

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

**REGULAR BOARD MEETING MINUTES: TUESDAY, FEBRUARY 12<sup>TH</sup>, 2019**

1. **CALL TO ORDER:** The meeting was called to order by Chairman Larry Maraviglia at 1:33 PM.

2. **ROLL CALL**

The following Board Members were present at the meeting:

Chairman: Larry Maraviglia

Vice Chairman: Peter Chiodo

Secretary: Joanna Skupien

Member: Frank Biagi

Member: Thomas Fragakis

Member: John DeVries

Member: Thomas Deegan

Member: Wayne Schober

Member: David Disselhorst

Member: Annette Volpe

ABSENT:

Member: Daniel Tannhauser

A quorum was declared.

Also present:

Ex-officio: Ronald Gross, MCD Director

3. **OTHERS TO ATTEND**

Franklin Abel, MCD Attorney

Charles Leiser, Schiller Park Fire Dept.

David Strahl, representative from the Village of Schiller Park

**Next Ordinance No. - 2019-06**  
**Next Resolution No. - 01-19**

#### **4. APPROVAL OF MINUTES**

January 8, 2019

**MOTION** by David Disselhorst seconded by John DeVries to approve the minutes of the January 8, 2019 Board Meeting as presented. Annette Volpe requested to abstain from the vote as he was not present for the January 8, 2019 meeting.

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

#### **5. PERSONS WISHING TO BE HEARD**

Chuck Leiser announced that he will be retiring on March 13, 2019 after 38 years of being with the Schiller Park Fire Department. Chuck has been involved with MCD since its existence and was part of the consolidated dispatch planning process. We wish him best of luck.

John DeVries shared that he was at the Harwood Heights Police Station on Sunday for a work matter and he happened to hear the calls for the Schiller Park rescue of a woman who had fallen into the Des Plaines River. Kuddos to MCD and Schiller Park PD, and the Norridge PD officers who assisted. He heard over the radio that the officers were neck deep in the water and it was an extremely cold day. Annette Volpe added information to the story regarding the arrival of the boat and how grateful the boat rescue team was that they were able to get everyone out of the water and to safety; not just the victim but also all first responders. It was the best possible outcome to have everyone out safely. David Disselhorst stated he was contacted by the media and he emphasized that the communities work together and how important this is when you have this type of incident. Mr. Gross stated this was a very difficult situation. The woman who fell into the river did not have a light on her phone, which could have aided first responders in locating her. Everyone involved had to creatively work together on how to keep her calm, how to help the officers find her as the area was dark and the rescue team had no idea of her exact location. Thomas Fragakis added that perhaps one item we need to talk about was the communication between the Schiller Park Fire Dept. and Schiller Park Police Dept.

Thomas Fragakis stated that Brad Townsend will no longer be present for MCD Board Meeting as he is no longer employed by the Village of Schiller Park. A JETS Board Member has not yet been formally voted on by the Schiller Park Board of Trustees, however, for the time being, David Strahl will be attending in his place.

#### **6. EXECUTIVE DIRECTOR –Report, January 2019**

Mr. Gross asked if there were any questions with this report. David Disselhorst asked how the tracking of calls in progress is going. Mr. Gross directed the Board to his Annual Response Times worksheet and explained the categories in the report. Police ops have begun looking at this data as well.

Annette Volpe asked if Mr. Gross if he was doing call monitoring on the current dispatchers. Mr. Gross responded that he has, but not in an organized fashion. He listens to the calls, but he is not formally reviewing them. She also asked about the certifications. PowerPhone doesn't require continuing education but radio operators do have to recertify every 2 years. Mr. Gross has set up his own requirements for continuing educations. The state requires that everyone be certified though IDPH which does require continuing education hours.

Mr. Gross advised the Board the UPS batteries were replaced yesterday. They will be good for approximately 4 years. The ones we had in place which we just replaced lasted 5 ½ years.

Mr. Gross stated he applied for NG9-1-1 grant funds available through the state. We will know sometime in June how much we have been approved for. One category on the application he applied for is to meet the changes in 9-1-1 call routing that take effect in 2020 which work off of GIS data. The application also includes CAD integration, software training for the primary agency contact and aerial imagery.

This Saturday (February 16<sup>th</sup>) the two new part timers will be coming in for their training. Mr. Gross will be here at 8:00 AM to train them for 8 hours.

## **7. OLD BUSINESS**

A. FY18 Audit - no discussion

B. Parkway Bank Loan – to remain on agenda to be looked at each **meeting**

C. Remaining Circuit Reductions – Radio Systems

Norridge is and has been paying for 3 circuits:

1. Mall radio (Norridge's expense)
2. Net – we can discontinue
3. The third was a circuit from the Norwood Park Fire Department to Norridge but we moved that to the water tower. From the station to MCD through T1. And we go back via the microwave.

Mr. Gross will e-mail Douglass Strempek the circuit numbers of what can be disconnected.

D. Financial Strategic Planning & Policy Development

Mr. Gross will be in touch with each of the communities for setting up the first kick off meeting of the Finance Committee.

## 8. NEW BUSINESS

### A. MGP, INC. – GIS Maintenance Contract Renewal

Joanna Skupien asked in terms of expected annual expenses, how does this contract renewal compare to last year? Mr. Gross replied that the contract renewal represents approximately a little over \$200 for the year in expected increased costs.

Last year we contracted for 76 hours. Mr. Gross stated that last year MGP actually worked more than the contracted 76 hours, however, they did not bill for the additional hours which was something to the tune of 200 additional hours.

**MOTION** by Thomas Deegan, seconded by Annette Volpe to approve the service provider contract between Municipal Consolidated Dispatch Center and Municipal GIS Partners, Incorporated effective February 1, 2019 for a term of one year, with costs not to exceed \$7,233.00.

### **ROLL CALL:**

Larry Maraviglia – YES  
Joanna Skupien – YES  
Thomas Fragakis – YES  
Thomas Deegan – YES  
Peter Chiodo - YES  
Frank Biagi – YES  
David Disselhorst - YES  
John DeVries - YES  
Wayne Schober – YES  
Annette Volpe – YES

### **Motion carries.**

### B. FY2020 Budget

Under the IGA, beginning with FY 2020, MCD needs to bill respective communities based on calls for services. FY 2020 will be based on calendar year 2018 data. Mr. Gross will go through the reports before Dave Meyer does the billing to make sure we remove items which were not really calls for service.

Front Line – The Police Ops Committee had the opportunity to see a demo of Front Line. The software would solve the problem for items such as parking permissions, extra watches, foot patrols, vacation watches, etc. All of these

items can be done without creating a CAD event. In the long run, this will save municipalities money. What we are presently doing is MCD gets a call, for example, a parking permission, so an MCD dispatcher has to create a CAD incident for it and send it to a sergeant. Mr. Gross will be discussing this with the police ops committee on Thursday.

David Disselhorst stated that Norridge already has a system that can perform these operations and he will need to discuss this with the Village Board because if Norridge already has a system that is capable of performing the same tasks, why spend additional money on a system that they don't need. Mr. Gross asked if Norridge already uses this and how it is working. David replied that Norridge is not using the system and has not used it to date because it was part of a package of software which was just purchased last year, and the codes and backend programming is just being built by Dacra. Thomas Fragakis stated they also have Dacra and have the capability to do this but don't presently use the system for parking permissions. Mr. Gross stated that he will be asking the police ops committee to consider this system for all communities.

Joanna Skupien asked how much in terms of additional annual costs we are talking about. Mr. Gross stated it will cost \$3,600 for all 3 communities for the software, so \$1,200 additional costs annually for each community.

Mr. Gross reiterated that from an operational efficiency standpoint we should all be on the same platform.

Mr. Leiser asked how the calls for service related to Norwood Park will be treated. Mr. Gross stated they are under contact. Mr. Leiser said it's 3,600 calls. Discussion regarding the contract with Norwood Park Fire Department and that they are a "client", but we can look at data later to see if what we are charging is fair and equitable.

C. Warrant Register (Bill Listing) – no items to approve

D. Next Meeting – **March 12, 2019, 1:30 p.m.**

## **9. OTHER BUSINESS**

Mr. Gross had one other item he wanted to bring up; but reminded the Board that we

cannot take any formal action on this. It is just for discussion now and for future discussion/possible action on the next agenda. Rob Romo, on behalf of Harwood Heights, has asked to reduce the last payment of FY19 by 100K, for each community, given the cash balance which is expected at the end of the FY.

Mr. Gross stated that we need to keep a reserve on the books. We can't just keep refunding the excess in the budget at the end of each year. We did this last year and started off the new year with no reserves. There are items which were planned for but did not happen and Mr. Gross would like to keep those options open and be able to do those projects in the future. The reserves coming into 2019 were only 29K and Mr. Gross does not want to start FY2020 the same way.

Annette Volpe stated that the money is needed more on the Village accounts. And that the financials on the Village accounts are scrutinized more than the MCD financials. Loans, lines of credits, etc. are dependent on each of the town's financials so it has more value to hold the money at the individual town level than on the MCD books. Cash positions also affect bond ratings and MCD as an agency is not rated but Harwood Heights is.

Mr. Gross will send out an email to the financial ops committee for further discussion and possible recommendation.

Thomas Deegan asked questions regarding checkbook register, which were clarified by Mr. Gross.

## **10. EXECUTIVE SESSION**

**MOTION** by David Disselhorst, seconded by Annette Volpe to go into executive session to discuss personnel matters and employment matters as per Section 2-C-1.

### **ROLL CALL:**

Larry Maraviglia – YES  
Joanna Skupien – YES  
Thomas Deegan – YES  
Peter Chiodo - YES  
Frank Biagi - YES  
David Disselhorst – YES  
Annette Volpe - YES  
Thomas Fragakis – YES  
Wayne Schober – YES  
John DeVries - YES

**Motion carries.**

**The Board goes into EXECUTIVE SESSION at 3:18 PM.**

**REGULAR SESSION reconvened at 3:23 PM**

**ROLL CALL:**

Larry Maraviglia  
Joanna Skupien  
Thomas Deegan  
Peter Chiodo  
Frank Biagi  
David Disselhorst  
Annette Volpe  
Thomas Fragakis  
Wayne Schober  
John DeVries

**11. ADJOURNMENT**

**MOTION** by Wayne Schober seconded by Pete Chiodo to adjourn at 3:23 PM.

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

**ATTACHMENTS**

1. January 2019 Phone Stats
2. January 2019 Financials
3. January 2019 Directors Report
4. January 2019 YTD Response Times

MINUTES PREPARED BY: JOANNA SKUPIEN