

LTACC
Board of Directors Meeting Minutes
February 11, 2016

On February 11, 2016, the members of the Board of Directors for LTACC met at La Grange Park Village Hall.

In attendance were:

Executive Director:	Kimberly Knutsen (LTACC)
Police Chief:	Renee Strasser (LG) Operations Committee Chair
Village Managers:	Julia Cedillo, Chair (LGP) Patrick Higgins (WS) Robert Pilipiszyn (LG)

The meeting was called to order at 1:00 p.m.

Action: Approval of Minutes

A motion was made by Manager Pilipiszyn and seconded by Manager Higgins to approve the minutes as presented. The Motion passed unanimously.

Action: Space Needs Study

Chair Cedillo provided a brief overview of the item for action regarding Phase I Architectural Services for the Space Needs Study. Director Knutsen provided greater detail of the selection process for the firm and the breakdown of services as part of the study. A motion was made by Manager Pilipiszyn and seconded by Manager Higgins to approve a contract and proposal for Phase I Architectural, Mechanical & Engineering Services for the Lyons Township Area Communications Center (LTACC) in the amount of \$8,150 plus Reimbursable. The Motion passed unanimously.

Items for Discussion:

Space Needs Study

ED Knutsen reported that some work on the study has begun. They have provided some building drawings.

Brookfield

Chair Cedillo provided an overview of the meeting with Keith Sbiral, Village Manager of Brookfield, for which Manager Pilipiszyn also attended. The meeting resulted in the understanding that a community report from Brookfield was necessary to help identify capacity, compatibility and financial elements of membership to LTACC. The report would be consistent with the compatibility study conducted by WRB LLC in 2011. Cedillo reported that Brookfield anticipated that Manager Sbiral could provide the Managers an initial draft in two weeks (from January 25, 2016). Manager Cedillo would check in with Keith in half February. The group talked about potential next steps once the Brookfield capability report was received.

IRMA Coverage

Cedillo provided an overview regard potential membership or coverage with IRMA and the meeting that took place with the Membership Committee at the IRMA Offices. IRMA membership does provided guidelines for a dispatch center. The group reviewed those guidelines. LTACC meets all of the guidelines expect the three (3) years of

operations and claims experience. Cedillo explained that the Membership Committee will be reviewing LTACC membership over two meetings and that the issue will be brought to the full IRMA membership by the end of Summer or Fall of 2016.

Certification with the State of Illinois

ED Knutsen indicated that progress continues with the application. It was reported that we anticipate that the submittal will occur after we receive the necessary memorandum of understanding. ED Knutsen explained that in January 20016, Governor Rauner named the State's first Statewide 9-1-1 Administrator, Cynthia Barbera-Brelle, who was the former Executive Director of the Northwest Central Dispatch System. ED Knutsen also indicated that more information is now available about the funding formula and how grants will be operationalized, although awards will focus on downstate agencies that have had little to no 9-1-1 functionality to date. Grants will be awarded starting June 2016.

Ed Knutsen noted that LTACC will have to identify a back-up system location for the application. As such the West Suburban Consolidated Dispatch Center (WSCDC) will be the backup location.

IT / AIS Support

The group noted that the fiber connection to the center's location was completed in house which saved the agency \$4,400 in contractor cost.

Other Equipment Needs and Required Action / Timeline

Nothing new here was reported.

Budget or Financial Update

The group noted that the finance directors would be meeting on March 10th, and there will be an update regarding that meeting at the next Board Meeting.

ED Knutsen noted that more information is available regarding the state's funding formulas under the new law. As such, in the future, LTACC could present a more accurate Budget for the Board's consideration as expected revenues distributed by the state will be better estimated.

Personnel Needs

The Assistant Village Managers would be meeting on February 23, 2016. Both ED Knutsen and Chief Strasser will attend.

The group identified March 15, 2016 at 1:00 p.m. as the next meeting date. The meeting will be held at the Village of La Grange Park Village Hall located at 447 N. Catherine Avenue.

With no additions to the agenda, the meeting adjourned at 2:00 p.m.

Respectfully submitted for approval by Manager Cedillo.

Date Approved: March 15, 2016