

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

**REGULAR BOARD MEETING MINUTES: TUESDAY, AUGUST 14<sup>TH</sup>, 2018**

**1. CALL TO ORDER:** The meeting was called to order by Vice Chairman Peter Chiodo at 1:40 PM.

**2. ROLL CALL**

The following Board Members were present at the meeting:

Vice Chairman: Peter Chiodo  
Secretary: Joanna Skupien  
Member: Thomas Deegan  
Member: John DeVries  
Member: Brad Townsend  
Member: Thomas Fragakis  
Member: Frank Biagi  
Member: Annette Volpe, left at 2:52 PM  
Member: David Disselhorst

**ABSENT:**

Chairman: Larry Maraviglia  
Member: Daniel Tannhauser  
Member: Wayne Schober

A quorum was declared.

Also present:

Ex-officio: Ronald Gross, MCD Director

**3. OTHERS TO ATTEND**

Franklin Abel, MCD Attorney  
Dave Meyer, Accountant - WRDR

**Next Ordinance No. - 2018-06**  
**Next Resolution No. - 02-18**

#### 4. APPROVAL OF MINUTES

July 10, 2018

**MOTION** by Brad Townsend seconded by John DeVries to approve the minutes of the July 10, 2018 Board Meeting.

Annette Volpe and Thomas Deegan abstained from the vote; all others present voted **AYE**. Opposed **NONE**.

#### 5. PERSONS WISHING TO BE HEARD – NONE

#### 6. EXECUTIVE DIRECTOR –Report, July 2018

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

Mr. Gross will discuss some personnel issues in the executive session portion of the meeting.

There was a CAD/Mobile RMS outage for about 3 hours. It was not due to ID Networks; it was a bad switch in the dispatch room that took everything down. Larry LaPorta replaced the switch. MCD is now operational. Mr. Gross noticed that when MCD makes recordings, things freeze up. He is going to check with Larry to make sure that the intermittent issues with the switch are not affecting other items.

David Disselhorst asked if there are redundant switches. Mr. Gross confirmed that yes, there are redundant switches in there. Mr. Gross will ask Larry about the redundancy.

Brad asked if anything bad happened during that time. Mr. Gross replied no, nothing was affected. Dispatchers switched to manual operations. Mobile radios were still operational.

#### 7. OLD BUSINESS

##### A. FY18 Audit

MCD solicited proposal for end of fiscal year services. Proposals were sent out to 6 firms. Two did not submit bids. The following proposals were submitted with the following base fees:

	FY 2018	FY2019
Frank J. Baker	11,750	12,100
GW & Associates	8,000	7,500
John Kasperek	9,000	9,000
Lauterbach & Amen	6,100	6,350

Brad Townsend reviewed the information contained in the proposals. He prepared a summary spreadsheet which was circulated to all Board members.

In the current budget, we budgeted \$13K for the annual audit.

**MOTION** by David Disselhorst, seconded by Frank Biagi to engage services with Lauterbach & Amen for audit services for a term of 2 terms (audit services for 4/30/18 and 4/30/19).

Before roll call was taken, a short discussion took place whether to engage in services for one year, or two years.

Joanna Skupien reminded the Board that at the last meeting, when the Board was deciding on what type of services to solicit, the consensus was to keep it as simple as possible, get a basic audit without any extras, and engage in services for only one year.

John DeVries asked if we knew if Lauterbach & Amen would hold the price if we only took one year. Short discussion regarding one year or two years. Some Board Members don't want to have to go through this RFP process again in one year. Joanna Skupien stated that now that we have the RFP written, it is just a matter of getting it back out to the vendors and accepting proposals; we would just need to adjust the dates. However, someone would still have to review all the proposals submitted. Cost from L&A is under budget. L&A is a reputable firm, and no one doubts that we will be unsatisfied with their work.

**ROLL CALL:**

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

**Motion carries.**

## 8. NEW BUSINESS

### A. Parkway Bank Loan

Brad Townsend recapped his memo previously sent out to Board Members. The memo recapped several options regarding the loan, specifically the balloon payment. First option is status quo. Then there were 3 alternatives. He recommended that each of the MCD Board Members go back to their respective Village Boards to increase their monthly payment by \$5,000 a month, speeding up the repayment of debt.

Annette Volpe stated Harwood Heights already passed their budget and cannot accommodate an extra \$60K from the budget.

Brad Townsend clarified that this is just an option. His memo does not state he suggests we do this now, or at any specified time, he is merely suggesting we keep this in mind that the balloon payment is out there, will be due in August of 2020 and that we can and should try to make additional principal payments.

MCD Board reviewed the attachments to Brad memo's.

Mr. Gross added that somewhere along the way, MCD made an additional payment so we have paid more off more than the schedule of payments shows. Mr. Gross further stated that another option may be to look at revenues at the end of the fiscal year, and if they are greater than what was anticipated, and we have a surplus, to apply those funds as additional payments towards the loan.

David Meyer stated he ran the numbers and if each Village paid an extra \$5K per month now, it only saves us about \$6K to \$7K at the end.

The balloon payment will be due in February 2020 and amounts to \$225,091.59. This amount will be divided amongst the three Villages based on the terms of the loan which states Harwood Heights will pay 31.2%, Norridge 35.4% and Schiller Park will pay 33.4%

Consensus is to stay the course at this time but to make the line of credit a standing agenda item to be reviewed monthly.

B. Warrant Register (Bill Listing)

**MOTION** by John DeVries, seconded by Thomas Deegan to approve the warrant register dated August 14, 2018 totaling in the amount of \$14,688.84, attached and made part of the record hereof.

**ROLL CALL:**

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

**Motion carries.**

C. Next Meeting – **September 11, 2018, 1:30 p.m.**

The next regularly scheduled meeting for MCD falls on September 11, 2018. Because of the date coinciding with Patriot Day and the fact that many of the Board Members and Mr. Gross would like to attend services on that day, the Board Meeting will be rescheduled to September 18, 2018. The time will remain the same; 1:30 PM.

Annette Volpe left the meeting.

**9. OTHER BUSINESS**

Joanna Skupien asked Mr. Gross if the walk-ups at the Harwood Heights Police Station are serviced by MCD or if Harwood Heights staffs a person to handle walk up traffic. Mr. Gross replied that MCD does handle the initial contact walk-up traffic from the lobby. Ms. Skupien added that due to consolidation and the dispatchers no longer being at the station for walk-ups, other employees had to be designated for the job. Schiller Park stated they also had to do the same. However, Harwood Heights seems to be at an advantage as MCD not only takes care of the 911 dispatching but also takes care of Harwood Heights walk-ups. Mr. Gross explained first, if the citizens do not have a dispatch related issue, they are redirected to pick up a phone next to the front window and speak with records personnel. If the issue

requires an officer to be dispatched, a CAD event is created, and an officer is dispatched, in the same manner as the other police agencies. At the end of the day, Harwood Heights is paying for that service in the same manner as the other agencies.

Mr. Gross also added, it is important for everyone to understand that if MCD were to be a standalone dispatch center facility, not hosted by any of the partner agencies, the members would be responsible to support building, equipping, and maintaining a facility which would be much more costly. Additionally, things such as lunch room facilities, security, etc., are provided at no additional costs to MCD. While rent is paid to Harwood Heights, it is far less expensive than a mortgage on a property. It was also discussed that the facilities at Norridge or Schiller Park were not feasible to accommodate the dispatch operation, so it was recommended the operation be housed in the existing Harwood Heights dispatch room.

## **10. EXECUTIVE SESSION**

**MOTION** by Joanna Skupien, seconded by John DeVries to go into executive session to discuss personnel matters and employment matters as per Section 2-C-1.

### **ROLL CALL:**

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.**

**The Board goes into EXECUTIVE SESSION at 3:10 PM.**

**REGULAR SESSION reconvened at 3:26 PM**

### **ROLL CALL:**

Joanna Skupien  
Brad Townsend  
Thomas Deegan  
Peter Chiodo  
Frank Biagi

David Disselhorst  
Thomas Fragakis  
John DeVries  
Ronald Gross  
Franklin Abel

## **11.ADJOURNMENT**

**MOTION** by Brad Townsend seconded by David Disselhorst to adjourn at 3:26 PM.

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

## **ATTACHMENTS**

1. July 2018 Phone Stats
2. July Financials
3. FY18 Year End Budget to Actual
4. Warrant Register 08-14-2018

MINUTES PREPARED BY: JOANNA SKUPIEN