

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

**REGULAR BOARD MEETING MINUTES: TUESDAY, APRIL 3<sup>RD</sup>, 2018**

**1. CALL TO ORDER:** The meeting was called to order by Chairman Larry Maraviglia at 1:32 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: John DeVries  
Member: Brad Townsend  
Member: Thomas Fragakis  
Member: Frank Biagi  
Member: David Disselhorst  
Member: Annette Volpe  
Member: Wayne Schober

**ABSENT:**

Member: Daniel Tannhauser

A quorum was declared.

Also present:

Ex-officio: Ronald Gross, MCD Executive Director

Ex-officio: Robert Romo, MCD Treasurer

**3. OTHERS TO ATTEND**

Franklin Abel, MCD Attorney

Larry LaPorta, MCD IT Support

**Next Ordinance No. - 2018-06**  
**Next Resolution No. - 01-18**

**4. APPROVAL OF MINUTES**

March 6, 2018

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

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

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

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

Mr. Gross recapped his March 2018 report. MCD received the grant reimbursement funds for the past quarter in the amount of \$131,723.43. The walls for the new offices are up and the contractors are working expeditiously.

**7. OLD BUSINESS**

A. Grant Reimbursement

Mr. Gross reported that he is actively looking at various grants and new postings and will continue to monitor them.

B. Construction of Management Offices Update

Mr. Gross referred to his summary during his Executive Director report portion of the agenda. The project is moving right along. A change order was put through to add necessary additional electrical and data outlets, and two windows. This change order does not break the not to exceed threshold. In fact, approximately \$2,200 will be saved in cost due to Larry LaPorta will pull the data cables for the offices.

C. MGP Maintenance Support Update

Work continues to clean up the GIS data. The specialist is working with ID Networks to format the data to work effectively in CAD. Primary focus is on formatting and standardizing the Harwood Heights data first.

D. Employee Handbook

Mr. Gross will give each employee a hard copy and has Larry LaPorta working on an intranet so employees will have access to a digital copy as well. He will have each

employee sign an acknowledgment slip that they have been given a copy of the handbook.

David Disselhorst asked how the PTO time off works when an employee calls in sick. Mr. Gross referenced a written directive he is working on which states the process. Mr. Gross further explained how it is documented in the system, how its tracked, and how it will appear in reports.

1. Ordinance Adopting MCD Employee Manual

**MOTION** by Brad Townsend, seconded by David Disselhorst to Adopt and Approve ORDINANCE NO. 2018-08, "AN ORDINANCE ADOPTING AND APPROVING THE MUNICIPAL CONSOLIDATED DISPATCH EMPLOYEE MANUAL: An Ordinance Adopting Official Employee Manual".

**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  
Wayne Schober - YES

**Motion carries.**

E. Budget

Mr. Gross stated he had a conversation with the Mayor of Harwood Heights regarding consolidation costs. She stated that she had spoken to the Mayor of Schiller Park and both agreed it would be beneficial to provide a summary of all the monies spent to date in advance of passing a new MCD budget. Dave Disselhorst added that the summary should also list the life expectancy of each of the items on the list. Annette Volpe agreed this should be included in the report.

1. FY18

Payment 3: Each community should take the invoice for payment #3 of FY18 and remit 1/3 of that payment to MCD now (ASAP but before April 30, 2018). The first payment for FY19 from each community should be remitted, in full, on or by May 1, 2018.

2. FY19 – Budget

Rob Romo stated that we need to keep in mind that of the \$1.9 million debt we took on from Motorola, \$675K was for radios that each of the municipalities would have had to purchase on their own if we did not bundle it together with the other Motorola items. This extra expense sits on the books of MCD where it really would have been the debt of each Village.

Discussion about tabling the budget for FY19. Consensus of the Board is that we should table the budget and then have a special meeting in approximately 2 weeks. The special meeting should be just for discussing the budget. This way Mr. Gross and Rob Romo will have time to prepare various projection reports, long term budgeting worksheets and the recap report suggested by the Mayors of Harwood Heights and Schiller Park. Discussion to have the meeting in the evening so that members of each of the Village Boards can attend.

Brad Townsend clarified to make sure that for the special meeting Rob Romo will also have the response from Parkway Bank in which MCD has requested consideration to adjust the terms of the loan to extend the amortization schedule from five years to ten years. If the bank does provide that option, Rob Romo will have the figures as far as how much more it will cost by extending the loan and how much that will shave off the payments in the short term.

**MOTION** by David Disselhorst, seconded by Annette Volpe to table passing of the FY19 MCD budget.

**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

Wayne Schober - YES

**Motion carries**

Rob Romo asked for some input for his reports which he will prepare. How is staffing? Are we going to make any adjustments to staffing for the new budget? How much time do we spend on the phone? What are we doing to reduce FY19 expenses? Mr. Gross responded that he would like to go a full year operational, including a full summer, and then do a comprehensive staffing analysis of phone calls, time spent on each call and other stats necessary before we make any staffing changes.

F. Member Agency System Access

1. Audio Recorder

Mr. Gross recapped from the last meeting how many audio recorders are wanted by each community. Harwood Heights would like 1 additional license and Schiller Park wants 1 (it will be shared by the SPD and SFD). Norridge is still unsure. Based on this, Mr. Gross will obtain a quote for 2 additional and a separate quote for 3 additional (in case there are any savings for buying one more). For clarification, each of these additional licenses will be paid for directly by each community and is not an MCD expense.

**8. NEW BUSINESS**

A. DTN Weather Sentry – Ratification

The free subscription is coming to an end. Now is the time to decide if we are keeping this.

**MOTION** by David Disselhorst, seconded by Annette Volpe to approve payment to DTN, LLC in the amount of \$4,992.00 for an annual agreement which includes 1 subscription with 5 desktops and 25 mobile access.

**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  
Wayne Schober - YES

**Motion carries**

B. Warrant Register (Bill Listing)

**MOTION** by Brad Townsend, seconded by John DeVries to approve the warrant register dated April 3, 2018 totaling \$25,078.00, attached and made part of the record hereof.

**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  
Wayne Schober - YES

**Motion carries**

C. FY19 Meeting Schedule

Discussion regarding whether we should continue to meet monthly. Some Board Members would like to meet every two months instead of every month. Short discussion.

**MOTION** by David Disselhorst, second by Wayne Schober to continue to meet monthly, however, instead of on the first Tuesday of the month we will meet on the second Tuesday of the month. This will allow for a little extra time for MCD to obtain bank statements and prepare financials.

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

D. Next Regular Meeting – **May 8, 2018, 1:30 p.m.**

**9. OTHER BUSINESS**

Jim O'Toole from Rosemont has requested that MCD pay the costs to upgrade their radio console to communicate with the police departments, since they are now operating on Starcom. Mr. O'Toole wants the ability to communicate with us on our talk group. Mr. Gross

researched what it would involve. If Rosemont had a console like us it would be a simple re-programming fix but Rosemont has an antiquated model and is not compatible to MCD's system. Rosemont does have a county radio and if the county allows them to program our county group, they will have access to police talk groups.

Annette Volpe asked how the re-training of the dispatchers is going. Mr. Gross provided a short update. Mr Gross has been actively working on call processing directives, how to re-verify addresses and he has been training the dispatch center with these as the guides.

#### **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 John DeVries, seconded by Joanna Skupien to adjourn at 3:07 PM.

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

#### **ATTACHMENTS**

1. March 2018 Phone Stats
2. Warrant Register 04-03-08
3. March 2018 Director's Report

MINUTES PREPARED BY: JOANNA SKUPIEN