

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

BOARD MEETING MINUTES: TUESDAY, JUNE 12TH, 2018

**VILLAGE OF HARWOOD HEIGHTS
VILLAGE HALL COMMUNITY ROOM
7300 W. WILSON AVE.**

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: Brad Townsend

Member: Thomas Fragakis

Member: Frank Biagi

Member: Annette Volpe, left early at 2:38 PM

Member: David Disselhorst

Member: John DeVries

ABSENT:

Member: Wayne Schober

Member: Daniel Tannhauser

A quorum was declared.

Also present:

Ex-officio: Ronald Gross, MCD Director

3. OTHERS TO ATTEND

Franklin Abel, MCD Attorney

Next Ordinance No. - 2018-06

Next Resolution No. - 02-18

4. APPROVAL OF MINUTES

- April 18, 2018 - Special Board Meeting

Before the vote was taken, Mr. Gross explained he added a paragraph to page 2 documenting elected officials were present at the special meeting and the topics/concerns they raised, as he was requested to do so.

MOTION by Thomas Fragakis seconded by David Disselhorst to approve the minutes of the April 18, 2018 Special Board Meeting.

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

- May 8, 2018

MOTION by John DeVries seconded by David Disselhorst to approve the minutes of the May 8, 2018 Board Meeting.

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

- May 29, 2018 Special Board Meeting - tabled

5. PERSONS WISHING TO BE HEARD - NONE

6. EXECUTIVE DIRECTOR –Report, May 2018

Mr. Gross asked if there were any questions regarding his May 2018 report. He recapped that the construction of the offices is complete. Furniture was also delivered. He is working with Dave Meyer from WRDR to submit the final report for the grant. MGP is working diligently to make sure all addresses in the database are valid. Tremendous progress has been made.

Mr. Gross also noted that as MGP is cleaning up the Harwood Heights data, they are also finding locations within Schiller Park and Norridge that have incorrect community name or jurisdictional boundaries. As the project progresses, these issues will be addressed in conjunction with the GIS Specialists working with MCD's and for Schiller Park and Norridge.

Not noted in his report, Mr. Gross stated the skeleton of the website is up and running. The contact feature does work and information on each of the MCD community members are on the website. More will be added and the website; and eventually agendas, meeting minutes, calendar of board meetings, etc., will be posted.

MCD website address: www.mcde911.org.

7. OLD BUSINESS

- A. Executive Director
 - 1. Contract Renewal

MOTION by John DeVries seconded by David Disselhorst to approve the 2-year Executive Director Employment Contract for the term retroactive to May 31, 2018 to May 30, 2020, as amended with the following updates which shall be made to the final version of the contract:

- 1. Retroactive footnote
- 2. HMO employee contribution % updated to reflect correct %
- 3. Language in PTO Bank Section 3-C-2

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.

8. NEW BUSINESS

- B. Parkway Bank – Loan Restructure

Current maturity is February 2020 and at that time we would owe 788K. At that time, they can restructure this loan, if we want.

Currently MCD is paying \$36,142.77 of which 33,662.17 is principal and 2,480.60 is interest.

If we go that route, and restructure the \$36K would be reduced to \$8K per month.

Joanna Skupien asked if we move to the new structure, how much in interest does that add to the loan? Mr. Gross said Dave Meyer has that

info but was unable to attend the meeting, however, he will reach out to him and provide all the details to the members of the Board after the meeting.

Short discussion by the Board whether or not to restructure and other options to consider. Brad Townsend suggested that we consider all the options discussed by the Board and run spreadsheets to see how those scenarios work out in terms of dollars.

Joanna Skupien brought up that the original loan authorization had to be passed by each of the individual member Boards, and once approved by the Village of Harwood Heights Board, Norridge Board and Schiller Park Board, it was then able to be signed and executed by MCD. Restructuring it or modifying the loan would mean each community would have to have the new structure passed by each of their Boards first.

Brad Townsend offered to go to the Parkway Bank to go over options and find out additional information. Annette Volpe asked what options Brad Townsend will ask for. He stated that he will ask about getting rid of the balloon payment, instead of reducing the monthly payment by \$28K, what if we reduce by \$14K, etc.

Tom Deegan asked Mr. Gross to send him a copy of the terms of the original loan. Tom would like to compare the terms side by side of the original loan versus the one on today's agenda. Mr. Gross stated he would forward the documents.

MOTION by Brad Townsend, seconded by Annette Volpe to revisit the issue once a meeting is held with the bank to explore other options.

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

C. FY18 Audit - tabled

D. Job Descriptions

Mr. Gross asked about age. The draft is currently listed as “must be 18 years old” on the job descriptions. Should the minimum age requirement be 18 or 21? Short discussion by the Board. Mr. Goss was asked by the Board what his experience was as far as age requirements for telecommunicators and work productivity of those who he has worked with/worked for him who were under 21. His response was in most cases the selection process would weed out the immature applicants. Also, applicants will still have to complete training, etc.

Joanna Skupien suggested that under the minimum requirements section where it lists the various certifications which need to be obtained, there should be a specific time that applicants must obtain those certifications, for example, within 3 months of employment or within 6 months of employment.

Thomas Deegan asked about the Part Time job description. The first sentence under the definition states “an employee who works less than 40 hours per week”. Then under the Minimum Requirements it states, “must be able to work up to a minimum of 16 hours per week”. If employees work less than 40 but more than 20 they will be subject to IMRF which is an additional cost. Short discussion. Mr. Gross explained that the first sentence about a PT employee is an employee that works less than 40 hours was taken right out of the employee manual. Short discussion. Consensus to just omit that sentence completely from the job description.

MOTION by John DeVries, seconded by Thomas Fragakis to approve the Job Descriptions for Emergency Communications Telecommunicator (ECT) Full-Time and the Job Description for Emergency Communications Telecommunicator (ECT) Part-Time with the amendments as noted above.

ROLL CALL:

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

Motion carries

E. Warrant Register (Bill Listing)

Peter Chiodo asked if this ends the billing fees for Clark Dietz. Mr. Gross replied that there will be one more.

MOTION by Tom Fragakis, seconded by Brad Townsend to approve the warrant register dated June 12, 2018 totaling \$2,142.00, attached and made part of the record hereof.

ROLL CALL:

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

Motion carries

F. Next Meeting – **July 10, 2018, 1:30 p.m.**

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 David Disselhorst, seconded by John DeVries to adjourn at 3:06 PM.

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

ATTACHMENTS

1. Warrant Register 06-12-18

MINUTES PREPARED BY: JOANNA SKUPIEN