this fiscal year can be reduced by 1/3 of the initial expected payment. He will meet with the Director and WRDR to discuss this further and analyze the financials to determine the third payment.

**10. EXECUTIVE SESSION**

**MOTION** by David Disselhorst, seconded by Daniel Tannhauser to go into executive session to discuss personnel matters and employment matters as per Section 2-C-1. The MCD Board goes into Executive Session at 2:33 PM.

**ROLL CALL:**

Larry Maraviglia – YES  
Joanna Skupien – YES

Daniel Tannhauser - 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  
Wayne Schober - YES

**Motion carries.**

### **THE BOARD GOES INTO EXECUTIVE SESSION**

Regular Session reconvened at 4:07 PM

#### **ROLL CALL:**

Larry Maraviglia – present  
Joanna Skupien – present  
Daniel Tannhauser – absent, left during Executive Session  
Brad Townsend – absent, left during Executive Session  
Annette Volpe - YES  
Thomas Deegan – YES  
Peter Chiodo – YES  
Frank Biagi - YES  
David Disselhorst – YES  
Thomas Fragakis – YES  
John DeVries – YES  
Wayne Schober – YES

Also present:

Ex-officio: Ronald Gross, MCD Director  
Ex-officio: Robert Romo, MCD Treasurer  
Franklin Abel, MCD Attorney

### **OTHER BUSINESS - CONTINUED**

Mr. Gross discussed the need to add a fifth position in dispatch. All four consoles are presently being used and are busy. If a position goes down, requires maintenance, or additional staff is needed for an event, there is no back-up position, which is concerning. Mr. Gross is concerned with the potential for liability. He is informing the Board of this to make them aware of the situation, and he will be submitting a proposal for the purchase of an additional console. There was further discussion, and Mr. Gross was advised to

submit a proposal when received, and it would be reviewed; however, if possible, incorporate into FY19 Budget. A discussion will be had upon receipt of the proposals.

## **11. ADJOURNMENT**

**MOTION** by David Disselhorst, seconded by Annette Volpe to adjourn at 4:23 PM.

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

## **ATTACHMENTS**

1. Warrant Register dated 02-06-18

MINUTES PREPARED BY: JOANNA SKUPIEN