

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

REGULAR BOARD MEETING MINUTES: TUESDAY, MAY 8, 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
Member: John DeVries
Member: Brad Townsend
Member: Thomas Fragakis
Member: Frank Biagi
Member: David Disselhorst
Member: Wayne Schober

ABSENT:

Member: Joanna Skupien, Daniel Tannhauser, Annette Volpe, Thomas Deegan,

A quorum was declared.

Also present:

Ex-officio: Ronald Gross, MCD Executive Director

3. **OTHERS TO ATTEND**

Franklin Abel, MCD Attorney

Next Ordinance No. - 2018-06

Next Resolution No. - 01-18

4. **APPROVAL OF MINUTES**

April 03, Minutes

MOTION by John DeVries seconded by Frank Biagi to approve the minutes of the April 3, 2018 Board Meeting.

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

April 18, 2018 – Special Board Meeting

MOTION by John DeVries seconded by Thomas Fragakis. Short Discussion, prompted by Brad Townsend, that the Special Board Meeting minutes should reflect some elected officials from the member villages were present and some of the questions posed to the Board.

The motion was amended to table approval of the Special Board Meeting minutes to reflect the items discussed.

MOTION by David Disselhorst seconded by Brad Townsend.

All present voted AYE. Opposed NONE.

5. PERSONS WISHING TO BE HEARD

Executive Director Ron Gross advised the Board he processed several requests from Schiller Park Trustee Golembiewski for copies of invoices and other detailed records. Additional discussion was had, particularly regarding comments made at the April 18th Special Board Meeting about developing a marketing plan. Mr. Gross stated it is important members represent MCD in such a way to project a positive image of the operation if we are to be successful at developing a marketing strategy that attracts others who may be interested in joining or as clients. Other Board members discussed how they also have heard comments as well from other entities.

6. Executive Director –Report, April 2018

Mr. Gross recapped his April 2018 report. Additional discussion on cost comparison and evaluation were had, particularly how to reduce cost from a staffing perspective; utilization of part-timers, etc. Mr. Gross re-iterated his commitment to hire more part-time personnel, but expressing the importance of making sure job descriptions, and solidified procedures are in place to properly train new employees.

7. OLD BUSINESS

A. Grant Reimbursement

Mr. Gross reported wireless surcharge refunds reflecting the increased rate of \$1.50 for January 2018 was received. Amounts noted in the Director's report.

B. Construction of Management Offices Update

Mr. Gross reported the project was complete as noted in his April report.

C. MGP Maintenance Support Update

Work continues to clean up the GIS data. A major update integrating Harwood Heights updates and Norridge data is scheduled for the week of May 14th.

D. Member Agency System Access – Audio Recorder

After reviewing costs, members decided to put this item on hold.

Mr. Gross asked if all the Old Business Items that have been on the Agenda for several months and reported on in the monthly report could be removed from the Agenda. All agreed.

E. FY19 Meeting Calendar

1. A Resolution Approving the Regular Meeting Schedule of the Municipal Consolidated Dispatch Board of Directors for Fiscal Year 2018-2019. Resolution 01-18.

MOTION by David Disselhorst seconded by Brad Townsend to adopt **Resolution 01-18**.

ROLL CALL:

Larry Maraviglia – YES

Brad Townsend – YES

Peter Chiodo – YES

Frank Biagi – YES

David Disselhorst – YES

Thomas Fragakis – YES

John DeVries – YES

Wayne Schoobar - YES

8. NEW BUSINESS

A. Warehouse Direct – Office Furniture Proposal

There was some discussion prompted by Peter Chiodo regarding the cost of the furniture, and if the Supervisor's office needed to be fully furnished since they are working supervisors. After further discussion, consensus was reached on the importance of furnishing the offices adequately to reflect the investment made. Mr. Gross added a cost of approximately \$15,000 was initially included in the consultant's implementation budget, and a considerable lesser amount is proposed.

MOTION by John DeVries seconded by Wayne Schoobar to approve the Warehouse Direct office furniture proposal in the amount of **\$5,449.23**.

ROLL CALL:

Larry Maraviglia – YES
Brad Townsend – YES
Peter Chiodo – YES
Frank Biagi – YES
David Disselhorst – YES
Thomas Fragakis – YES
John DeVries – YES
Wayne Schoobar – YES

B. Chicago Communications – Admin SIP Phone Proposal

Brad Townsend left the meeting at 3:30 p.m.

There was brief discussion on the purpose of these phones and the associated costs. Mr. Gross explained these phones would be integrated with the dispatch center Airbus Vesta Digital Standard Internet Protocol (IP) based call handling equipment. These phones will allow the Supervisor and Executive Director phones/desks to operate as overflow call answering positions for administrative (non- 9-1-1) lines coming into the center during high call volumes. Furthermore, Mr. Gross explained this is a more economical way to provide additional operational coverage for the dispatch center, in lieu of the \$55,000 cost of adding a fifth position, which was removed from initial budget drafts.

MOTION by John DeVries and seconded by Wayne Schoobar to approve the Chicago Communications proposal for two Standard Internet Protocol phones and a spare for \$9,638.00.

ROLL CALL:

Larry Maraviglia – YES
Frank Biagi – YES
David Disselhorst – YES
John DeVries – YES
Wayne Schoobar – YES
Peter Chiodo – NO
Thomas Fragakis – NO

Motion carries.

C. NABTECH Contract Renewal – 2 Year

Mr. Gross provided an overview of the service provided by Mr. LaPorta, and based on the twenty-four-hour support and intimate knowledge of the integrated systems alone makes him the most qualified and cost-effective choice for support. Mr. Gross further added year 1 would remain unchanged, and increase from a monthly cost of \$2,159 to \$2,400 a month in year 2. Dave Disselhorst stated he checked with Norridge's IT person who advised the hourly rate listed is very competitive.

MOTION by John DeVries and seconded by Wayne Schobar to renew the NABTECH IT Contract for 2 years; **year 1 \$2159/mo., year 2 \$2,400/mo.**

ROLL CALL:

Larry Maraviglia – YES
Peter Chiodo – YES
Frank Biagi – YES
David Disselhorst – YES
Thomas Fragakis – YES
John DeVries – YES
Wayne Schobar – YES

Motion carries.

D. By-Laws Review

There was brief discussion. All members present agreed the By-Laws had already been accepted and could be cleaned up at a later time.

E. Warrant Register (Bill Listing)

MOTION by John DeVries and seconded by Frank Biagi to approve the Warrant Register in the amount of \$59,506.74.

ROLL CALL:

Larry Maraviglia – YES
Peter Chiodo – YES
Frank Biagi – YES
David Disselhorst – YES
Thomas Fragakis – YES
John DeVries – YES
Wayne Schobar – YES

Motion carries.

F. Executive Director

1. Performance Review
2. Contract Renewal

Tabled for a Special Meeting scheduled for May 29, 2018 to conduct a review of the Executive Director's performance and contract.

G. Next Regular Meeting – **June 12, 2018, 1:30 p.m.**

9. OTHER BUSINESS

None.

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 David Disselhorst, seconded by Wayne Schoobar to adjourn at 4:30 p.m.

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

ATTACHMENTS

1. A Resolution Approving the Regular Meeting Schedule of the Municipal Consolidated Dispatch Board of Directors for Fiscal Year 2018-2019.
2. April 2018 Phone Stats
3. April Financials

MINUTES PREPARED BY: DAVID DISSELHORST/rg