

LTACC
Board of Directors Meeting Minutes
January 19, 2016

On January 19, 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)
Executive Secretary:	Deanne Curelo (LGP)
Police Chief:	Renee Strasser (LG)
Village Managers:	Julia Cedillo, Chair (LGP) Patrick Higgins (WS) Robert Pilipiszyn (LG)

The meeting was called to order at 12:58pm.

Meeting Updates

E.D. Knutsen informed the group that contracts are signed for CAD and PowerPhone. However at this time, a project manager has not been assigned to our account. There is an account manager for PowerPhone. Until the interface for CAD is completed, the EMD system cannot be set up. Kim gave the board a packet of quotes for various items.

Local ETSB Meetings

Board Chair Julia Cedillo mentioned that La Grange Park is going to be holding their local ETSB meeting this Friday. She believes that there will be at least two more meetings before the LGP ETSB is dissolved. Board member Pat Higgins stated that Western Springs also held a meeting and did not dissolve their board yet. Board member Bob Pilipiszyn mentioned that La Grange will be holding theirs on February 22nd to discuss dissolution. Discussion arose over the transition of surcharges from the Villages to LTACC. Until LTACC is certified, surcharges from telephone carriers will be paid directly to the State who will then dispense funds to the municipalities.

Brookfield

Kim and Police Chief Renee Strasser met with the chiefs from Brookfield: Fire Chief Lenzi, Police Chief Episcopo, and Deputy Chief Petrak to discuss the possibility of Brookfield joining LTACC. The chiefs mentioned that they were not looking at other consolidated districts and provided data on call volumes and service calls to Kim and Renee. Kim stated that she did not feel that their call volume or number of officers differed from that of the three villages. The main difference between Brookfield and the other villages, is how fire calls are handled. Brookfield tones out their fire calls but if they joined, they would have to roll their fire calls into LTACC.

Brookfield's main concern was whether their two full time dispatchers could transition over, however they understood that there may not be room. According to Kim, Brookfield might have a Records position available for one of their dispatchers. Kim mentioned to Julia that they should consider interviewing the other dispatcher for the opening at LGP, once their dispatcher retires. This scenario was tabled until Brookfield was officially part of LTACC. Renee mentioned that Kim provided Brookfield with a list of items they needed to complete regardless if they joined LTACC or another consolidated district.

It was mentioned that lawyer Mike Jurisic thought that the board should have Brookfield submit a letter of intent to join LTACC. Kim stated that the Finance Directors thought that along with the letter of intent, they should also submit a deposit to express their interest. No decision on the deposit was made.

Julia asked Kim her thoughts on allowing another municipality to join LTACC. Kim was confident that LTACC could handle the call volume with the amount of dispatchers they had. It was decided that Julia would reach out the Village Manager of Brookfield, Keith Sbrial, and invite him to lunch with Bob and herself to discuss moving forward. It was thought that the Balling Study may be a good source to use to determine whether Brookfield would be compatible with the other Villages. Renee asked Julia to send her the results of the compatibility study that the three villages had participated in earlier in the process.

In preparation for the meeting with Keith, Bob stated he would create a list of items that the Board would like Brookfield to submit before allowing them into LTACC. Some of the items required were a 5 year budget, strategic planning, procedure for hiring department managers, financial records, description of auto aide/mutual aide, and feelings towards regionalization. After their meeting, the Board will have Mike compose a letter of intent for Brookfield to sign.

Kim stated that the IGA is going to be filed with the State without waiting to see if new members join. In the event a new member joins, she will send an amendment to add them. It was thought that Pleasantview might be in contact with LTACC because their efforts to join another consolidation group seem to have fallen through. If this happens, a more in-depth review will be needed because Pleasantview will bring MABAS with them.

Space Needs

The RFQs have come in and interviews will be conducted this Thursday. Ideally, Kim would like to have an architect firm selected so that each Village Board can approve the chosen firm at their last meeting in February. Until a firm is hired, the Board of Directors have agreed to continue to conducting the Executive meetings at La Grange Park.

ICC Filing

The application is available and due by March 31st. The ICC Filing will require a preliminary budget with the submission of the application. Julia offered to have a LGP staff member help, however Kim stated that at this time most of the paperwork will have to be completed by her. She will reach out to Ed and Allyson of La Grange Park if need be.

Governance and Terms

It was reaffirmed that Lou is treasurer and his term will be from Jan 1, 2016 to May 1, 2019. The Executive Chair will be Julia until May 1, 2016 at which point it will change annually.

AIS/Pat Schram

There was a meeting with AIS conducted this week about how to get the networks to talk to each other. AIS provided a quote of \$4400 to run the fiber optic lines. It was suggested to have Pat review this quote as soon as possible and see what work he can complete and verify charges.

Payments

The Finance Directors met earlier in the day to discuss operations. They decided that La Grange will process checks to vendors and that Lou will bill the other two Villages quarterly. It was also decided that PR's created for each purchase, will include the meeting date that the expenditure was approved at.

Equipment

Kim informed the board that a meeting was set this Friday to discuss the purchase of the recorder and phone upgrades. She is looking at revising the quotes presented and most likely these purchases will not take place until after May 1st.

Personnel Needs

Kim stated that the dispatchers have been in contact with a union rep about their benefits and schedules. They will be a part of the FOP union. It was suggested that the Assistant Village Managers should get together soon to discuss benefits and how sick to time will be transitioned over.

Other

Kim mentioned that West Suburban Consolidation has expressed interest in being LTACC's backup center. She felt this was viable, since they are far enough way to avoid any disasters experienced here and are well staffed. The Board agreed with Kim and wanted to look into whether an IGA was needed or a letter intent.

Performance Evaluation

Julia informed the group that Kim's 6 month performance evaluation was passed due and that they needed to discuss how to conduct the evaluation. Bob, Pat, Julia continued discussion in private.

Meeting adjourned.

Highlights

- ✓ Next meeting date is Tuesday, February 16th, at 1pm at La Grange Park Village Hall.
- ✓ Brookfield is a viable candidate to join LTACC. Julia and Bob to meet with Brookfield's Village Manager to discuss moving forward.
- ✓ Need to contact Mike about composing a letter of intent with Brookfield.
- ✓ Julia to email Renee the compatibility study that the villages participated in.
- ✓ RFQ's to be conducted on Thursday. Hope to move forward with approving an architect firm at each of the Villages February board meetings.
- ✓ ICC filing is due by March 31st.
- ✓ Lou will be treasurer until May 1, 2019 and Julia will be executive chair until May 1, 2016.
- ✓ La Grange will process payments for LTACC expenses and bill the other villages quarterly.
- ✓ Kim to provide Pat Schram with invoice from AIS to review fee for running fiber optic lines.
- ✓ Assistant Managers from each village need to meet to discuss benefits of LTACC employees.
- ✓ West Suburban Consolidation will be LTACC's backup center. Need to prepare IGA or letter of intent.
- ✓ Executive Board needs to complete 6 month evaluation of Director Kim Knutsen.

Approved February 11, 2016