

JOINT MEETING

Board of Directors and Operating Board

Meeting Minutes

April 13, 2018

09:30 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 09:37 AM by Chairperson Jessica Frances.

Roll Call:

Riverside Village Manager Jessica Frances (Chairperson)

North Riverside Village Administrator Guy Belmonte

Brookfield Village Manager Jay Dalicandro

Riverside Fire Chief Matt Buckley

Riverside Fire Deputy Chief Bill Sherman

North Riverside Police Chief Deb Garcia

North Riverside Fire Chief Tom Gaertner

Brookfield Police Chief Jim Episcopo

Brookfield Fire Chief Patrick Lenzi

McCook Police Chief Mario DePasquale

Riverside Police Lt. Frank Lara

Staff:

Executive Director Jason Rodgers

B. Approval of Minutes

1. March 12, 2018 Joint BOD/OB Minutes

A motion to approve the minutes from the March 12, 2018 Joint Board of Directors Operating Committee meeting was made by Chief Episcopo, and a second by Administrator Belmonte. The motion was approved by unanimous voice vote.

C. Chair Report

Chairperson Frances discussed the ongoing North Riverside PD lock-up project and confirmed the funding approval from Village of Riverside, the Village of Brookfield to approve at their next meeting.

D. Directors Report

Director Rodgers reviewed the Go-Live/Cutover IAP and directed the group to use new email address. Also, update on the VPN sites going up as a back up to the potential lack of fiber optic network completion for cutover.

E. Consolidation Project Updates

1. Fiber Project – Work continues, awaiting L3 approvals for work and completion of the L3 sites.

2. Spillman CAD/RMS Implementation – Records and Evidence training sessions are scheduled for next week, Director Rodgers requesting a representative from each PD to attend Law Administration Training, to be held at Riverside PD.
3. LEADS – Update on continued wait for WC3 LEADS CDCs and ORI
4. Hiplink – Discussion on potential budget item, quote for \$30,000 for additional receivers and Hiplink “silos” for each department may not be needed
5. Everbridge – Chairperson Frances reported the Everbridge contract was signed, training to be held on April 19, with emphasis on Brookfield as their CodeRed system is no longer in service.

F. ICM Retirement Corporation Administrative Services Agreement 457 Plan Approval

A motion to approve the service agreement with ICMA RC was made by Administrator Belmonte, and a second by Chief Episcopo. The motion was approved by unanimous voice vote.

G. Operations Written Directive Approval

A motion to approve the Operations Written Directives as recommend by the Operations Board was made by Chief Episcopo, and a second by Administrator Belmonte. The motion was approved by unanimous voice vote.

H. Spillman Written Directive Approval

Discussion of the draft Written Directives, Spillman Data Standards and Spillman CAD System Oversight included discussion on who to allow SAA access. The Board agreed to the drafted plan to have limited SAA access, and for now to include Riverside Police Lt. Frank Lara as SAA/ADMIN access on the server. Additional changes and completion of the final Written Directives tabled for completion.

I. FlexSource Cafeteria plan Approval

Item tabled for later date.

J. Village of Riverside Finance Agreement Approval/Discussion

Item tabled for later date.

K. FY 2018 Budget Approval

Discussion of the proposed budget options included the recommendation from Chairperson Frances to approve the Option A budget, although the higher of the two, as the included capital items, not included in Option B, would require Board approval if the decision were to proceed with those capital projects during the budget year.

A motion to approve the Option A WC3 Budget FY 2018 was made by Administrator Belmonte, and a second by Chief Episcopo. The motion was approved by unanimous voice vote.

L. Spending Approval: Dispatch Center Updates

1. Meade Electrical: \$1,860.00

A motion to approve the bill for electrical work for dispatch center modifications was made by Administrator Belmonte, and a second by Chief Episcopo. The motion was approved by unanimous voice vote.

2. Metal Supermarkets: \$166.57

A motion to approve the bill for metal work for dispatch center modifications was made by Administrator Belmonte, and a second by Chief Episcopo. The motion was approved by unanimous voice vote.

3. MTH Industries: \$2,807.00

A motion to approve the bill for MTH blinds and window treatments for dispatch center modifications was made by Administrator Belmonte, and a second by Chief Episcopo. The motion was approved by unanimous voice vote.

M. IT Consulting

Discussion ensued regarding the WC3 IT consulting contract and the included requirements.

N. JETSB Funds request/transfer

Discussion to write letter requesting funds transfer for the initial JETSB meeting.

O. Executive Closed Session – If necessary

A motion to move into closed session for the discussion of personnel matters was made by Administrator Belmonte at 11:29 AM, and a second by Chief Episcopo. 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 11:43 AM, and a second by Chief Episcopo. The motion was approved by unanimous voice vote.

P. Actions from Closed Session, if needed

No action from closed session was necessary.

Q. Other Business

Director Rodgers confirmed the intent to appoint Bill Sherman as the citizen representative to the JETSB. Discussion on inclusion of BNSF LEADS agreement.

R. Next Scheduled Board of Directors Meeting May 9, 2018 1:00 PM

The group agreed to change the next meeting to May 14th, 2018 at 09:30 AM

S. Adjourn

A motion to adjourn was made by Administrator Belmonte, and a second by Chief Episcopo. The motion was approved by unanimous voice vote, meeting adjourned at 12:00 noon.

Respectfully Submitted, Jason Rodgers