

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

REGULAR BOARD MEETING MINUTES: TUESDAY, MARCH 6TH, 2018

1. CALL TO ORDER: The meeting was called to order by Chairman Larry Maraviglia at 1:34 PM.

2. ROLL CALL

The following Board Members were present at the meeting:

Chairman: Larry Maraviglia

Vice Chairman: Peter Chiodo, left at 3:00 PM

Secretary: Joanna Skupien

Member: Thomas Deegan

Member: John DeVries

Member: Brad Townsend

Member: Thomas Fragakis

Member: Frank Biagi

Member: Annette Volpe, left at 3:25 PM

Member: Wayne Schober

ABSENT:

Member: David Disselhorst

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

Larry LaPorta, MCD IT Support

David Blondell, Deputy Chief Norwood Park Fire District

Chuck Leiser, Battalion Chief Schiller Park Fire Department

Thomas Thomey, MGP Inc.

Alexis Araoz, MGP Inc.

David Meyer, WRDR

Next Ordinance No. - 2018-05

Next Resolution No. - 01-18

4. APPROVAL OF MINUTES

February 6, 2018

MOTION by Annette Volpe seconded by John DeVries to approve the minutes of the February 6, 2018 Board Meeting.

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

5. PERSONS WISHING TO BE HEARD

Mr. Gross introduced Alexis (Lexi) Araoz who will be the MGP GIS Specialist assigned to MCD. He also introduced Tom Thomey, MGP owner. Both spoke about their backgrounds and what they will be doing for MCD.

Mr. Gross also introduced David Meyer from Wermer, Rogers, Doran, & Ruzon (WRDR), MCD's accounting firm who is here to assist in the upcoming budget preparation.

6. Executive Director –Report, February 2018

Mr. Gross asked if there are any questions regarding his February 2018 report. He highlighted that Chicago Communications is working with each of the communities to migrate video, CAD/RMS/Mobile over to the microwave.

Chuck Leiser added that Schiller Park is having the exact same issues at Norridge, and inquired if it is with Comcast or another issue. Mr. Gross explained that Comcast has reported intermittent service issues in the area, and may be attributing to the instability of connectivity. Mr. Gross confirmed that Schiller Park and Norridge will both be migrating to the use of the microwave. The issue is that connectivity is dropping. Bi-weekly phone calls are scheduled going forward until all work is completed. It is anticipated the issues that are being experienced will go away once the Microwave is up and running.

Chuck Leiser also mentioned other connectivity issues he has with just dropping of signal when he travels from Schiller Park to Norridge. Tom Fragakis mentioned that this is being worked on internally, switching to Net Motion which seems to have resolved that issue with Harwood Heights and Norridge.

Brad Townsend had a question regarding the monthly surcharges. Mr. Gross responded that the state has now paid us for surcharges collected through October 31, 2017. January 1, 2018 the new increase took affect so we will soon see an increase in monthly allotment payments.

7. OLD BUSINESS

A. Grant Reimbursement

The only remaining category is the \$45,000 that is related to office/construction build out.

NG911 Grant recently came out. Mr. Gross looked into it and MCD does not qualify. Cindy Barbera-Brelle the 9-1-1 State Administrator confirmed that we are not eligible for the NG911.

Annette Volpe asked if we were still keeping a tally because anything we did not qualify for or did not apply for because we reached the max for this year we can reapply when next year's funds are available. Mr. Gross said that he has already directed Suzy Galino, the grant writer who assisted with procuring the grant that was received, to review grants we are eligible to apply for when the new year's grant are available.

Rob Romo asked how much the original grant was for. Roughly \$471K was the total grant. We drew down on all of it except the \$45K.

B. Construction of Management Offices Update

Contractor is looking to start within a week or so (sometime next week). Once he gets started it will be about 3 to 4 weeks for him to finish.

\$80,200 is the base price with 3 options. We only need one option which is \$2K. Mr. Gross expects the project to be finished costing about \$82K/\$83K once it's all finished. Clark Dietz will review submittals of plans and materials from the contractor, billing MCD at an hourly rate, to make sure that the contractor is building the space as per the specs. Joanna Skupien asked for clarification regarding the hourly fee which will be paid to Clark Dietz.

C. MGP Maintenance Support Update – Introduction

Lexi, the MGP Specialist will work one day every two weeks remotely, specifically on MCD GIS issues. She will work with both the Norridge GIS Specialist and the Schiller Park Specialist. However, Lexi and Mr. Gross added there is on-going communication outside of these days in preparation for work that needs to be completed on MCD specific days.

Brad asked where do we start. Lexi responded that the first step is to develop a process for submitting new information and changes and then to fix the address data particularly for Harwood Heights.

Annette Volpe asked if when MGP makes all the address corrections, will that then trickle down into the Harwood Heights database. Mr. Gross advised that the work MGP

doing is specifically geared towards the public safety response data that is in CAD. MGP is not providing full GIS support, but contracted for maintenance related to dispatching information, not those services which include street lighting, sewer layers, etc. Any usable data to assist Harwood Heights in the future could be provided.

D. Employee Handbook

Board members asked questions. Franklin Abel made necessary amendments to the policy.

Brad Townsend inquired as to whether or not steps should be added to the appeal process for employees. Discussion ensued. Mr. Gross asked for clarification on whether or not the Board wanted to be involved in the day-to-day operations of running the center and his discretion for discipline. (Does Mr. Gross have the authority of the Board or does he need to talk to the Board first before taking disciplinary action?)

Upon further discussion, it was agreed employees will be able to appeal terminations by letter to the Chairperson of the JETS Board for review.

Schiller Park public safety representatives expressed concerns about performance and was hoping things would improve with the consolidation. Mr. Gross explained all of the current employees came from the member agencies. The problems we see are not new, many are related to a lack of comprehensive procedures and standards. These problems existed possibly for years prior to MCD, and the focus since consolidation has been to break ingrained behaviors, and condition new ones through standardization, procedures, and training. Mr. Gross also informed the Board of the training he is doing, introducing and showing them industry standard best practices, and employees who fail to respond and/or modify behavior will be held accountable. Most importantly, there's an obligation to provide re-training in an effort to give the employee an opportunity to correct performance deficiencies; and if unsuccessful take the appropriate disciplinary action. Mr. Gross concluded by saying a failure to train, failure to supervise, failure to have properly working equipment are the top three reasons why dispatch centers get sued. He wants to be proactive in these categories. We don't improve performance by lowering standards.

Short discussion by the Board members regarding adding terminations to the appeal process and reasonable suspicion for drug testing language to the Employee Handbook.

MOTION by Frank Biagi, seconded by John DeVries to accept and approve the Employee Handbook, with amendments, and to refer the matter to the MCD Attorney for drafting of appropriate ordinance.

ROLL CALL:

Larry Maraviglia – YES
Joanna Skupien – YES
Brad Townsend – YES
Annette Volpe - YES
Thomas Deegan – YES
Frank Biagi - YES
Thomas Fragakis – YES
John DeVries – YES
Wayne Schober - YES

Motion carries.

8. NEW BUSINESS

A. Budget

1. FY18 – Payment 3

How much money do we want to end up with on hand? Dave Meyer provided an overview of the budget. He explained in response to general discussions at previous meetings to reduce the third payment for member agencies; stating whatever we reduce this fiscal year, will bump up payments for next fiscal year payments. Mr. Meyer advised his goal was to keep at least 3-4 months operating expenses in the bank as a contingency, which is reflected in the payments. Reducing the payments would leave only approximately two months operating cash on hand. Mr. Gross sought clarification from Rob Romo on whether or not the desire was to pay one-third less than the regular payment or one-third of the regular payment. Mr. Romo advised he was suggesting to only pay one-third. He added this is being sought due to the unanticipated delay of transitioning operations to MCD, and those extra two months negatively impacted municipal budgets in terms of continued personnel costs.

Mr. Gross deferred to WRDR. David Meyer stated that if we only pay 1/3 of Payment #3, then the cash balance at the end of this fiscal year will be almost \$0. The budget shows the cash position expected to be at the end of the fiscal year to be \$475K, that was under the assumption that the 3rd payments for all three agencies came in at the full invoiced amount. Cutting each of the towns payments by 2/3 equates to a \$422K reduction in the fund balance for 4/30/18.

Short discussion by the Board regarding individual towns' budgetary concerns and financial constraints. The discussion will be tabled until next meeting to explore options.

2. FY19 Draft Review

Rob Romo will review the budget and look at areas which he thinks can be cut and make a presentation to the Board for the next meeting. He expressed concern about the proposed budget and that it does not reflect savings for the future and all the Boards at each community have been told that there would be cost savings for consolidation. He will examine where those cuts can be made and will tighten up the line items.

B. Member Agency System Access

1. Audio recorder

Mr. Gross explained a request has been made for member agencies to have access to the audio logging recorder located at MCD. He added this is not common for consolidated dispatch center environments, and has the potential for conflicts. A brief discussion occurred. Mr. Gross then asked which agency(s) would like to have their own license to access the recorder. He presently has a quote for 5 licenses which will cost approximately \$15K. MCD currently has one license. If one person is using the software, another person cannot use it.

Mr. Gross took a tally and it appears Schiller Park will want one license (to be shared between PD & Fire) and Harwood Heights PD would like one license.

Norridge does not want a license at this time, but Commander Schober will confirm with Chief Disselhorst as he is not present at the meeting.

Mr. Gross will obtain more accurate pricing and then each community will pay for their own license.

C. Warrant Register (Bill Listing)

MOTION by Brad Townsend, seconded by Joanna Skupien to approve the warrant register dated March 6, 2018 totaling in the amount of \$327,005.17, with the stipulation

that checks only be mailed if funds are available in the checking account, attached and made part of the record hereof.

ROLL CALL:

Larry Maraviglia – YES
Joanna Skupien – YES
Brad Townsend – YES
Thomas Deegan – YES
Frank Biagi - YES
Thomas Fragakis – YES
John DeVries – YES
Wayne Schober - YES

Motion carries.

Next Meeting – **April 3, 2018, 1:30 PM**

9. OTHER BUSINESS

10. EXECUTIVE SESSION

- 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 John DeVries, seconded by Wayne Schober to adjourn at 4:21 PM.

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

ATTACHMENTS

- 1. Warrant Register dated 03-06-18

MINUTES PREPARED BY: JOANNA SKUPIEN