



## **West Suburban Consolidated Dispatch Center**

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### **Board of Directors Meeting**

Village of Oak Park Public Works Facility-Room 229 (Conference Room)  
201 South Blvd  
Oak Park, IL 60302

**Date:** May 22, 2019 @ 8:30 am

#### **In attendance:**

*Michael Terzo - Elmwood Park Fire Chief for Paul Volpe – Elmwood Park Village Administrator*  
*Timothy Gillian – Forest Park Village Administrator*  
*Cara Pavlicek – Oak Park Village Manager*  
*Lisa Scheiner - River Forest Assistant Village Administrator for Eric Palm – River Forest Village Administrator*

#### **WSCDC**

*Brian Staunton - Executive Director*  
*Amy Kosinsky – Deputy Director*  
*Chris Randall – Administrative Assistant*

#### **Also in attendance...**

*Dan Berg, Sikich, LLC*  
*Attorney Adam Durkin*

#### **Call to Order**

Village Administrator Gillian called the meeting to order at: 8:33 am.

#### **Approval of Minutes from the January 30, 2019 meeting**

A motion was made by Village Manager Cara, seconded by Chief Terzo  
Motion approved by voice vote.

#### **Executive Director's Report**

Executive Director Staunton reported....

#### **Staffing**

Telecommunicator Stacey McCulloch was named WSCDC Telecommunicator of the Year during National Telecommunicator Week on April 16<sup>th</sup>.

Trainee Tae Hoon Oh continues in training. We anticipate that he will finish the training process around August 1<sup>st</sup>.

Telecommunicator Nick Risicato resigned his position with WSCDC. His last day was February 27<sup>th</sup>. Supervisor Jodi Mavrinac also resigned her position with WSCDC. Her last day was April 9<sup>th</sup>.

Irene Sandner, Irene Ruiz and Danielle Howard have all began the training process as telecommunicators.

We have begun the process to promote a new supervisor to replace Supervisor Mavrinac. Director Staunton anticipates the process will be complete by the end of June, with an August 1<sup>st</sup> promotion date to coincide with Tae Hoon Oh completing the training process and being counted as a TC.

### **Telecommunicator Collective Bargaining**

The collective bargaining process is ongoing. We have met with the union on February 28<sup>th</sup>, March 26<sup>th</sup> and April 22<sup>nd</sup>. We continue to make progress in these sessions. We have begun discussing some more substantial economic issues that are outstanding.

### **Oak Park GIS**

We have made good progress with the GIS project. After working with Central Square and our GIS resource, we were able to add a layer to the CAD system and the maps to allow the street type abbreviations to match the postal codes and what is in the Oak Park GIS Database.

This change was made on March 21<sup>st</sup>. After allowing 30 days for data to collect, Director Staunton spoke with IT Director Alvin Nepomuceno and was able to confirm there were no errors from CAD tickets entered by WSCDC personnel at a street level in the 30-day period.

Alvin wanted to do some further validation which is currently ongoing. Director Staunton is due to follow up with Alvin during the week of May 20<sup>th</sup>.

If there are no issues with the validations the next steps would be to implement site locations for all the addresses that contain multiple units (ie. apartment buildings, office buildings). Also, WSCDC would work with Oak Park IT to develop a procedure for correcting tickets that have address validation errors.

### **US Digital Design Project**

We continue to move forward on the US Digital Design Project. On May 8<sup>th</sup>, John Spanbauer was onsite to do the physical install of the equipment in the dispatch center. On May 9<sup>th</sup>, he provided training to the dispatch administrative personnel on managing the new system and provided training to some of the fire station personnel on some of the features of the new system and using the system once it goes live.

The next step in the project is working with US Digital Design to program the system to meet WSCDC and the fire agencies specifications, working with Central Square to ensure that the CAD interface will be ready and transfer the necessary data to the system, and working with Chicago Communications to ensure that the radio system will interact with the radio properly.

While the project is on track, Director Staunton is anticipating the system should go live in the July-August timeframe.

### **Other IT Projects**

In early March, all five police departments met with representatives of Tyler Technologies reference their partnership with Cook County on an E-Citation platform that they are implementing. The base software is paid for by Cook County. All five police departments are planning on moving forward with Brazos platform. Brazos is a Tyler product that has partnered with Cook County for electronic submission of their state tickets to their court systems. Cook County is trying to go paperless by the end of 2019.

An option that all five departments are interested in is the possibility of an interface with the Central Square MCT and RMS systems. The total cost of the project to implement the interface would be about \$27,000.

All five police departments are also meeting with leadership of the Cook County Sheriff's Police on May 17<sup>th</sup> to look at a project that would allow police departments in the area to share data for crime mapping and analytic purposes. If the agencies want to move forward with this, it will require WSCDC to provide Cook County with a SQL view to the CAD servers to provide data. To have this built by Central Square would cost an additional \$11,000.

WSCDC has \$15,000 budgeted for software enhancements such as this. Director Staunton has had some discussions with Central Square about bringing down the prices of these purchases. They have indicated that they may be willing to discount both projects by 10% contingent upon executing both projects. Further discussion is planned for next week's Operation Committee Meeting.

The upgrade build of the crash report rolled out on April 3<sup>rd</sup> version 19.1 has had nothing but issues.

### **Approval of Bill Disbursements and Director's Report – January 2019 - May 2019**

A motion was made by Village Manager Pavlicek, seconded by Chief Terzo  
Motion approved by voice vote.

Deputy Director Kosinsky's current statistics were review.

### **Mission Critical Partners Contract Approval**

A motion was made by Village Manager Pavlicek, seconded by Chief Terzo  
Motion approved by voice vote.

### **FY18 Audit Report**

Dan Berg from Sikich, LLC reviewed the FY18 Audit report.

A motion was made by Village Manager Pavlicek, seconded by Chief Terzo to accept the FY18 audit report as given.

Motion approved by voice vote.

### **Closed Session**

A motion was made by Village Manager Pavlicek, seconded by Lisa Scheiner to enter closed session @ 8:58 am. Motion approved by voice vote.

### **Returned from Closed Session & Adjournment**

9:30 am

*Respectfully Submitted,*

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Christine Randall, Administrative Assistant