

JOINT MEETING

Board of Directors and Operating Board

Meeting Minutes

March 12, 2018

10:30 AM

A. Call to Order

The Joint Meeting of the West Central Consolidated Communications Board of Directors and Operating Board was called to order at 10:43 PM by Chairperson Jessica Frances.

Roll Call:

Riverside Village Manager Jessica Frances (Chairperson)

North Riverside Village Administrator Guy Belmonte

Brookfield Village Manager Keith Sbiral

Riverside Police Chief Tom Weitzel

Riverside Fire Deputy Chief Bill Sherman

North Riverside Police Chief Deb Garcia arrived at 10:58

North Riverside Fire Chief Tom Gaertner arrived at 10:52

Brookfield Police Chief Jim Episcopo arrived at 10:58

Brookfield Fire Chief Pat Lenzi

McCook Police Chief Mario DePasquale

Brookfield Fire Captain Bob Shamasko

Staff: Executive Director Jason Rodgers

B. Everbridge Demonstration and Discussion

Everbridge representative Lindsey Rogers presented on the Everbridge reverse 9-1-1 and municipal notification system. Chairperson Frances to follow up with potential contract to include all WC3 members, and impact on current Riverside Everbridge contract terms.

C. Approval of Minutes

1. February 12, 2018 Joint BOD/OB Minutes
2. February 12, 2018 Special Call BOD Minutes
3. February 26, 2018 Special Call BOD Minutes

A motion to approve the minutes from the February 12, 2018 Joint Board of Directors Operating Committee meeting, February 12, 2018 Special Call BOD meeting, and the February 26, 2018 Special Call BOD meeting, was made by Manager Sbiral, and a second by Administrator Belmonte. The motion was approved by unanimous voice vote.

C. Chair Report

No report necessary.

D. Directors Report

No report necessary.

F. Consolidation Project Updates

1. Fiber Project

Director Rodgers reported that our Crown Castle PM indicated they were expecting but had not yet been issued permits for the LaGrange Park portion of the project, additionally they were still waiting for approval to proceed with work in the Level3 portions of the project. This will impact the cutover timeline due to the necessary link between Riverside and WC3 Spillman server(s) and data migration. A VPM solution to create a link between the two, that could also serve as a backup link (in the future event of a fiber network failure) was presented.

A motion to approve spending on a VPN between WC3 and the Village of Riverside in the amount not to exceed \$5,000 was made by Administrator Belmonte, and a second by Manager Sbiral. The motion was approved by unanimous voice vote.

2. Spillman Project Implementation Training

Director Rodgers updated the group on the impact of the VPN project to the Spillman Administration Training schedule. An updated schedule will be communication when finalized.

3. GIS, Camera Project

Director Rodger reported on the planned GIS server installation and the camera project.

4. LEADS

Director Rodgers indicated follow up with the State of Illinois on LEADS process continues, waiting for reply.

5. ATT PRI / Internet

Director Rodgers reported the ATT fiber had been pulled into the WC3 site, the planned TIG controller upgrade and phone outage for March 23rd.

G. Approval: WC³ Employee Manual, Full Time Telecommunicator Job Description, Health and other Benefits

A motion to approve the drafted WC3 Employee Manual was made by Administrator Belmonte, and a second by Manager Sbiral. The motion was approved by unanimous voice vote.

A motion to approve the drafted WC3 Full Time Telecommunicator Job Description was made by Manager Sbiral, and a second by Administrator Belmonte. The motion was approved by unanimous voice vote.

A motion to approve the drafted WC3 Full Time Employee Benefits was made by Administrator Belmonte, and a second by Manager Sbiral. The motion was approved by unanimous voice vote.

H. Approval: Resolutions for Intergovernmental Risk Management Agency

1. A Resolution for Participation in the Intergovernmental Risk Management Agency 18R-004

A motion to approve Resolution 18R-004 Participation in the Intergovernmental Risk Management Agency was made by Manager Sbiral, and a second by Administrator Belmonte. The motion was approved by unanimous voice vote.

2. A Resolution to Appoint a WC³ Delegate and Alternate Delegate to Intergovernmental Risk Management Agency 18R-005

A motion to approve Resolution 18R-005 WC3 Delegate and Alternate Delegate to Intergovernmental Risk Management Agency was made by Manager Sbiral, and a second by Administrator Belmonte. The motion was approved by unanimous voice vote.

- I. Executive Closed Session – If necessary

A motion to move into closed session for the discussion of personnel matters was made by Manager Sbiral at 12:00 noon, and a second by Administrator Belmonte. The motion was approved by unanimous voice vote.

1. Personnel matters (5 ILCS 120/2 (c) 1)
2. Collective negotiating matters (5 ILCS 120/2 (c) 2)
3. Purchase or lease of real property (5 ILCS 120/2 (c) 5)
4. Security procedures (5 ILCS 120/2 (c) 8)
5. Pending, Probable, or Imminent Litigation (5 ILCS 120/2 (c) 11)

A motion to move into open session was made by Administrator Belmonte at 12:25 PM, and a second by Manager Sbiral. The motion was approved by unanimous voice vote.

- J. Actions from Closed Session, if needed

A motion to approve a WC3 part-time Telecommunicator wage scale of \$18.00 to \$25.00 dollars per hour was made by Manager Sbiral, and a second by Administrator Belmonte. The motion was approved by unanimous voice vote.

- K. Other Business

The Board discussed the potential need for additional spending for upgrades to the North Riverside Police Department for booking and housing of prisoners, as well as the status of the Attorney proposed IGA for booking and housing of prisoners. Additional meeting(s) to be scheduled for further discussion.

Chairperson Frances reported the Crown Castle LaGrange Park permits would be issued today.

- L. Next Scheduled Board of Directors Meeting April 11, 2018 1:00 PM

Director Rodgers indicated the need to reschedule the next joint Board of Directors Operations Board meeting due to conflict with rescheduled Spillman Administration training. The next meeting will be held on April 13th, 2018 at 09:30 AM at the North Riverside Police Department. Calendar invite update to be processed.

- M. Adjourn

A motion to adjourn was made by Manager Sbiral, and a second by Administrator Belmonte. The motion was approved by unanimous voice vote, meeting adjourned at 12:45 PM.

Respectfully Submitted,

Jason Rodgers