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Dr. James L. Discipio
VILLAGE MANAGER
Julia A. Cedillo
VILLAGE CLERK
Amanda G. Seidel



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Scott F. Mesick
Patricia B. Rocco
Michael L. Sheehan
James P. Kucera
Mario J. Fotino
Robert T. Lautner

VILLAGE BOARD WORK SESSION MEETING

Tuesday, SEPTEMBER 9, 2014 – 7:30 P.M.

AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Public Participation (agenda and non-agenda related)**
5. **Public Safety Committee Items:**
 - A. Discussion – Purchase of New Police Vehicles – Joint Purchasing: *Motion to obtain the approval for the purchase of two (2) 2014 Chevrolet Caprice from Currie Motors in Frankfort, Illinois in the amount of \$52,941.80*
 - B. Discussion - West Suburban Public Safety Dispatch Consolidation Study – Design Phase Update: *Motion to proceed with the acceptance of a Proposal for Professional Services, by GovHR USA, dated July 24, 2014, to engage in the recruitment and selection of an Executive Director / Director for consolidated dispatch for the Villages of La Grange Park, La Grange and Western Springs*
6. **Public Works Committee Items**
 - A. Discussion – 2014 Leaf Loading, Transportation and Disposal: *Motion Approving the Resolution accepting the proposal of Homer Industries LLC for the disposal of leaves in the amount of \$25.00 Per Bucket (Option #1), and authorize the Village President to execute the necessary contract documents*
7. **Other Reports:**
 - A. Village Manager
Discussion – New Front Entryway (Doors) for Village Hall: *Motion to accept a quote from Ward Door Specialists in the amount of \$13,550.00 and authorize the installation of a new ADA compliant front door at the Village Hall*
 - B. Village President
Appointment of new member to the Youth Commission
Proclamation – National Assisted Living Week 2014 “The Magic of Music” September 7 – 13, 2014
 - C. Village Clerk
 - D. Committee

VILLAGE BOARD MEETING
Tuesday, SEPTEMBER 9, 2014 – 7:30 p.m.

AGENDA (continued – Page 2)

- 8. New Business**
- 9. Executive Session –**
- 10. Adjourn**

Next Village Board Meeting: September 23, 2014

Next Village Work Session Meeting: October 14, 2014



RULES FOR PUBLIC COMMENT

Village Board Work Session Meetings Village Board Meetings

1. Please step up to the microphone before speaking, and announce your name and address before beginning your comments.
2. After announcing your name and address for the record, you will be allowed to speak for three (3) minutes.
3. You may not use profane or obscene language and you may not threaten any person with bodily harm, or engage in conduct which amounts to a threat of physical harm.
4. (a) Agenda-related comments: The Village President reserves the right to disallow comments that are repetitive of comments previously made during the meeting, or comments that do not relate to agenda items.

(b) Non-agenda-related comments: The Village President reserves the right to disallow comments that are repetitive of comments previously made during the meeting, or comments that do not relate to Village business, Village services or Village governance.
5. The Village of La Grange Park complies with the Americans with Disabilities Act of 1990. If you require accommodations in order to observe or participate in the meeting, please contact Ms. Andy Bagley at (708) 354-0225 between 9:00 and 5:00 before the meeting so that the Village can make reasonable accommodations for you.

Public Safety Committee

Mario Fotino, Chairman

Patricia Rocco

Robert Lautner

Village Board Agenda Memo

Date: September 1, 2014

To: Village President and Board of Trustees

From: Julia Cedillo, Village Manager 
Philip J. Kubisztal, Interim Chief of Police 

Re: Purchase of New Police Vehicles – Joint Purchasing

GENERAL BACKGROUND

The 2014-2015 Village of LaGrange Park Budget authorizes the purchase of two replacement police vehicles. The Northwest Municipal Conference has awarded their municipal vehicle contract to Currie Motors of Forest Park, Illinois on the 2014 Chevrolet Caprice Police Vehicles. The desired vehicle, in accordance with the department's specifications, would cost \$26,470.90. This would exclude the installation of emergency equipment, prisoner partition, striping, etc. The Police Department would like to maintain a mixture of sedan and sport utility vehicles. These two vehicles would be replacements for two Ford Crown Victoria police sedans that are no longer manufactured.

DOCUMENTATION

The vehicle spec information is attached.

MOTION/ACTION REQUESTED

This matter is being placed on the agenda for the Village Board Work Session on September 9, 2014. If the consensus of the President and Board of Trustees is to authorize the purchase of the vehicles, the matter would be placed on the Consent Agenda for the September 23, 2014 Regular Village Board Meeting for approval.

RECOMMENDATION

Staff recommends approval for the purchase of two (2) 2014 Chevrolet Caprice from Currie Motors in Frankfort, Illinois in the amount of \$52,941.80



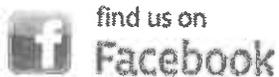
2014 Chevrolet Caprice Patrol Vehicle
SPC Contract #138



Currie Motors Fleet

“Nice People To Do Business With”

Your Full-Line Municipal Dealer
www.CurrieFleet.com



If we have missed an option or equipment that you need please call Tom Sullivan (708) 562-4500



Currie Motors Chevrolet

SPC Contract #138

**2014 Chevrolet Caprice Patrol
Vehicle**

Call Tom Sullivan (708) 562-4500

Standard Package: \$25,916.50

Warranty 3 Years 36,000 miles Bumper to Bumper/ 5 Years 100,000 Power train

Air bags, dual-stage frontal, pelvic-thorax side-impact, head curtain and knee, driver and front passenger, includes Passenger Sensing System

Air conditioning, dual-zone automatic climate control with pollen air filtration

Audio system, Chevrolet MyLink radio, AM/FM stereo with CD player and MP3 playback, includes 7" diagonal color touch-screen display

Audio system feature, standard speaker system with 2 speakers and 2 tweeters

Bluetooth for phone and music, personal cell phone connectivity to vehicle audio system, voice recognition

Cruise control, electronic with set and resume speed

Defogger, rear-window electric

Engine-3.6LSIDI DOHC V6

Door locks, power programmable with lockout protection

Door locks, rear child security

Driver Information Center, monochromatic display with customization features

Glove box, passenger-side, non-lockable

Ignition, 110-amp main power supply wiring at instrument panel & auxiliary 120-amps in trunk

Instrumentation, "certified" analog, 160 mph, 1 mph increments digital display, trip odometer, warning lamps & Driver Information Center with Oil Life Monitor

Key, folding blade fob

Lighting, interior with center-mounted dome and rear reading lights

Lighting, trunk courtesy lamp

Visors, driver and front passenger vanity mirrors, covered

Windows, power with driver and front passenger Express-Down and rear passenger lockout

Antenna, roof-mounted, fixed mast, radio

Daytime Running Lamps, reduced intensity low beam

Door handles, Black

Fascias, front and rear body-color

Glass, Solar-Ray light-tinted, windshield, driver and front passenger, light-tinted rear back glass

Headlamps, halogen with automatic exterior lamp control

Horn, dual-note high and low

Lamp, center high-mounted stop/brake (CHMSL)

License plate bracket, front

Lock cylinders, driver and front passenger doors

Lock cylinder, trunk

Mirrors, outside power-adjustable, Black, manual-folding

Tires, P235/50R18 all-season blackwall, Goodyear

Wheel, compact spare

If we have missed an option or equipment that you need please call Tom Sullivan (708) 562-4500

Mirror, inside rearview manual day/night
Monitor, engine hours and idle hours, displayed in Driver Information Center
Power outlet, 1 located on instrument panel, 12-volt
Remote vehicle starter system, includes Remote Keyless Entry
Retained accessory power, power windows & audio system remain operational after ignition is switched off for 10 minutes or until a door is opened
Safety belt pretensioners, front row seats
Safety belts, 3-point, all seating positions
Seat adjuster, driver 6-way power, tilt, height and lumbar with manual recline and fore/aft
Seat adjuster, front passenger 6-way power, tilt, height and lumbar with manual recline and fore/aft

Wheels, 18" (45.7 cm) heavy-duty steel
Wheel center cap, bolt-on, forged aluminum
Wipers, front intermittent, variable
Alternator, 170 amps with idle boost
Battery, 700 cold-cranking amps, located in trunk with Battery Rundown Protection
Brake/transmission shift interlock
Brake, parking, foot apply
Brakes, 4-wheel antilock, 4-wheel disc, heavy-duty
Cooling, transmission oil cooler

Factory Order Cutoff Date: To be determined

If we have missed an option or equipment that you need please call Tom Sullivan (708) 562-4500

Additional Options and Order Ford

Please enter the following:

Contact Name _____

Phone Number _____

Purchase Order Number _____

State Tax Exempt Number _____

PLEASE SUBMIT P.O. TO: *Currie Motors*
8401 W. Roosevelt Rd
Forest Park, Il. 60130
PHONE: (815)464-9200 FAX: (815) 464-7500
Contact Person: Tom Sullivan
CurrieFleet@gmail.com
www.CurrieFleet.com

Options:

<input type="checkbox"/>	Air bags-Standard plus Front/Rear Outboard Seating Position	66.00
<input type="checkbox"/>	Trunk Cargo Mat-HD Vinyl	83.60
<input type="checkbox"/>	Door Locks-Single Key Locking System Unique to 2014 Caprice only	22.00
<input type="checkbox"/>	Floor Mats-Carpeted Front and Rear na with Vinyl Rear Seat	70.40
<input type="checkbox"/>	Keys-6 Cut with Integrated Remote Keyless Entry (Unprogrammed)	132.00
<input type="checkbox"/>	Lamps-LED Red and Blue Flashing Trunk	374.00
<input type="checkbox"/>	Lighting-Red and White Auxiliary Dome	171.60
<input type="checkbox"/>	Rear Window Switches Inoperative	61.60
<input type="checkbox"/>	Rear Door Locks/Handles Inoperative	58.08
<input type="checkbox"/>	Cloth Front Bucket w/Vinyl Rear	96.80
<input type="checkbox"/>	Speed Limiter	83.60
<input type="checkbox"/>	Wiring-Grill Lamps and Siren Speaker	149.60
<input type="checkbox"/>	Wiring-Horn and Siren Circuit	57.20
<input type="checkbox"/>	Daytime Running Lamps and Automatic Headlamps Delete	22.00
<input type="checkbox"/>	Flasher System-Headlamp and Tail lamp	330.00
<input type="checkbox"/>	Mirrors-Outside Heated Power Adjustable	52.80
<input type="checkbox"/>	Roof Hole-On Center Line	171.60
<input type="checkbox"/>	Roof Hole-Passenger Side	171.60
<input checked="" type="checkbox"/>	Spot Lamp-Drivers Side	404.80
<input type="checkbox"/>	Spot Lamp-Drivers and Passenger Side	721.60
<input type="checkbox"/>	Spot Lamp Provision-Drivers Side	250.80
<input type="checkbox"/>	Spot Lamp Provision-Drivers/Passenger Side	457.60
<input checked="" type="checkbox"/>	Wheel- Full Size Spare and Tire	149.60

If we have missed an option or equipment that you need please call Tom Sullivan (708) 562-4500

<input type="checkbox"/>	Wheel Cover-Full	35.20
<input type="checkbox"/>	Battery-Auxiliary Trunk Mount	220.00
<input type="checkbox"/>	Differential-Limited Slip	171.60
<input type="checkbox"/>	6.0L V-8	N/C
<input type="checkbox"/>	Prisoner Partition-Loose Shipped	799.00
<input type="checkbox"/>	Push Bumpers-Installed	665.00
<input type="checkbox"/>	Road-Ready Value Package *Code 3 2100 LED Light Bar *LED Hideaway Strobes *Remote Siren/Light Controller *100 Watt Siren Speaker *Equipment Console *Dual Cup Holders *3-Outlet 12v Power Accessory *Sliding Partition	4322.00
<input type="checkbox"/>	Rustproofing and Undercoating	395.00
<input type="checkbox"/>	Municipal Police Plates	105.00
<input type="checkbox"/>	Secure Idle Over-Ride	285.00
<input type="checkbox"/>	Delivery-Beyond 50 Miles	150.00

Options – Exterior

<input type="checkbox"/>	Silver Ice Metallic	N/C
<input type="checkbox"/>	Red Hot	N/C
<input type="checkbox"/>	Phantom Black Metallic	N/C
<input type="checkbox"/>	Karma Metallic (Jade)	N/C
<input type="checkbox"/>	Heron White	N/C
<input type="checkbox"/>	Hugo Blue –Orders Less than 20 Will Be Delayed	440.00

Options – Interior

<input type="checkbox"/>	Jet Black Front Cloth Buckets with Rear Cloth Bench	N/C
<input type="checkbox"/>	Jet Black Front Cloth Buckets with Vinyl Rear Bench	96.80

Please contact us if we have missed an option

CurrieFleet@gmail.com

Please submit P.O. with Vehicle Order

If we have missed an option or equipment that you need please call Tom Sullivan (708) 562-4500

Village Board Agenda Memo

Date: September 4, 2014
To: Village President and Board of Trustees
From: Julia Cedillo, Village Manager 
Re: West Suburban Public Safety Dispatch Consolidation Study – Design Phase Update

Purpose

This agenda item seeks to provide an update on the Design Phase Part A and authorize the Village to proceed with recruitment efforts for an Executive Director for a consolidated dispatch center for the Villages of La Grange Park, La Grange and Western Springs.

General Background

At the June 2014 Work Session, the Village Board approved a Resolution authorizing the Village to proceed with the Design Phase, Parts A and B, of a Consolidated Dispatch Center. The Resolution was universal among all three Villages. The goal of Design Phase A is to clarify many of the unknowns related to governance, cost structure, membership and planning.

While staff is still developing the recommendations for Phase A, this memo provides an update on progress. Further, in the course of various meetings and discussions in completing this work, staff is recommending that the Villages proceed forward with recruitment efforts for the Director for the consolidated center. The selection of the Director will take several months and once hired, this professional will assist with critical recommendations and the coordination of tasks essential to the operation to the facility. In other words, the Director will also act as project manager for transitioning dispatch operations to a single facility in La Grange.

Design Phase, Part A Update

In accordance with the Resolution approved on June 10th, Phase A consists of the following:

a. Governance Structure

Staff has developed a draft By-Laws document that outlines a two-tiered governance structure consisting of an Executive Committee (Board of Directors) and an Operations Committee. A general summary of its elements is attached (Page 3).

b. Identify the Shared Funding Formula

- Transitional Costs will likely be divided evenly.
- Operational Costs will likely be divided based upon call volume (see attached – Page 4). However, staff continues to investigate best practices and consult with other towns and dispatch associations.
- Capital replacement costs are still under development.

- c. Assess the three member composition and gauge if other agencies are interested
This is currently underway. The group will reach out to: Pleasantview, Countryside, Brookfield, Hinsdale, Clarendon Hills, among others.
- d. Identify Employment Model
Existing dispatch employees will merge to the new center. Thus, the job will automatically be offered to all existing dispatchers subject to ability to add new skills, meet training requirements, and successfully learn geography and high risk facilities. Staff is currently evaluating whether employees will start as La Grange employees or whether a separate new agency is the better transition for reasons related to personnel, benefit, and labor considerations.
- e. Identify the selection and hiring process for the Director of the consolidated center
Staff recommends that we utilize the services of GovHR USA for the recruitment and selection of the Director position. A proposal is attached for the Board's consideration. The Village Managers from the three communities would work with the firm in developing the job ad, recruitment brochure and hiring process to include an interview process and other evaluative measures. Staff is currently developing the job description, identifying necessary skills and requirements for the job.

Motion/Action

Motion to proceed with the acceptance of a Proposal for Professional Services, by GovHR USA, dated July 24, 2014, to engage in the recruitment and selection of an Executive Director / Director for consolidated dispatch for the Villages of La Grange Park, La Grange and Western Springs.

The cost of the proposal is \$17,880. Each community's share is estimated at about \$6,000.

Recommendation

Staff recommends that the Village Board approve the motion.

Recruiting a director position typically requires three to four months to seek input on the process, establish a timeline and positional needs, develop a recruitment notice or job advertisement, review resumes, select candidates, interview, background and reference check and negotiate terms of employment. Due to the shared employ and the necessity of completing a thorough and structured method of selection, staff is recommending that the three Villages enlist the services of a recruiting firm with expertise specific to the municipal government organization in general and the dispatch director position in particular.

Documentation

- Attachment A: Draft By-Laws General Summary
- Attachment B: Update on Call Volume Data and EMD
- Attachment C: Proposal for Recruitment Services, GOVHRUSA
- Attachment: Village Board Agenda Memo, dated June 4, 2014, w/attachments

Attachment A

Consolidated Dispatch – La Grange Park, La Grange and Western Springs Draft (summarized from the July 29, 2014 Draft) By-Laws Governance Summary

1. Board of Directors

- a. General Policy Matters
- b. Consists of the Village Manager or Designee
- c. One vote for each member community
- d. Chairperson elected for rotating two-year term
- e. Appoints Treasurer (Finance Director from a member community – no vote)
- f. Appoints Secretary (Executive Director – no vote)
- g. Hires and removes Executive Director
- h. Appoints auditors and legal
- i. Approves budget and bylaws
- j. Meets at least twice per year
- k. Binding arbitration for disputes
- l. Appoints chair of the Operations Committee
- m. Assumes new members would also be full voting members
- n. Ensures the development of standard operating procedures for the center¹

2. Operations Committee

- a. Daily oversight – carry out the policy directives from the Board of Directors
- b. Consists of one police and one fire department member from each member community appointed by the director
- c. Evaluate Executive Director and report findings to the Board of Directors
- d. Chairperson appointed by the Board of Directors - two year rotating term
- e. Operations Committee shall form a subcommittee to address technology matters
- f. Meeting frequency to be defined
- g. Oversight in the development of the SOPs

3. Executive Director

- a. Appointed by the Board of Directors
- b. Appoints, evaluates and removes employees, as authorized by policies and procedures
- c. Prepare budget
- d. Enforcement and administer policies established by the Board of Directors and Operations Committee
- e. Maintain certifications and accreditations
- f. Participate in meetings and discussions (no vote)
- g. Prepare monthly report
- h. Payroll and negotiations (for further discussion)

¹ The development of standard operating procedures was discussed at July 29, 2014 staff meeting.

Attachment B

Update on Call Volume Data

Police Department (Interim Police Chief Kubisztal)

Interim Chief Kubisztal recently met with the police chiefs from La Grange and Western Springs to discuss the documentation of calls for service and other police activity in an effort to standardize the total police dispatch volume between our three municipalities, to better understand each entities participation ratios, while working towards a cost sharing model for dispatch consolidation.

It was determined that all three police agencies are documenting calls for service in a very similar matter, with the exception of traffic stop activity. La Grange and Western Springs utilize computer automated dispatch systems; as such they have integrated their traffic stop activity into officer initiated calls for service. As we do not employ such automated systems, our documentation has been limited to hard punch cards, only documenting calls where a police officer has been assigned.

As planning towards consolidation has proceeded under the assumption that an automated dispatch computer system will used, it became obvious that La Grange Park should begin documenting its traffic stop activity in the same manner, in order to be uniform with the other two police agencies. With that in mind, Interim Chief Kubisztal contacted the Illinois Department of Transportation and received traffic stop data submitted for our Police Department for the last year. In 2013 a total of 2,794 traffic stops were reported to IDOT for the racial profiling data collection program.

The activity as presented in the Final Report of the AECOM study indicated a total reported dispatch volume of 9,437 for La Grange Park. In factoring in the additional 2,794 traffic stop activity, not previously captured, the anticipated Total Dispatch Volume should be adjusted to 12,231 to more accurately reflect the anticipated activity for the La Grange Park Police Department.

Fire Department (Fire Chief Dean Maggos)

Division Chief Norm Rick and Chief Maggos have been meeting with Chief Officers from La Grange and Western Springs Fire Departments to discuss details regarding how each of our agencies log fire, rescue and EMS incidents. The method of logging such directly ties to the reported volume of incidents our agency handles. As call volume will most likely at least be a partial determination of the cost sharing model for dispatch consolidation, each of our departments thought we needed to look at such for consistency and equity between the fire agencies, and Villages overall.

During our discussions, it was discovered that although similar, there were some critical differences in how we log incidents. Some of this resulted from how we actually respond to incidents, because our departments are staffed differently, and some of the variation comes from different interpretations of requirements of the National Fire Incident Reporting System (NFIRS). For instance, one of the variations is related to medical call response. If we send a fire engine crew to assist an ambulance crew with a medical call, we log it as one event. Western Springs FD on the other hand logs it as two events, one for the ambulance request, and another for the engine crew. La Grange FD handles it in yet a different manner, only logging two incidents if they actually get physical help from the firefighter/paramedics who arrive on the fire engine.

In order to help resolve some of our variations, a conference call was conducted with the NFIRS Coordinator from the Office of the State Fire Marshal. We wanted to obtain direction from her, on which

of our variations best meets the NFIRS requirements. Following the conference call, we met again and came to consensus on how we would log various incidents, again, to better provide consistency between the agencies in relation to actual call volume. On a positive note, it was discovered that in most instances, our Fire Department was already logging incidents in a manner consistent with the OSFM / NFIRS requirements. As such, our reported Fire Department incident volume should not change much if any, from that reported in the AECOM Study. On the other hand though, the La Grange and Western Springs reported incident numbers will drop somewhat, which on the fire department side will increase the percentage of dispatched call volume we would be responsible for, in regards to a final cost sharing model. Although the new call volume numbers have not been finalized, it appears that Western Springs FD will experience a reduction of approximately 400 incidents reported, and La Grange will see a reduction of approximately 50. As overall call volume for fire is significantly less than that of police, we do not believe that these changes alone will result in a substantial change in any cost sharing model.

EMD (Fire Chief Dean Maggos)

Emergency Medical Dispatching is planned for in our model for a consolidated Communications Center. Currently, our stand alone La Grange Park center is not staffed or trained to allow for such, and as such, is not allowed by law to provide Emergency Medical Dispatching.

Although the state Emergency Medical Services Act requires our Communications Center be equipped to provide Emergency Medical Dispatching, it does provide for a waiver to such requirements in certain circumstances. As such, the Village of La Grange Park did apply for and obtain a waiver for EMD in December of 2000.

In the last year or so, our Emergency Medical Services System (Loyola EMS), whose license and guidelines our EMT's and Paramedics operate under, have stated that they no longer believe that existing waivers are still valid, and that further waivers will no longer be given for EMD. In order to provide a formal process for such though, they have recently told all of the EMS providers working under their control, that if they intend to request a waiver for EMD pre-arrival instructions, that they need to re-apply for such. They have also indicated that although the law allows for the request of a waiver, based upon their interpretation of the law in regards to granting waivers, they will not be granting any. The denied waiver requests will then supposedly be forwarded on to the Illinois Department of Public Health for review, and further action, if IDPH deems such necessary.

At this point, we have submitted a request for a new waiver to Loyola. As we do not in fact currently provide such services, we felt this to be the best course of action to take, until we can provide EMD, again which may at some point be through the implementation of a combined communications center. (See attached letter.)

La Grange Park Fire Department

447 N. Catherine Ave.
La Grange Park, IL 60526

708-354-0225 *Administration*
708-352-2141 *Non-Emergency*
708-354-0241 *Fax*

August 31, 2014

Mark E. Cichon, D.O., FACOEP, FACEP
Christine Chaput, RN, MSN, CEN
Loyola University Medical Center
2160 South First Avenue
EMS Office, Building 110LL
Maywood, IL 60153

Dr. Cichon and Mrs. Chaput:

As requested, please accept this letter as a formal request from the Village of La Grange Park, for waiver of Section 515.710, Emergency Medical Dispatcher, of the Joint Committee of Administrative Rules – Administrative Code, Title 77, Chapter I, Subchapter f, Part 515. This waiver request is in accordance with Section 515.150, regarding Waiver Provisions.

It should be noted the IDPH had previously approved a waiver request for such in December of 2000, through our Police Department, who operates our Village's PSAP, and is responsible for dispatching fire-based ALS response and transport ambulances within our Village.

It should also be noted that our Village is currently discussing the merging of Communications Center operations with two other neighboring Villages, and if successful, Emergency Medical Dispatch is planned to be implemented as part of those joint operations.

Thank you in advance for your consideration, and should you have any questions, please feel free to contact me.

Sincerely,

Dean J. Maggos

Dean J. Maggos
Director of Fire, Building and Emergency Management

July 24, 2014

Ms. Ingrid Velkme
Deputy Village Manager
Village of Western Springs
740 Hillgrove Avenue
Western Springs, IL 60558

Dear Ms. Velkme:

Thank you for the opportunity to provide you with a proposal for Consolidated Dispatch for LaGrange, LaGrange Park, and Western Springs' Executive Director recruitment and selection process. Effective January 1, 2014, Voorhees Associates and GovTempsUSA have combined under one company, GovHR USA. GovHR USA is co-owned by Heidi Voorhees and Joellen Earl. All of the consultants and services remain the same. We are simply combining resources to more effectively serve our clients. GovHR USA prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

QUALIFICATIONS AND EXPERIENCE

GovHR USA is a public management consulting firm serving municipal clients and other public sector entities on a national basis. We work exclusively in the public sector, offering customized executive recruitment services, as well as providing other management studies and services for communities. GovHR USA has been certified as a FBE (Female Business Enterprise) in the State of Illinois.

GovHR USA was established in 2009 as Voorhees Associates, LLC. Our headquarters offices are in Northbrook, Illinois. Heidi Voorhees, President, previously spent 8 years with the nationally recognized public sector consulting firm, The PAR Group and was President of The PAR Group from 2006 – 2009. Ms. Voorhees has conducted more than 190 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 12 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service with the Villages of Wilmette and Schaumburg, Illinois, as well as the City of Kansas City, Missouri.

The firm has a total of twenty consultants, both generalists and specialists (public safety, finance, parks, etc.), who are based in Arizona, Delaware, Florida, Illinois, Michigan, and Wisconsin, as well as four reference specialists and six support staff.

Experience

GovHR USA has completed 177 recruitments since its establishment in 2009. We have 16 current recruitments in various stages of completion. Our consultants are experienced executive recruiters who have conducted over 450 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we've held leadership positions

650 Dundee Road, Suite 270, Northbrook, Illinois 60062

Local: 847.380.3240 Toll Free: 855.68GovHR (855.684.6847) Fax: 866.401.3100 GovHRUSA.com

EXECUTIVE RECRUITMENT • INTERIM STAFFING • MANAGEMENT AND HUMAN RESOURCE CONSULTING

within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

References

The following references can speak to the quality of service provided by GovHR USA (recruitments conducted under the firm's previous name, Voorhees Associates):

Deputy Director Support Services recruitment

Deputy Director Operations recruitment

DuCOMM

Brian Tegtmeyer, Executive Director

600 Wall Street

Glendale Heights, IL 60139

630-260-7500

btegtmeyer@ducomm.org

Director of Emergency Preparedness recruitment

Waukesha County, Wisconsin

Renee Gage, Senior HR Analyst

515 W. Moreland Blvd.

Waukesha, WI 53188

262-548-7053

rgage@waukeshacounty.gov

Consultant Assigned

GovHR USA Vice Presidents Lee McCann and Paul Harlow will be responsible for your recruitment and selection process.

Lee McCann

Vice President - Midwest Region

Lee McCann brings over 36 years of active public safety experience to GovHR USA. He works on executive search and general management consulting projects.

Following his honorable discharge from the United States Army, Mr. McCann began his career in local law enforcement as a patrol officer in Evergreen Park, Illinois. He rose through the ranks of that agency, attaining the highest merit position, Lieutenant, in less than ten years. In 1982 he was named Chief of Police in Buffalo Grove, Illinois and served as Chief of Police in Buffalo Grove & Skokie, Illinois for the next 23 years. While serving in Buffalo Grove, he led the police department in becoming one of the first 50 law enforcement agencies in the nation to be accredited.

Mr. McCann accepted numerous leadership roles with intergovernmental agencies during his tenure as Chief of Police. He helped found and manage the Lake County (Illinois) Major Crimes Task Force, served as Chairman of the Executive Committee of the Northwest Central Dispatch System and was President of the Northern Illinois Police Crime Laboratory. He was Secretary of the Executive Board of the Northwest Police Academy for ten years, and was also President of the Northern Illinois Police Alarm System - a mutual aid organization that provides manpower and other specialized services to member agencies during disaster and other emergency situations. During the five years he served as President of this organization, Mr. McCann oversaw a 100% growth in membership to over 80 law enforcement agencies serving a population of approximately 1,000,000 people.

Mr. McCann's consulting experience includes general police management studies, executive search & recruiting assignments, and service as on-site assessment team leader for the Commission on Accreditation for Law Enforcement Agencies since 1987. He also is a member of several professional organizations and has served on the governing boards of civic and charitable organizations such as OMNI Youth Services, United Way and as chairman of the Regional Action Planning Project, a local initiative to suppress street gang activity.

Mr. McCann is a graduate of the F.B.I. National Academy, the Illinois Law Enforcement Executive Institute, and Chicago State University.

Paul M. Harlow
Vice President

Paul M. Harlow has 38 years of municipal experience in both public safety and municipal management for the Village of Glencoe, Illinois on Chicago's North Shore. This included 10 years as Director of Public Safety of the fully consolidated Public Safety Department and 13 years as Village Manager.

As Director of Public Safety, Mr. Harlow was responsible for coordinating and managing police, fire and emergency medical services in a fully consolidated public safety department. Overseeing the effort of international accreditations in a public safety environment, the department initiated and achieved accredited status in law enforcement through CALEA and initiated the process of fire service accreditation through the Commission on Fire Accreditation International. Upon receiving those certifications, the organization was identified as the only combined services public safety agency in the world with dual accreditation status.

During his tenure as Director of Public Safety, Mr. Harlow led efforts to enhance community based human relations programs and led in the enhancement of numerous regional mutual aid initiatives for effectiveness and efficiencies in area law enforcement and fire service, including the formation of a Major Crimes Task Force and Mutual Aid/Automatic Response Programs. In addition, as Director of Public Safety, Mr. Harlow was an Assessor for the Commission on Accreditation for Law Enforcement Agencies (CALEA). As President of the Northern Illinois Police Crime Laboratory, Paul led a successful effort to achieve accreditation; becoming at that time, the only such *private* crime laboratory in the world to be awarded that status.

Mr. Harlow served as a founding member of the Northeastern Illinois Public Safety Training Academy (NIPSTA). He has chaired numerous committees, served as Treasurer and Vice-President and currently volunteers as Chair of the NIPSTA Corporate Liaison Committee.

As the 7th Village Manager of the first community in Illinois (and 14th in the Nation) to adopt a Council-Manager form of Government, Mr. Harlow maintained the standard of excellence for fiscal integrity and governmental responsibility. AAA Bond Ratings, a series of voter approved infrastructure and business district improvements, GFOA awards for Excellence in Financial Reporting and Popular Annual Financial Report and fiscal stability in an era of economic downturn were maintained throughout his tenure. As Village Manager, Mr. Harlow directed the implementation of public communications policies leading to the Illinois Policy Institute acknowledgment for "receiving the highest score for transparency in the State of Illinois." Paul oversaw the operation of a variety of municipal services, including the operation of a water production facility and a municipal golf course; both distinguished for their quality. Mr. Harlow initiated and implemented numerous "shared services" programs with other local governmental entities that have led to effective cost savings to the taxpayers.

During his tenure as Village Manager, a significant enhancement to "the arts" in the community was fostered by the Village's retention and approved expansion of Writers' Theatre, "a cultural destination with a national reputation for excellence." The position of the community was also improved by the enhanced relationship between the Village and the Chicago Botanic Garden, an internationally recognized venue.

Mr. Harlow holds a Bachelors Degree in Political Science and a Masters Degree in Business Administration and Administration of Justice. He is a graduate of Northwestern University's School of Police Staff and Command and Executive Development Institute. He is also a graduate of the Federal Bureau of Investigation National Academy and Law Enforcement Executive Development Symposium.

SCOPE OF WORK

A typical recruitment and selection process can take 175 hours to conduct. At least 50 hours of this time is "administrative" including ad placement, acknowledgment of résumés, reference interviews, and due diligence on candidates. These tasks may take longer if someone is performing them for the first time. We believe our experience and ability to professionally administer your recruitment will provide you with the best possible outcome. GovHR USA clients are kept informed of the progress of a recruitment throughout the recruitment process. Consultants are always available to provide information and answer questions, and details of the process such as placement of advertising and applications received are discussed in regular updates via either telephone or email.

GovHR USA suggests the following approach to your recruitment, subject to your requests for modification:

Phase I – Position Assessment, Job Announcement and Brochure Development

Phase I will include the following steps:

- **Interviews** with officials from the three Villages, as well as any other individuals you deem appropriate to best understand the responsibilities, challenges, and culture of the Villages and the position.

At least eight (8) hours of one-on-one interviews will be conducted with Village officials in order to develop our Recruitment Brochure. This important document outlines the expectations for the first Executive Director, providing us with the information we need to target our recruitment. During this process we will assist you with establishing the salary for Executive Director by conducting a salary survey of comparable positions, if so desired.

- **Development of a Job Announcement.**
- **Development of a detailed Recruitment Brochure** for your review and approval.
- **Agreement on a detailed Recruitment Timetable.**

Phase II – Advertising, Candidate Recruitment and Outreach

Phase II will include the following steps:

- **Placement of the Job Announcement** in appropriate professional online publications. In addition to public sector publications and web sites, outreach will include LinkedIn and other private sector resources. We can provide placement recommendations, if so desired.
- **The development of a database of potential candidates** unique to this position and to Consolidated Dispatch, focusing on the leadership and management skills identified in Phase I as well as size of organization, and experience in addressing challenges and opportunities also outlined in Phase I.
- **Outreach** will be done through e-mail, telephone contacts, and U.S. mail as appropriate. GovHR USA consultants have extensive knowledge of the municipal government industry and will personally identify and contact potential candidates. With more than 600 collective years of

municipal and consulting experience among our consultants, we often have inside knowledge about candidates.

Phase III – Candidate Evaluation and Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure.

We will develop a matrix which identifies key traits (taken from the Recruitment Brochure) such as education, experience, and the specific skills needed for the Executive Director. We will then use these filters to screen the candidates into a group of 15 to 20 semi-finalists.

- Candidates will be interviewed by telephone or Skype to fully grasp their qualifications and experience as well as their interpersonal skills.

We personally contact all the semi-finalists and conduct about an hour long telephone interview, asking specific questions about their experience and skill set. This allows us to ask follow up questions and probe specific areas. It also provides us with an assessment of their verbal skills and their level of energy for and interest in the position.

- Formal and informal references (two per candidate) and an internet search of each candidate will be conducted to further verify candidates' abilities, work ethic, management and leadership skills, analytical skills, interpersonal skills, ability to interact with the media, and any areas identified for improvement.
- All résumés will be acknowledged and contacts and inquiries from candidates will be personally handled by GovHR USA, ensuring the process is professional and well regarded by all who participate.

Phase IV – Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR USA will prepare a **Recruitment Report** that presents the credentials of those candidates most qualified for the position. You will advise us of the number of reports you will need for the individuals involved in this phase of the recruitment and selection process. We provide a binder which contains the candidate's cover letter and résumé. In addition, we prepare a "mini" résumé for each candidate, so that each candidate's credentials are presented in a uniform way. As résumés come in all different formats, these "mini" résumés will give you a clear, consistent look at each candidate "at a glance."
- GovHR USA will provide you with a log of all candidates who applied for the position. You may also review all of the résumés should you so desire.
- GovHR USA will meet with you to review the Recruitment Report and expand upon the information provided. The report will arrive two to three days in advance of the meeting, giving you the opportunity to fully review it. In addition to the written report, we will spend 2 to 3 hours with you to bring the candidates to "life" by reviewing their telephone interview and providing excerpts from two (2) references we will have done on the individual.

Phase V – Interviewing Process

Phase V will include the following steps:

- At the Recommendation meeting, the Interviewing Process will be finalized including the discussion of any specific components you deem appropriate, such as a writing sample.
- GovHR USA will develop the first and second round interview questions for your review. GovHR USA will provide you with interview books that include the credentials each candidate submits, a summary of each candidate's credentials, a set of questions with room for interviewers to make notes, and an evaluation sheet to assist interviewers in assessing each candidate's skills and abilities.
- GovHR USA will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. The schedule will incorporate a tour of facilities and interviews with appropriate stakeholders.

We offer a community "Meet and Greet" option, at no charge, as a means for the community to interact and get to know the candidates in an informal setting. At this "Meet and Greet," candidates would give a brief overview of themselves and answer questions from the audience.

- Once candidates for interview are selected, additional references will be contacted, verification of educational credentials, criminal court, credit, and motor vehicle and records checks. Using the candidate's name and work experience we review the top 200 search results available from Google, as well as his/her activity (if publicly available) on Facebook, Twitter, and other social media platforms. Employment verification can also be provided if so desired.

GovHR USA recommends a two-step interviewing process with (typically) five candidates interviewed in the first round. Following this round, we strongly suggest that two or three candidates are selected for second round interviews. Again, we will prepare a second round of interview questions and a "score sheet."

- GovHR USA consultants will be present for all of the interviews, serving as a resource and facilitator.

Phase VI – Appointment of Candidate

- GovHR USA will assist you as much as you request with the salary and benefit negotiations and drafting of employment agreement, if appropriate.
- GovHR USA will notify all applicants of the final appointment action, including professional background information on the successful candidate.
- GovHR USA will provide no-fee telephone follow-up and counsel to Officials of the three Villages and appointed Executive Director for six months following conclusion of the recruitment.

Optional Assessment Center

If desired, GovHR USA will perform an Assessment Center for candidates selected for interview as part of the selection process. An Assessment Center is a very useful tool for evaluating the strengths, weaknesses and skills and abilities of the first Executive Director for Consolidated Dispatch.

GovHR USA consultants will prepare all the related documents and scoring sheets for a Prewritten Exercise (done prior to the Assessment Center and evaluated by the Assessors) and a choice of three (3) of the following exercises to be completed on the Assessment Center day:

- In-Basket Exercise
- Oral Presentation Exercise
- Leaderless Group Exercise

- Structured Interview
- Budget Analysis Exercise
- Other exercise of the Client's choosing

Optional 360° Evaluation

As a service to Consolidated Dispatch, we offer the option to provide you with a proposal for a 360° performance evaluation for the newly appointed Executive Director at about six months into his or her employment. This evaluation will include seeking feedback from officials from the three Villages, along with any other constituents Village officials feel would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR USA will prepare a proposal for this service.

Recruitment Schedule

A detailed recruitment schedule will be provided in Phase I. The recruitment and selection process typically takes 90 days from the time the contract is signed until the candidate is appointed. We can work with you on a shorter process, should you so desire.

Our typical recruitment process includes the following milestones and deliverables:

On-site interviews of LaGrange, LaGrange Park, and Western Springs Village officials, development and approval of recruitment brochure Deliverable: recruitment brochure	weeks 1-2
Placement of professional announcements; candidate identification, screening, interview and evaluation by consultant	weeks 3-8
Consultant recommendation to Villages of qualified candidates Deliverable: recruitment report	week 9
Selection of candidate finalists by Village Officials; additional background and reference checks, report preparation and presentation Deliverable: interview reports including suggested questions and evaluation sheets	week 10
Interviews of selected finalist candidates; selection of final candidate; negotiation, offer, acceptance and appointment	weeks 11-12

Summary of Costs

Recruitment Fee:	\$12,500
Recruitment Expenses: (not to exceed)	3,500
Expenses include consultant travel, postage/shipping, telephone, support services, copying etc. Also includes candidate due diligence efforts.	
Advertising costs	1,800*
Total Fees:	\$17,800**

*Advertising costs over \$1,800 will be placed only with client approval. If less than \$1,800, Client is billed only for actual cost.

**This fee does not include travel and accommodations for candidates interviewed. Recruitment brochures are produced as electronic files. Printed brochures can be provided, if desired, for an additional cost of \$900.

Optional Assessment Center Fee: \$5,000*

*This fee includes all the preparation and cost of the Assessment Center materials, and the fees and expenses for the consultants to attend as facilitators. We will also assist the Villages in selecting three (3) professionals from outside the organization, who will act as observers in assessing each candidate's strengths and weaknesses. The cost includes a written report outlining the findings of the Assessment Center as reported by the Assessors. The Villages would be responsible for paying a \$500 stipend to each Assessor (and possibly mileage for the assessors). **This fee does not include lodging, travel and meal expenses for the GovHR USA Facilitator(s) to be on site for the Assessment Center. Actual expenses will be billed in addition to the \$5,000 fee.**

Payment for Fees and Services

Professional fees and expenses will be invoiced as follows: Recruitment expenses and the costs for the Recruitment Brochure printing will be itemized with sufficient detail and invoiced as incurred. In addition, the Recruitment Fee will be invoiced in three (3) equal payments, billed during the course of the recruitment. The first invoice for the Recruitment Fee will be sent upon acceptance of our proposal. The second invoice will be sent following the recommendation of candidates and will include any expenses incurred to date. The final invoice will be sent upon completion of the recruitment assignment and will include all remaining expenses. Upon receipt of each invoice the Client will approve payment in accordance with its claims procedures within thirty (30) days of receipt.

GovHR USA Guarantee

It is the policy of GovHR USA to assist our clients until an acceptable candidate is appointed to the position. Therefore, no additional professional fee would be incurred should the Village Officials not make a selection from the initial group of recommended candidates and request additional candidates be developed for interview consideration. Additional reimbursable expenses may be incurred should the situation require consultant travel beyond the normal three visits.

Upon appointment of a candidate, GovHR USA provides the following guarantee: should the selected and appointed candidate at the request of Consolidated Dispatch or the employee's own determination, leave the employ of Consolidated Dispatch within the first 24 months of appointment, we will, if desired, conduct another search for the cost of expenses and announcements only.

In addition, in accordance with the policy of our firm as well as established ethics in the executive search industry, we will not actively recruit the placed employee for a period of five years.

Why Choose GovHR USA?

The heart and soul of a professional recruitment firm is the expertise it brings to its clients. GovHR USA consultants are all experienced local government executives who have demonstrated careers and expertise that brings first hand knowledge of the disciplines in which they now consult. This knowledge can assist clients in designing the appropriate interview questions, the development of written and oral exercises to best assess candidates' abilities, and facilitation of the clients' discussion of the candidates.

Our process reflects the client's goals and objectives—therefore, the time we spend developing the Recruitment Brochure is critical in our understanding of the challenges, opportunities, and culture of the

position under consideration. Our candidate assessment and interviewing skills are based on thousands of interviews over the course of our Consultants' many years of experience in the recruitment and selection field. This professional familiarity allows us to be sensitive to the nuances, not only the obvious. In addition, as experienced local government professionals, our Consultants are able to ask probing, thoughtful questions and effectively evaluate the candidates' answers. We provide the client with a diverse list of potential candidates who have been fully vetted by our staff and who are truly interested in and well-qualified for the position. We respect the confidentiality of candidates' applications and are respectful of the candidates' current employment situation when we conduct reference calls. We are not a gatekeeper—clients will be provided with a list of everyone who applied and may view the résumés should they so desire.

Our firm's executive recruitment standards embrace a professional process of integrity, trust, and respect toward all parties involved and a commitment toward meeting the expressed needs and desires of our Client. Our ultimate goal is for the client to be completely satisfied with the selected candidate.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Sincerely,



Heidi J. Voorhees
Co-Owner
GovHR USA

ACCEPTED BY CONSOLIDATED DISPATCH
VILLAGE OF LA GRANGE, ILLINOIS

BY: _____

TITLE: _____

DATE: _____

VILLAGE OF LA GRANGE PARK, ILLINOIS

BY: _____

TITLE: _____

DATE: _____

VILLAGE OF WESTERN SPRINGS, ILLINOIS

BY: _____

TITLE: _____

DATE: _____

WAUKESHA COUNTY,
WISCONSIN



DIRECTOR OF EMERGENCY PREPAREDNESS

Voorhees Associates, LLC is pleased to announce the recruitment and selection process for Waukesha County, Wisconsin's next Director of Emergency Preparedness. This brochure provides background information on the County as well as the requirements and expected qualifications for the Director of Emergency Preparedness position. Additional information about Waukesha can be found on the County's website: www.waukeshacounty.gov

Candidates interested in applying for this position should submit their résumé and cover letter, along with contact information for five work-related references by **April 15, 2013** to: www.VoorheesAssociates.com/current-positions.

Lee McCann, Vice President
Mike Hosking, Vice President
Norm Malcolm, Vice President



500 Lake Cook Road, Suite 350
Deerfield, Illinois 60015
TEL: 847-580-4246
FAX: 866-401-3100

Formal applications should be submitted to:
www.VoorheesAssociates.com/current-positions



PROFESSIONAL ANNOUNCEMENT

Waukesha County, Wisconsin, home to almost 400,000 residents on 576 square miles, is seeking a highly-qualified individual with excellent interpersonal and leadership skills to fill the position of Director of Emergency Preparedness. Waukesha, the third largest county in Wisconsin, is located 15 miles west of the City of Milwaukee and 100 miles northwest of Chicago. The Emergency Preparedness Department consists of three divisions: the Waukesha County Communications Center, which functions as the Public Safety Answering Point and emergency dispatching center for 30 municipalities and the Waukesha Sheriff's Department; Radio Services; and Emergency Management. The

Director of Emergency Preparedness is assisted in leading the department by three division managers and various supervisory staff.



The duties of The Director of Emergency Preparedness include directing a staff of 60 and the activities of the Communications Center, Radio Services and Emergency Management functions including: budget development and management; training and staff development; long range fiscal planning; 9-1-1 system design, maintenance and development; radio equipment and mobile data equipment hardware and software maintenance and repair; and emergency management. The Director serves as the head of emergency management in accordance with Wisconsin Chapter Statute 323.

Candidates should have comprehensive knowledge of the principles and practice of government management and knowledge of government regulations regarding 9-1-1 systems and 9-1-1 system design and equipment. Knowledge and understanding of telephone and public safety radio systems and emergency preparedness is desirable. Extensive experience with operational and capital budgets is required. Experience in a consolidated dispatch center and legislative knowledge and experience are desired attributes. The ability and desire to work cooperatively with numerous fire and police chiefs and other municipal leaders is essential. N.I.M.S. and APCO/NENA certifications are very important. The Director of Emergency Preparedness is an employee of Waukesha County and reports directly to the County Executive. Waukesha County offers a competitive range of benefits. The salary range for this position is \$105,394-\$129,626.

Candidates must hold a bachelor's degree in criminal justice, fire science management, public administration, finance, business administration or a closely related field. A master's degree is desirable. They also should have at least five (5) years of responsible professional work experience in public safety or a closely related field, two (2) of which have been in a supervisory capacity. A history of strong leadership, management and effective oral and written communications skills is essential. Strong interpersonal skills are essential.

Submit a cover letter and résumé with salary history and five work-related references by **April 15, 2013** via our online application system: www.VoorheesAssociates.com/current-positions. Electronic submissions are required. Lee McCann, Mike Hosking, Norm Malcolm, Voorhees Associates LLC, 500 Lake Cook Road, Suite 350, Deerfield, Illinois 60015 847-580-4246.



COMMUNITY BACKGROUND

Located in Southeastern Wisconsin, Waukesha County is immediately west of Milwaukee County and 15 miles west of the City of Milwaukee. Interstate 94 and Interstate 43 along with over 600 miles of County Roads and State Highways provide excellent access within the County and to adjacent areas. The third largest county in Wisconsin, Waukesha consists of 390,000 residents in 37 municipalities. It is also home to over 12,000 businesses. The County's 576 square miles include 21,000 acres of public parks, 77 lakes, 20 public golf courses and hundreds of miles of hiking, biking, cross country skiing and snow mobile trails.



In prehistoric times, the Effigy Mound Builders and Potawatomi Indians populated what is now Waukesha County.

In the 1700s fur traders worked in the area, and in the mid 1800s settlers arrived from the east. In the late 1800s Waukesha County's quarries provided some of the stone that was used to rebuild Chicago after the great fire of 1871. Waukesha was once known as "Cow County USA" because of the many dairy farms located in the County. Today, Waukesha has evolved into a place with many diverse businesses including facilities of some of the world's leading manufacturers and other businesses.

QUICK FACTS

Waukesha County:

Population	390,267 (2011)
Per capita Income	\$51,868 (2010)
Number of Jobs	223,267 (2011)
Unemployment Rate	6.5% (2011)
Public School Enrollment	63,309 (2011)
Private School Enrollment	12,403 (2011)
Median Age	42 (2010)

Communications Center:

Wireless 9-1-1 Calls Received	64,033 (2012)
Total 9-1-1 Calls Received	75,581 (2012)
Non 9-1-1 Calls Received	149,978 (2012)
Total Phone Calls Received	225,559 (2012)
Outgoing Phone Calls	93,030 (2012)

WAUKESHA COUNTY GOVERNMENT

Sound fiscal management has served the taxpayers of Waukesha County very well. The County enjoys both excellent county level services and an AAA Bond rating. The County is governed with Executive, Legislative and Judicial Branches. The elected County Executive, Daniel P. Vrakas, is the appointing authority and immediate supervisor of the Director of Emergency Management and other Department Directors. Other County elected officials include the County Clerk, the Clerk of the Circuit Court, Circuit Court Judges, the District Attorney, the Register of Deeds, the Sheriff, and the Treasurer. The County Board of Supervisors is the legislative branch of government and consists of 24 part-time supervisors and one full-time County Board Chair.

WAUKESHA EMERGENCY PREPAREDNESS DEPARTMENT

The Emergency Preparedness Department is led by the Director of Emergency Preparedness and consists of three divisions: Communications, Radio Services and Emergency Management. The 2013 expense budgets for the department are \$6,483,645. The largest division, Communications, is staffed with 1 Manager, 1 Communications Center Specialist, 6 Supervisors, 43 Telecommunicators, 2 part-time Telecommunicators (1 FTE,) and 1 Clerk. This staff is supplemented by 2 members of the County Information Technology Department who are stationed at the Communications Center and focus most of their efforts on the Emergency Preparedness Department. This division provides PSAP services for the entire county for wireless 9-1-1 calls and full PSAP/Dispatch services for the Sheriff's Department and 30 of the county's 37 municipalities. The Communications Center handles fire, police and emergency medical dispatching services, and is EMD certified. The Radio Services Division is staffed by 1 manager, 1 Radio Systems Specialist, 2 Communications Technicians and 1 Account Clerk. Radio Services provides installation programming, maintenance and repair of all radios on the Waukesha County trunked radio system. Over 5,000 mobile and portable radios, 7 antenna sites, 13 radio channels, 93 transmitters and 113 control base stations are

included in the Division's area of responsibility. The Emergency Management Division is staffed by 1 Emergency Management Manager and 1 Programs/Projects Analyst. This division conducts activities in all five nationally-recognized phases of Emergency Management: mitigation, prevention, preparedness, response and recovery. It carries out the duties of the Federal Emergency Planning and Community Right to Know Act (EPCRA) and related Wisconsin statutes. The Department also has a Senior Financial Analyst assigned to it that it shares with another department.



CANDIDATE QUALIFICATION CRITERIA

Education and Experience

- Graduation from an accredited college or university with a bachelor's degree in criminal justice, fire science management, public or business administration, finance or a closely related field is required. A master's degree is desirable.
- Five (5) years of responsible professional work experience in public safety or a related field, a minimum of two (2) years of which are in a supervisory capacity, is required.
- Certification from a 9-1-1 public safety professional organization such as APCO or NENA is highly desirable.
- Experience with a consolidated dispatch operation is very desirable.
- Extensive experience with operational/capital budgets is essential.
- Legislative knowledge and experience is desirable.
- Management experience with an organization staffed by at least 30 individuals is also desirable.
- Expertise in the latest technology related to 9-1-1 services and telecommunications equipment is necessary.
- Understanding Emergency government and the latest technology and procedures related to it is important.



Management Style/Personal Traits

- The successful applicant must demonstrate excellent interpersonal and leadership skills, leading by example and encouraging outstanding performance from all members of the department. The Department requires an inclusive, collaborative leader.
- Excellent written and oral communications skills are essential.
- A results-driven approach to making decisions coupled with the ability and willingness to delegate tasks and responsibilities to others is highly desired.

- Successful applicants must possess the ability and desire to work effectively with public safety and elected officials. The next Director will also be able to work well with both regional and statewide partners.
- An advocate of teamwork and consolidated dispatching, the Director must ensure open and honest communications with the County Executive and be forthcoming with information the Executive needs in order to be effective.
- Strong technical knowledge is highly desirable.
- The ability to work under sometimes stressful conditions, providing strong and effective leadership in such situations is absolutely necessary, as is a commitment to employee development and training.
- The Director should be an anticipatory leader with a vision of the future who understands how change can impact the people of Waukesha County and Emergency Preparedness.
- Honesty and integrity are character traits that are absolutely essential. Demonstrating a sense of humor when appropriate is helpful.



CHALLENGES/OPPORTUNITIES

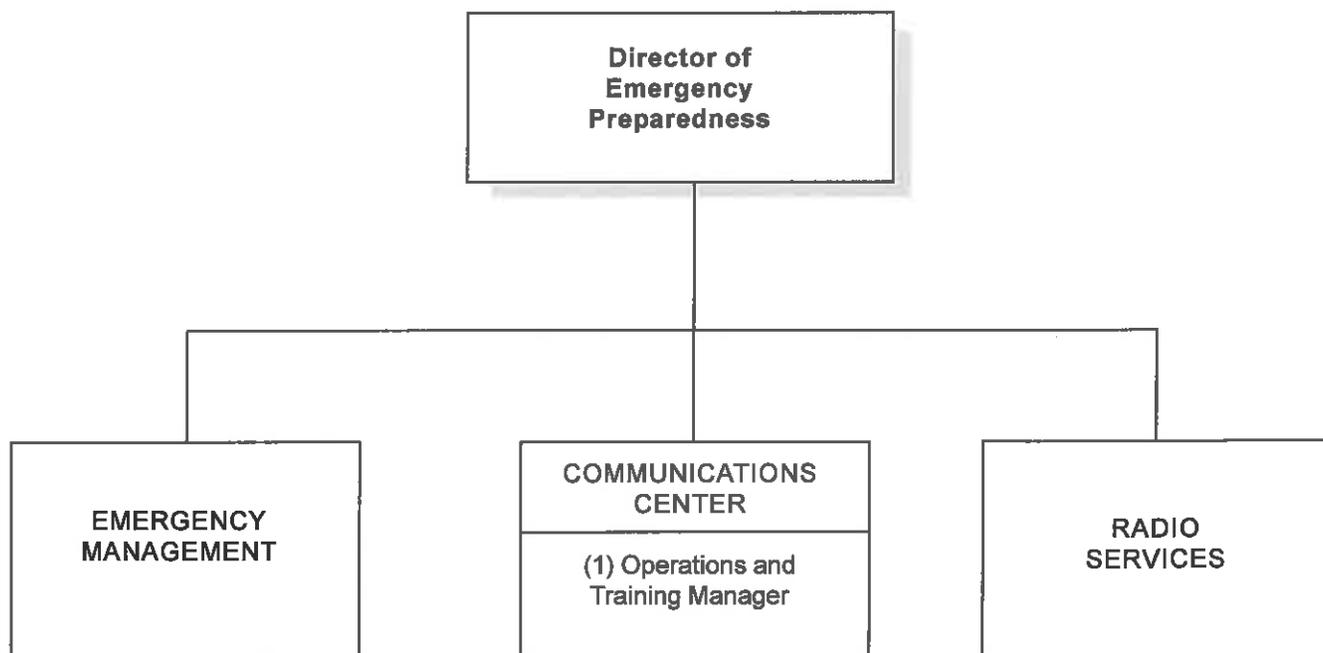
- The Department is exploring a joint venture with adjacent Milwaukee County for the development and implementation of a new 800 digital radio system. A request for proposals is expected to be approved in April of 2013. If the project moves forward the overall costs for equipment, infrastructure etc. is anticipated to be approximately forty million dollars. The Director will be expected to manage the County's interests in this project.
- The Radio Services Division operates using an enterprise fund approach. This division repairs, installs and maintains communications equipment for the Emergency Preparedness Department, Sheriff's Department and numerous public safety organizations within the county and for other nearby communities. Making wise decisions that ensures quality service is provided to all customers in a fiscally sound and competitive manner is the responsibility of the Director of Emergency Preparedness. There is potential for growing this division if outreach is deemed desirable.
- Currently the Communications Center provides 9-1-1 services for the Waukesha County Sheriff's Department and 30 of the county's 37 municipalities. It can reasonably be anticipated that additional municipal partners may eventually seek the Communications Center services. Managing that process will be the responsibility of the Director.

WAUKESHA COUNTY, WISCONSIN

- Ensuring effective understanding and communications between and among the Emergency Services Department's Communications Center and the Department's municipal partners and Waukesha County's Sheriff's Department is a key responsibility of the Director of Emergency Preparedness.



2013 DEPARTMENT OF EMERGENCY PREPAREDNESS



- (1) Emergency Management Coordinator
- (1) Programs and Projects Analyst

- (6) Communications Center Supervisor
- (1) Communications Center Specialist
- (1) Senior Financial Analyst*
- (2) Senior Information Technology Professional**
- (45) Telecommunicators***
- (1) Clerk Typist III

- (1) Radio Systems Manager
- (1) Radio Systems Specialist
- (2) Radio Systems Technician
- (1) Account Clerk I

* Position is being shared with the Register of Deeds Office
(40% - Dept of Emergency Preparedness/60% - Register of Deeds)

** Department of Administration positions assigned to the Communications Center

*** Two positions are being overfilled on an on-going basis

WEST SUBURBAN
CONSOLIDATED
DISPATCH CENTER



EXECUTIVE DIRECTOR

Voorhees Associates, LLC is pleased to announce the recruitment and selection process for the West Suburban Consolidated Dispatch Center's next Executive Director. The WSCDC provides dispatch services to the municipalities of Elmwood Park, Oak Park, and River Forest, Illinois. This brochure provides background information on the WSCDC and related municipalities, the organization and the qualifications and experience WSCDC is seeking in the next Executive Director. Candidates interested in applying for the position should submit their résumé and cover letter along with contact information for three work-related references at once to VoorheesAssociates.com/current-positions.

Lee McCann, Vice President
Mike Hosking, Vice President



500 Lake Cook Road, Suite 350
Deerfield, Illinois 60015
TEL: 847-580-4246
FAX: 866-401-3100

Formal applications should be submitted to:
www.VoorheesAssociates.com/current-positions

PROFESSIONAL ANNOUNCEMENT

The West Suburban Consolidated Dispatch Center (WSCDC), River Forest, Illinois, is seeking a highly qualified individual to fill the position of Executive Director. The WSCDC provides E-9-1-1 Police, Fire and EMS dispatching to Elmwood Park, Oak Park and River Forest, which has a residential service population of approximately 88,000 people and an area of 9.09 square miles. The Executive Director's responsibilities include directing the staff of 30 and activities of the 9-1-1 center including: budget implementation and management, training, financial accounting, and long-range financial planning; 9-1-1 system design, maintenance and upgrade, including telecommunication equipment, the Computer Aided Dispatch (CAD) software, hardware and feeder data systems that present criminal justice data to the CAD terminals to facilitate appropriate dispatch decision-making by the PSAP dispatchers, and the Master Street Address Guide (MSAG) 9-1-1 emergency response database; and compliance with state and federal regulations regarding 9-1-1 system, PSAP and backup PSAP operations. Candidates should have comprehensive knowledge of the principles and practice of government management, state and federal regulations pertaining to 9-1-1 systems, and 9-1-1 system design and equipment. The Executive Director is an employee of the

WSCDC and reports to the WSCDC Board of Directors. The WSCDC offers an extensive package of employee benefits including: medical and dental insurance, sick leave, vacation benefits, holiday benefits, the Illinois Municipal Retirement Fund, and employee assistance program. Salary range is \$110,000- \$115,000+/- DOQ plus an automobile allowance. Candidates should possess a bachelor's degree in Business Administration, Communications, Public Administration or other Public Safety related field. Candidates should also have seven to ten years experience in a manager or leadership position or an equivalent combination of experience and training which provides the requisite skills and abilities to perform as the Executive Director. A history of strong leadership, management, oral and written communication skills is essential. Submit cover letter and résumé with salary history and five references by February 4, 2013 via our online application system www.VoorheesAssociates.com/current-positions. Electronic submission preferred. Michael Hosking and Lee McCann, Vice Presidents, Voorhees Associates LLC, 500 Lake Cook Road, Suite 350, Deerfield, Illinois 60015 TEL: 1-847-580-4246.

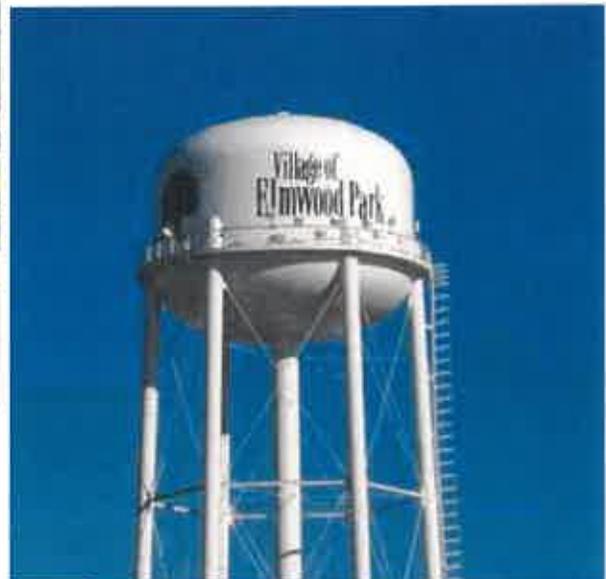
ELMWOOD PARK, OAK PARK, RIVER FOREST, ILLINOIS

The three communities of Elmwood Park, Oak Park and River Forest are located immediately west of Chicago and are home to a diverse residential population, as well as a thriving suburban business and retail shopping area. Although each of the communities is unique and somewhat different, they share a rich settlement history dating back to the 1800s.

Elmwood Park was incorporated in April of 1914. However, the area was settled by Native Americans in the 1700s. The first European settlers were Jean Baptiste Beaubien and his wife Josette LaFrambois who came from Fort Dearborn in 1804. The Seniors Center at the Village Hall is named after Ms. LaFrambois.



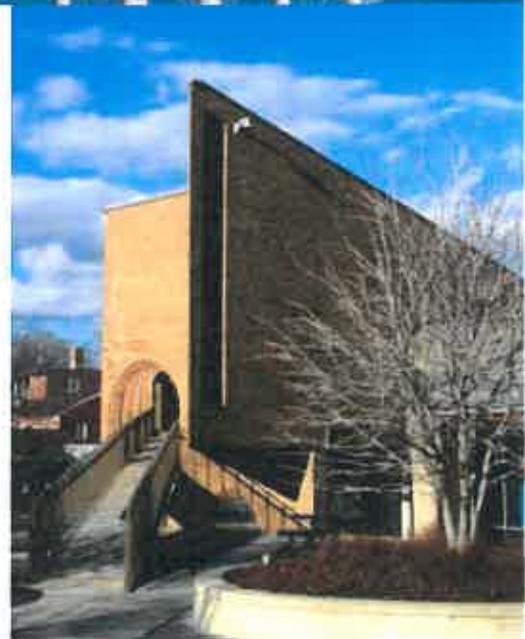
Village of Elmwood Park



In 1835 one of the original settlers of Oak Park built a cabin near Lake Street and Harlem Avenue. Today, Oak Park is home to over 100 restaurants, nearly 2,000 businesses, numerous theaters, art galleries and many antiques shops. Oak Park has a renowned architectural heritage and is the site of the Frank Lloyd Wright Home and Studio.



Village of Oak Park



River Forest is well known for its beautiful housing stock. One of the community's first homes was built near the Des Plaines River in 1836 in the area of Thatcher Avenue and Madison Street. River Forest is also widely recognized for maintaining a high standard of living for its residents and its dedication to providing a variety of recreational opportunities. Concordia University and Dominican University are situated in River Forest and considered to be outstanding private educational institutions.

Railroads had a major impact on the settling of these three communities. Even today, there are three commuter train lines that serve the communities, allowing residents easy access to Chicago and other suburbs.



Village of River Forest

WEST SUBURBAN CONSOLIDATED DISPATCH CENTER (WSCDC)

The West Suburban Consolidated Dispatch Center (WSCDC) was established in May 2002 when the Oak Park and River Forest 9-1-1 Dispatch Centers merged. In 2003, the Village of Elmwood Park joined the Dispatch Center. The Dispatch Center currently services a residential population of approximately 88,000 over a 9.09 square mile area.

For 2012 the WSCDC handled (approximately) the following number of incoming telephone calls:

9-1-1	Wire line	9,800
9-1-1	Wireless	39,000
	Subtotal	48,800
Elmwood Park	10 Digit Emergency	8,000
Oak Park	10 Digit Emergency	29,500
River Forest	10 Digit Emergency	25,500
	Subtotal	63,000
Elmwood Park	Administrative Calls	3,000
Oak Park	Administrative Calls	10,500
River Forest	Administrative Calls	7,500
	Subtotal	21,000
Total incoming telephone calls		132,800

The WSCDC has responsibility for a number of public safety communication tasks including:

- Answering all 9-1-1, emergency and administrative telephone lines for member agencies
- Coding all addresses into a Master Street Address Guide for maintenance of the 9-1-1 system
- Providing a computer aided dispatch system for 6 member public safety agencies
- Maintaining all call handling agreements with adjacent jurisdictions and filing the mandatory Illinois Commerce Commission regulatory report on an annual basis
- Maintaining a fixed asset inventory and depreciation schedule in compliance with the Government Accounting Standards Board (GASB 34)

EXECUTIVE DIRECTOR JOB SUMMARY

This is a senior administrative position requiring specialized knowledge in the fields of government finance, human resources and project management. The Executive Director should have considerable technical knowledge in the field of public safety communication, including 9-1-1 telephone network configurations and equipment, as well as Public Safety Answering Point (PSAP) procedures and equipment. The Executive Director will develop, update, maintain and facilitate WSCDC policies, contracts and other activities, and manage intergovernmental cooperation and coordination with various local, state and federal agencies. Supervision is exercised over staff. Work is performed under administrative direction of the WSCDC Operations Committee and the WSCDC Executive Board.



DUTIES

The WSCDC Executive Director directs the activities of the Dispatch Center and staff based upon resolutions or guidance from the Board of Directors and Operations Committee in the areas of budget implementation and management, financial accounting, and long-range financial planning; 9-1-1 system design, maintenance and upgrades, including telecommunication equipment, and the Master Street Address Guide (MSAG) 9-1-1 emergency

response database; and compliance with state and federal regulations regarding 9-1-1 system and primary PSAP operations. Additionally, the Executive Director provides supervision and technical support for Computer Aided Dispatch (CAD) applications, hardware, and feeder data systems that present criminal justice data to the CAD workstations to facilitate appropriate dispatch decision-making by the PSAP dispatchers.



DESIRABLE KNOWLEDGE AND SKILLS

Comprehensive knowledge of the principles and practice of budgeting, supervision, negotiation and administration of labor management agreements, team building, as well as skills necessary to prepare and present technical reports. It would be very desirable to have knowledge of state and federal regulations pertaining to 9-1-1 systems, as well as a thorough working knowledge of 9-1-1 system operations and design. The Executive Director must have a history of integrity and honesty. The Executive Director should be a visible leader and advocate for the men and women of the WSCDC. He/she must be able to delegate supervisory authority and responsibility while retaining accountability for the actions of the WSCDC personnel. The Executive Director should be open minded to researching and implementing new technologies, as well as reviewing and improving current policies related to operations, scheduling, training and/or other industry standards.

TRAINING AND EXPERIENCE

Completion of a Bachelor's Degree in Business or Public Administration, Communications or other Public Safety related field and seven to ten years experience in a supervisory or management position. Experience in a 9-1-1 related field is desirable. Strong commitment to customer service is required for developing effective and positive relationships for those who seek fire, police or emergency medical assistance.

CHALLENGES AND OPPORTUNITIES

Communications among the Dispatch Center staff, member agency staffs, service chiefs and governing bodies of the WSCDC have been identified as problematic. The next Executive Director will need to be an excellent listener and an articulate speaker. Working closely with the Operations Committee, which consists of the member fire and police chiefs, and the Center's staff, the Executive Director will be expected to exercise leadership to improve the communications environment.

The next Executive Director must demonstrate excellent interpersonal skills when interacting with the Center's staff, and be willing to actively engage in such interaction with staff and others on a daily basis. The Executive Director must be a respectful, inclusive, collaborative individual who encourages employee input and ownership and retains staff.

Sound fiscal management experience has been identified as a very important attribute for the new Executive Director. For example, the Center's aging Computer Aided Dispatch System

needs to be addressed in the near future, but the WSCDC has not yet developed and implemented a capital equipment replacement plan or established a Capital Replacement Reserve Account with annual allocations. Numerous other items of equipment, hardware and software continue to age without a plan to address their replacement.



The member communities are not opposed to expanding membership in the WSCDC, particularly if expansion would help spread operational expenses and reduce the current members' costs. However, while the location of the Center in the River Forest Village Hall meets current needs, it is unlikely that significant membership expansion could be accommodated at that location.

The Executive Director must be able to work with diverse communities and different organizational cultures.

The successful candidate will be a person who embraces and facilitates necessary changes. He or she must be committed to training and employee development.



**West Suburban Consolidated Dispatch Center
Organization Chart**

Board of Directors

| > **Operations Committee**

Executive Director

| > **Executive Secretary**

Administrative Manager

|

Supervisor (Day Shift)

Supervisor (Afternoon Shift)

Supervisor (Midnight Shift)

|

|

|

Telecommunicators

Telecommunicators

Telecommunicators

Board of Directors (3 Members)
Elmwood Park Village Manager
Oak Park Village Manager
River Forest Village Administrator

Operations Committee (6 Members)
Elmwood Park Fire Chief and Police Chief
Oak Park Fire Chief and Police Chief
River Forest Fire Chief and Police Chief

Fiscal Year 2013 Budgeted Positions
Executive Director (1)
Administrative Manager (1)
Executive Secretary (1)
Supervisors (3)
Telecommunicators (25)



Village Board Agenda Memo

Date: June 4, 2014
To: Village President and Board of Trustees
From: Julia Cedillo, Village Manager 
Re: West Suburban Public Safety Dispatch Consolidation Study – Design Phase

Purpose

This agenda item seeks to authorize the Village to proceed with the design phase of a consolidated public safety dispatch center.

General Background

At the January 2014 Board Meeting, AECOM presented their findings to the Village Board which included the recommendation that the Villages of La Grange Park, La Grange and Western Springs proceed with developing a plan to implement a consolidated public safety dispatch center to be located at the La Grange Police Department, 304 W. Burlington in La Grange. Following the presentation, the Village Board identified a number of items for staff follow-up to lead discussion on this matter for the February 2014 Work Session. Following discussion at the February Work Session, the Village Board requested additional information related to costs for membership to regional dispatch centers, specifically Norcomm and Southwest Central Dispatch.

At the April 2014 Work Session, staff provided the follow-up information on costs associated with regional centers as well next steps for consolidation under a combined dispatch center. Board discussion centered on the benefits of consolidation, while understanding there is still much needed information and many unknowns. Staff identified that the next steps would likely include the presentation of a resolution in June that would direct staff to craft an intergovernmental agreement that would detail design, implementation, economics and governance of a consolidated center. At the end of discussion there was agreement to move forward with the AECOM recommendation of a consolidated dispatch center. The Board also requested that staff provide a cost comparison chart that compared estimated costs under the AECOM recommendation to that of Southwest Central Dispatch. That data is attached to this memo.

Next Steps

Consistent with information shared at the April Work Session, attached to this memo is a resolution that authorizes the Village to engage in the next steps of a consolidated dispatch center, the Design Phase, parts A and B. The goal of Design Phase A is to clarify many of the unknowns related to governance, cost structure, membership and planning. Once completed, the Village Managers will report their recommendations to the Village Board for review and consideration. At that point, the Village Board will have the opportunity to consent or authorize movement to Design Phase B.

The attached Resolution is universal among all three Villages. Both the Village of Western Springs and the Village of La Grange have approved this Resolution.

Motion/Action

Motion to Approve A Resolution Authorizing the Village of La Grange Park, in Concert with the Village of La Grange and the Village of Western Springs, to Proceed with the Design Phase of a Consolidated Dispatch Center.

Documentation

- Resolution Authorizing the Village of La Grange Park, in Concert with the Village of La Grange and the Village of Western Springs, to Proceed with the Design Phase of a Consolidated Dispatch Center
- Village Board Memo, dated April 3, 2014
- Staff Follow-up: Comparable Data – Consolidation Costs Amortized Over 10 Years
- Minutes of the April 8, 2014 Work Session Meeting (excerpt)

RESOLUTION NO. 14-16

A RESOLUTION AUTHORIZING THE VILLAGE OF LA GRANGE PARK, IN CONCERT WITH THE VILLAGE OF LA GRANGE AND THE VILLAGE OF WESTERN SPRINGS, TO PROCEED WITH THE DESIGN PHASE OF A CONSOLIDATED DISPATCH CENTER

WHEREAS, Article VII, Section 10 of the 1970 Constitution of the State of Illinois and the Intergovernmental Cooperation Act (5 ILCS 22/1 et. seq.), authorize the joint exercise by two or more local governments of any power common to them; and

WHEREAS, the Villages of La Grange Park, La Grange and Western Springs (Villages) have previously resolved to study the consolidation of their public safety dispatch centers; and

WHEREAS, to that end, the Villages retained the services of the Metropolitan Mayors Caucus in 2010 to undertake a "Case Study Evaluation of Police Department and Fire Department Service Delivery, and Cooperative Opportunities Between the Villages of La Grange, La Grange Park and Western Springs"; and

WHEREAS, the Metropolitan Mayors Caucus Report recommended public safety joint dispatch be further studied; and

WHEREAS, in September 2012 the Villages retained the services of AECOM Technical Services, Inc. to conduct a feasibility of the Villages consolidating public safety dispatch; and

WHEREAS, the final AECOM report was submitted to the Villages for review in November 2013 indicating the general feasibility, cost savings, and improved services to be derived from such a public safety joint dispatch center.

NOW THEREFORE BE IT HEREBY RESOLVED, by the President and Board of Trustees of the Village of La Grange Park, Cook County, Illinois, as follows:

SECTION 1: That the corporate authorities of the Village of La Grange Park hereby authorize and direct the Village of La Grange Park, in concert with the Villages of La Grange and Western Springs, to proceed with the Design Phase of the development of a consolidated Public Safety Dispatch Center.

SECTION 2: The design phase shall generally consist of the following activities in two phases. The first, Phase A, to be completed by the Village Managers of the three Villages, shall consist of the following:

- a. Outline the final governance structure for a consolidated joint safety dispatch center for the Villages;

- b. Identify the shared funding formula to be utilized for transitional costs, operating costs, and capital costs;
- c. Assess the current three member composition and determine if any other municipal agencies are interested in participating and could be accommodated efficiently and effectively;
- d. Identify the employment model to be utilized;
- e. Identify the selection and hiring process for the Director of the Consolidated Public Safety Dispatch Center (or Project Manager).

SECTION 3. Following the completion of Phase A, the Village Managers will report to the corporate authorities their recommendations. Following the corporate authorities concurrence, it is intended to proceed to design Phase B which shall consist of the following:

- a. Selection and hiring of a Director for the Consolidated Public Safety Dispatch Center (or Project Manager);
- b. Formation of such work unit transition teams as may be required;
- c. Finalization of an Intergovernmental Agreement among the Villages;
- d. Initiation of such facilities, equipment modifications and procurements as are required;
- e. Do all else necessary to complete the requirements for opening a consolidated public safety dispatch center.

Adopted by the President and the Board of Trustees of the Village of La Grange Park, Cook County, Illinois this 10th day of June, 2014.

YES: _____
 NOS: _____
 ABSENT: _____

Approved this 10th day of June 2014.

 Dr. James L. Discipio, Village President

ATTEST: _____
 Amanda Seidel, Village Clerk

Village Board Agenda Memo

Date: April 3, 2014
To: Village President and Board of Trustees
From: Julia Cedillo, Village Manager
Re: **West Suburban Public Safety Dispatch Consolidation Study – Follow Up / Update**

Purpose

To provide the Village Board with follow up data related to the West Suburban Public Safety Dispatch Consolidation Study.

General Background

In November 2013, consulting firm AECOM presented staff from the Villages of La Grange Park, La Grange and Western Springs with a final draft of *West Suburban Public Safety Dispatch Consolidation Study* for review. The work completed by AECOM is thorough, integrating data collected by Police and Fire Chiefs, Village Managers, as well as information gathered through interviews with the Village Presidents. AECOM is recommending that the three communities proceed with developing a plan to implement a consolidated public safety dispatch center located at the La Grange Police Department, 304 W. Burlington in La Grange.

At the January 2014 Board Meeting, AECOM presented their findings and recommendation to the Village Board. Following the presentation, the Village Board identified a number of items for staff follow-up to lead their discussion on this matter for the February 2014 Work Session. Written staff responses to those items were provided to the Village Board at the February 2014 Work Session Meeting. Following further discussion at that meeting, the Village Board requested additional information related to costs for membership to regional dispatch centers, specifically Norcomm and Southwest Central Dispatch. Those costs are on the following page. Staff was also asked to look into how other Village's typically handle window operations once consolidation at another location occurs. That data is also attached to this memo.

Next Steps

Representatives from the three Villages met last month (and staff more recently for a checkup), and would like to progress towards planning next steps for Board consideration. To that end, the group will present each of the Village Boards with a Resolution in June (or soon thereafter) that directs staff from the three Villages to draft an Intergovernmental Agreement that outlines the design, implementation, economics and governance of a consolidated dispatch center for the Villages of La Grange Park, La Grange, and Western Springs.

Motion/Action

There is no action requested at this time. This is for the Village Board's information only. If there is further information requested of staff, please direct staff accordingly.

Documentation

- Comparable Data – Consolidation Costs for Two Regional Centers
- Consolidated Dispatch Follow-Up Items, Chief McCollum, dated February 14, 2014
- Village Board Memo, dated February 4, 2014, with Attachment

**Village of La Grange Park
Dispatch Options Cost Summary
5/23/2014**

	Retain In House Dispatch (No EMD)	Consolidated Dispatch (AECOM Plan)	Southwest Central Dispatch
Year One			
CAD/MDS System (Amortized*)	\$ 11,040	\$ -	\$ -
RMS System (Amortized*)	19,860	-	19,860
Firehouse Software (Amortized*)	-	1,880	-
In Car Computers (Amortized*)	-	3,310	-
Radio Transmitter (Amortized*)	-	-	8,060
New Radios (Amortized*)	-	-	2,210
Upgrade 911 Console (Amortized*)	33,100	-	-
Personnel	307,100	40,000	40,000
Operations & Maintenance	94,800	-	-
RMS Maintenance	-	-	-
Annual Fees/Assessments	-	442,289	392,223
Year One Total Cost	\$ 465,900	\$ 487,479	\$ 462,353
Year Two			
Amortized Capital Costs	\$ 64,000	\$ 5,190	\$ 30,130
Personnel	314,800	40,000	40,000
Operations & Maintenance	97,200	-	-
Software Maintenance	20,000	3,800	15,000
Annual Fees/Assessments	-	452,691	394,551
Year Two Total Cost	\$ 496,000	\$ 501,681	\$ 479,681
Year Three			
Amortized Capital Costs	\$ 64,000	\$ 5,190	\$ 30,130
Personnel	322,700	40,000	40,000
Operations & Maintenance	99,600	-	-
Software Maintenance	20,000	3,800	15,000
Annual Fees/Assessments	-	463,353	402,062
Year Three Total Cost	\$ 506,300	\$ 512,343	\$ 487,192
Year Four			
Amortized Capital Costs	\$ 64,000	\$ 5,190	\$ 30,130
Personnel	330,800	40,000	40,000
Operations & Maintenance	102,000	-	-
Software Maintenance	20,000	3,800	15,000
Annual Fees/Assessments	-	474,281	409,761
Year Four Total Cost	\$ 516,800	\$ 523,271	\$ 494,891
Year Five			
Amortized Capital Costs	\$ 64,000	\$ 5,190	\$ 30,130
Personnel	339,100	40,000	40,000
Operations & Maintenance	104,500	-	-
Software Maintenance	20,000	3,800	15,000
Annual Fees/Assessments	-	485,483	417,653
Year Five Total Cost	\$ 527,600	\$ 534,473	\$ 502,783
Total Five Year Costs	\$ 2,512,600	\$ 2,559,247	\$ 2,426,901

*Amortized over 10 years at 2.25% discount rate

In discussing this chart with DC Kubisztal and Director Noller, the following observations are made:

- The capital costs are amortized over a ten year period in an attempt to provide an “apples to apples” comparison. These costs as listed are not reflective of actual costs for each year.
- Retain In House Dispatch does not include EMD.
- The Retain In House and AECOM costs are estimates/preliminary while the SWC911 are somewhat known.
- When amortizing costs over a ten year period, there is not a substantial difference in cost between the options.
- Given that there is not a substantial cost difference in these estimates, it is recommended that focus is placed on the intangible qualities of each option.

Minutes
Village of La Grange Park – Work Session Meeting
April 8, 2014

foot Temporary Structure for seasonal retail sales; to be occupied on or after April 9, 2014 and to be removed no later than July 3, 2014. The motion was seconded by Trustee Rocco and passed unanimously by roll call vote.

Trustee Sheehan moved on to his next item by reading the Village Board Agenda Memo of April 8, 2014 regarding Noise Restrictions Exception- St. Louise de Marillac Carnival/Summerfest. The principal of St. Louise was introduced and present to answer any questions. At the end of discussion a consensus was reached to place *the motion to Grant an exception to the nuisance regulations contained in Section 93.04.C.5 (as amended) of the Village Municipal Code, for the purpose of allowing carnival rides and amplified music to remain operational at the St. Louise de Marillac Carnival/Summerfest on Thursday, July 17, 2014 until 10:00 pm, and on Friday, July 20, 2014 and Saturday, July 19, 2014 until 11:00pm on the Consent Agenda at the April 22nd Village Board Meeting.*

Public Safety Committee Items

Trustee Fotino read the Village Board Agenda Memo of April 3, 2014 regarding West Suburban Public Safety Dispatch Consolidation Study- Follow Up/Update. Discussion began over Aecom, Norcomm and SWC 911. Trustee Fotino asked for more detailed information and a comparison chart for services provided by AECOM and SWC 911. It was also mentioned that he would like to hear more from Chief Maggos and Chief McCollum on this item. Village Manager Cedillo and Chief McCollum discussed their meeting with SWC 911. Discussion began over the benefits of consolidation with AECOM. Discussion moved to how there is still much needed information and many unknowns. At the end of discussion there was consensus to move forward with AECOM.

Public Works Committee Items

Trustee Mesick read the Village Board Agenda Memo of 04/03/2014 regarding Edgewood Avenue Paving Improvements (Budget 2014/15). The bid prices and a recommendation will be provided to the Board on April 22nd for action. *At the end of discussion there was a Consensus to place the motion to award a contract to the lowest bidder on the Consent Agenda at the April 22nd Village Board Meeting.*

Trustee Mesick moved on to his next item by reading the Village Board Agenda Memo of 04/03/14 regarding FY 2014/15 Area Patching Program & Federal Aid Routes. Public Works Director McLaughlin began a PowerPoint presentation of pictures showing the condition of the roadway on Kemman. Public Works Director McLaughlin and Village Engineer Flood explained why they are suggesting re-prioritizing the Federal funds allocated to Harding be moved to Kemman. *At the end of discussion a Consensus was reached to place a motion to award a contract to the lowest bidder for area pavement patching on Harding, Park and Ashland, with a start date no sooner than May 1, 2014 and a motion to concur with the recommendation to re-prioritize the Federal funds allocated to Harding (west of LaGrange Road) to Kemman (North of 31st Street) on the Consent Agenda at the April 22nd Village Board Meeting.*

Finance Committee Items

Trustee Rocco read the Village Board Agenda Memo of March 28, 2014 regarding Fiscal-Year 2013-14 Budget Revisions. At the end of discussion there was a *Consensus to place a motion approving the resolution authorizing the fiscal year 2013-14 budget revisions as outlined in Exhibit B on the Agenda at the April 22nd Village Board Meeting.*

Public Works Committee

Scott Mesick, Chairman

Michael Sheehan

Mario Fotino

Village Board Agenda Memo

Date: September 3, 2014
To: Village President and Board of Trustees
From: Brendan McLaughlin, Director of Public Works
Julia Cedillo, Village Manager  BJM
Re: **2014 Leaf Loading, Transportation and Disposal**

GENERAL BACKGROUND

The Village hires a contractor each year to dispose of the leaves that are removed from the streets and stockpiled by Public Works crews. Last year an estimated 3,500 cubic yards of leaves were removed and disposed of.

A Request for Proposal and Bid specifications were prepared, and a bid packet was mailed out on July 28, 2014 to eight contractors.

Proposals were due no later than 9:00am on August 29, 2014. The following proposals were received:

<u>COMPANY</u>	<u>#1 - Cost Per Bucket</u>	<u>#2 - Cost per Cubic Yard</u>
Homer Industries LLC.	\$ 25.00	no bid
DisposAll Waste Services LLC	\$ 50.00	no bid

A cost analysis was performed, and it was determined that the most cost effective method for the removal of leaves would be to use Option #1, Cost per Bucket. *This was the same option used last year, at a cost of \$20.63 per bucket.*

\$25,500 has been budgeted in the Public Works Fund – Refuse Collection & Disposal (#01-44-3-324). It should be noted that in order to keep costs down, the Village will be loading leaves.

MOTION ACTION REQUESTED:

Motion accepting the proposal of Homer Industries LLC for the disposal of leaves in the amount of \$25.00 Per Bucket (Option #1), and authorize the Village President to execute the necessary contract documents.

RECOMMENDATION

Staff recommends hiring Homer Industries LLC to dispose of the leaves this year, and also authorize the Village President to execute the necessary contract documents. ***Homer Industries was the Village's contractor last year, and has also done work for the Villages of Oak Park and ComEd.***

Village Manager's Report

Village Board Agenda Memo

Date: September 2, 2014
To: Village President and Board of Trustees
From: Julia A. Cedillo, Village Manager 
Re: **New Front Entryway (Doors) for Village Hall**

PURPOSE

To accept a quote in the amount of \$13,550 from Ward Door Specialists for services to install a new ADA compliant entry for Village Hall.

GENERAL BACKGROUND

The current front double doors of Village Hall are deteriorating and need replacement. The doors are original to the Village Hall facility construction (1976). The Village solicited pricing from three companies that specialize in commercial door installation. The quotes are as follows:

- | | |
|--|-------------|
| • DuPage Security: Single Door Installation Only | \$12,971.50 |
| • Goldy Locks Inc.: Single Door Installation | \$13,492.60 |
| • Goldy Locks Inc.: Double Door Installation | \$13,910.60 |
| • Ward Door Specialist: Double Door Installation | \$13,550.00 |

Staff from the Administration, Building, and Police Departments met to evaluate the proposed quotes for work. Staff unanimously agreed that the Ward Door solution was the best choice. Their solution for double doors, which includes all new framing and recessed hinges, best met the Village's needs in terms of quality, access efficiency and access requirements. Further, Ward Door specializes in custom door solutions and has a solid reputation for quality in installation and design. Village staff contacted three references provided by the vendor and all came back as excellent.

The new door will be constructed to ADA standards and will include a push button automatic power door operation. The Village has \$13,000 budgeted for this purchase. As the Village Board will recall, this project is a part of the Pilot FY 2014-15 Building & Wellness Program, funded by the Village's Health Insurance Terminal Reserve. As the Village's portion of the request for Terminal Reserve funds was finalized at \$27,549.87 (\$549.87 more than the budgeted \$27,000), additional funding is available to cover the cost of this project.

STAFF RECOMMENDATION

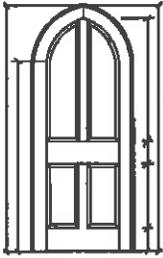
Staff recommends that the Village Board accept the quote by Ward Door Specialist and authorize the installation of new front doors.

ACTION REQUESTED

Motion to accept a quote from Ward Door Specialists in the amount of \$13,550.00 and authorize the installation of a new ADA compliant front door for the Village Hall.

DOCUMENTATION

- Quote from Ward Door Specialists
- Ward Door Specialists - References
- Quote from Goldy Locks Inc.
- Quote from DuPage Security Solutions Inc.



WARD DOOR SPECIALISTS

architectural door & hardware professionals

219 W. Diversey Ave. Elmhurst, IL 60126
 Phone: 630-835-2323 Fax: 630-835-2325

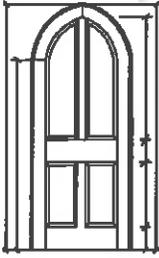
www.warddoor.com

ESTIMATE

Date	Estimate #
7/18/2014	29276

Billing Address		Install Address / Location		Primary Contact	
Village of La Grange Park 447 N. Catherine Ave. La Grange, IL 60526-2099		Village of La Grange Park 447 N. Catherine Ave. La Grange, IL 60526-2099		Primary Phone	
				708-354-0225 Ext. 107	
				Customer Fax	
				708-354-0241	
				Customer E-mail	
				jcedillo@lagrangepark.org	
Project			Payment/Credit Terms		Sales Rep
Front Exterior Entrance			Due upon receipt		WD
Item	Description				Qty
SPECIAL-LITE DOOR	Village Manager: Julia A. Cedillo 708-354-0225 Fax 708-354-0241 Pair SL-15 Doors with Heavy Wall Frame system and SL60K key removable mullion. (1" insulated clear glass) Dark Bronze * SL11HD hinge * 10" (ADA) bottom rail * 6.5 Midrail * SL 301 adj sweep				1
GLASS-SPECIAL	1" Insulated clear glass (Transom)				1
VON-99L-3'-313AN	Von Duprin Heavy Duty Rim Exit Device - Exterior Lever Trim - Key Cylinder Sold Separately - Anodized Dark Bronze Finish				1
VON-PART	VD 99L-DT 3'0"				1
LCN-4642-REG-DB	LCN Auto Equalizer Low-Energy Power Door Operator - Top Jamb (Push Side) Mount - Regular Arm - Dark Bronze Powder Coat Finish				1
LCN-4021-R-RH-DB	LCN Heavy Duty Door Closer - Top Jamb (Push Side) Mount - Regular Arm - Dark Bronze Powder Coat Finish				1
LCN-PART-4040-18TJ-DB	Drop Plate - Push Side Top Jamb Less Than 3 1/2" - Requires 1 3/4" Minimum - Dark Bronze Finish				1
WIK-4R-3-WR	4 1/2" Round Stainless Steel Wall Switch - Engraved (Blue) Wheelchair Logo & "Push To Open" - With Weather Resistant Seal				2
WIK-NR4S	Black ABS Plastic Round Surface Mount for 4 1/2" Round Switch				2
WIK-N4WR	Weather Resistant Gasket Ring for N4RS Mount				1
				Subtotal	
Estimate valid for 60 days. Deposit / pre-payment may be required, see payment/credit terms above.				Sales Tax (8.0%)	
Accepted - Print Name: _____				Total	
Sign & Date: _____					

WARRANTY: Material and workmanship will be covered for a period of one (1) year from the date of our final invoice, provided that the door(s) and frame(s) have been painted / stained / sealed and properly maintained. Door hardware is covered by each individual manufacturer's warranty. Damage to doors, frames, or hardware resulting from, extreme weather, break-ins, carts, machinery, or any type of abuse is not covered.



WARD DOOR SPECIALISTS

architectural door & hardware professionals

219 W. Diversey Ave. Elmhurst, IL 60126
 Phone: 630-835-2323 Fax: 630-835-2325

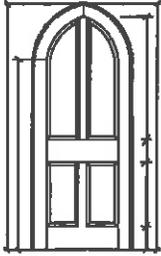
www.warddoor.com

ESTIMATE

Date	Estimate #
7/18/2014	29276

Billing Address		Install Address / Location		Primary Contact	
Village of La Grange Park 447 N. Catherine Ave. La Grange, IL 60526-2099		Village of La Grange Park 447 N. Catherine Ave. La Grange, IL 60526-2099		Primary Phone	
				708-354-0225 Ext. 107	
				Customer Fax	
				708-354-0241	
				Customer E-mail	
				jcedillo@lagrangepark.org	
Project			Payment/Credit Terms		Sales Rep
Front Exterior Entrance			Due upon receipt		WD
Item	Description				Qty
PEM-171A-72	1/2" x 5" Saddle Threshold - Aluminum				1
PEM-18061DNB-36	5/8" Brush Door Sweep - Dark Bronze with Black Brush				2
CARP	Labor to install products listed above.				24
FREIGHT-INBOUND	Manufacturer Freight Charges				1
INSTALL SUPPLIES	Install Supply Bundle (Caulk, shims, fasteners, etc.)				1
GENERAL	<p>Note: Please make note that conduit and wiring by others. ***** General Terms *****</p> <p>1) Work will be scheduled during normal weekday working hours unless otherwise noted in this estimate. 2) If required, cost or acquisition of any permits is not included. 3) Any costs associated with obtaining additional insurance, bonds, or certificates, above and beyond our standard policy are not included. 4) Payment in full due upon completion of work; all materials supplied remain property of Ward Door Specialists until final invoice is paid. 5) Delivery lead time starts after all order information & deposits have been received. This time frame is an estimate and DOES NOT GUARANTEE a delivery date; please check in regularly for status of your order.</p>				
				Subtotal	
Estimate valid for 60 days. Deposit / pre-payment may be required, see payment/credit terms above.				Sales Tax (8.0%)	
Accepted - Print Name: _____ Sign & Date: _____				Total	

WARRANTY: Material and workmanship will be covered for a period of one (1) year from the date of our final invoice, provided that the door(s) and frame(s) have been painted / stained / sealed and properly maintained. Door hardware is covered by each individual manufacturer's warranty. Damage to doors, frames, or hardware resulting from, extreme weather, break-ins, carts, machinery, or any type of abuse is not covered.



WARD DOOR SPECIALISTS

architectural door & hardware professionals

219 W. Diversey Ave. Elmhurst, IL 60126
 Phone: 630-835-2323 Fax: 630-835-2325

www.warddoor.com

ESTIMATE

Date	Estimate #
7/18/2014	29276

Billing Address	Install Address / Location	Primary Contact	
Village of La Grange Park 447 N. Catherine Ave. La Grange, IL 60526-2099	Village of La Grange Park 447 N. Catherine Ave. La Grange, IL 60526-2099	Primary Phone	708-354-0225 Ext. 107
		Customer Fax	708-354-0241
		Customer E-mail	jcedillo@lagrangepark.org
Project		Payment/Credit Terms	Sales Rep
Front Exterior Entrance		Due upon receipt	WD
Item	Description	Qty	
EXCLUSIONS	<p>***** EXCLUSIONS *****</p> <p>1) Painting/Staining doors or frames not included. 2) Repairing old hardware not included; any "re-used" hardware will be re-installed as is. 3) No electrical wiring, other than "low voltage" to new door hardware we are supplying, is included. 4) No flooring or concrete work included.</p> <p>***** DEMOLITION *****</p> <p>In some cases where we are removing old doors and frames there will be minor collateral damage to the adjacent walls and (or) floor that is unavoidable. Touch up painting, drywall patching, wallpapering, tuck pointing, masonry work, or flooring repairs are not included.</p>		
DEMO			
		Subtotal	\$12,742.59
Estimate valid for 60 days. Deposit / pre-payment may be required, see payment/credit terms above.		Sales Tax (8.0%)	\$807.41
Accepted - Print Name: _____ Sign & Date: _____		Total	\$13,550.00

WARRANTY: Material and workmanship will be covered for a period of one (1) year from the date of our final invoice, provided that the door(s) and frame(s) have been painted / stained / sealed and properly maintained. Door hardware is covered by each individual manufacturer's warranty. Damage to doors, frames, or hardware resulting from, extreme weather, break-ins, carts, machinery, or any type of abuse is not covered.

Trade References:

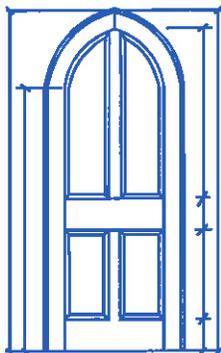
1. Heritage House Apartments
201 W Lake St.
Building 7 Structures Shop
Oak Park, IL 60302
Phone: 708-848-1800
Fax: 708-848-9416
Contact: Marie Strafford
Project: Replace 200-Bedroom, Bathroom, Closet Doors/Hardware

2. Marshall Field Garden Apartments
1448 North Sedgwick
Chicago, IL 60610
Phone: 312-335-9425
Fax: 312-335-9428
Contact: Bill Nowlin
Project: Apartment Entry Doors/Hardware

3. Northwestern University
2020 Ridge Road
Evanston, IL 60208
Phone: 847-491-8964
Fax: 847-467-1749
Contact: Steve Hopper
Project: Replaced 175 Dormitory and Classroom Doors

4. Village of Oak Park
201 South Blvd.
Oak Park, IL 60302
Phone: 630-271-4126
Fax:
Contact: Fred Biring

6. Village of Lisle
925 Burlington Ave.
Lisle, IL 60532
Phone: 630-271-4126
Fax:
Contact: Bill Glowienke



WARD DOOR SPECIALISTS

architectural door & hardware professionals

WARD DOOR SPECIALISTS – CLIENT REFERENCES

DUNS# 06-844-3550

3520 N. Lake Shore Drive Condo Assoc.

100 Year Old Building – Replaced Approx. 120 Doors - \$200,000.00

Michael Gaisor – Property Manager

Lieberman Management Services

Office Phone: (773) 248-6969

Office Fax: (773) 248-3579

1120 N Lake Shore Drive

Replaced 115 Doors - \$440,000.00

Krista Rothacker – Property Manager

Lieberman Management Services

Office Phone: (312) 787-9403

Office Fax: (312) 787-0649

3800 N Lake Shore Drive

Replaced Approx. 91 Doors - \$ 150,000.00

Melissa Mitrovic – Property Manager

Lieberman Management Services

Office Phone: (773) 327-9800

Office Fax: (773) 327-1771

4300 Marine Drive

Replaced 52 Doors - \$200,000.00

Donna Chorney – Property Manager

Advantage Management

Office Phone: (773) 528-0083

Office Fax: (773) 296-0476

**219 W. DIVERSEY AVE. • ELMHURST, IL 60126
CITY: 312-258-9105 • SUBURBS: 630-835-2323
FAX: 630-835-2325 • WWW.WARDDOOR.COM**

Julia Cedillo

From: Rob Caldwell <robcalldwell@goldylocksinc.com>
Sent: Tuesday, August 12, 2014 12:24 PM
To: Julia Cedillo
Subject: RE: DOOR ESTIMATE
Attachments: VILLAGE OF LAGRANGE PARK (ADA OPERATOR).pdf; VILLAGE OF LA GRANGE PARK (DOUBLE DOORS).pdf; VILLAGE OF LA GRANGE PARK (SINGLE DOOR AND SIDE LITES).pdf

Hi, Julia

No I did not include the Ada operators, I attached it above. Also I added some information to the other quotes including the finish.

Thanks, Rob

From: Julia Cedillo [<mailto:JCedillo@lagrangepark.org>]
Sent: Monday, August 11, 2014 2:09 PM
To: Rob Caldwell
Subject: RE: DOOR ESTIMATE

Hi Rob,

What is the finish of the doors? Also do these quotes include the ADA push open. There is not a lot of detail in the quotes.

Thanks, Julia

From: Rob Caldwell [<mailto:robcalldwell@goldylocksinc.com>]
Sent: Friday, July 25, 2014 10:58 AM
To: Julia Cedillo
Subject: DOOR ESTIMATE

Hi, Julia

Here are the estimates for the doors and options we talked about. Let me know if you have any questions.

Thanks, Rob

Rob Caldwell
Goldy Locks, Inc
17048 S Oak Park Ave
Tinley Park, IL 60477
708-532-6560
www.goldylocksinc.com



Goldy Locks, Inc.
 17048 S. Oak Park Ave.
 Tinley Park, IL 60477



ESTIMATE

Date	Estimate #
8/12/2014	18208

16444 CHERRY CREEK CT
 JOLIET, IL 60433

1620 PEBBLEWOOD LN.
 NAPERVILLE, IL 60563

NAME

VILLAGE OF LA GRANGE PARK
 447 N. CATHERINE
 LA GRANGE PARK, IL 60526

SHIP TO

P.O. NO.	TERMS	REP
	UPON RECEIPT	RWC

Qty	Item	Description	Cost	Total
		ADA OPERATORS		
2	HA-8	LOW PROFILE ADA SWING DOOR OPERATOR	1,974.14	3,948.28T
2	DORDM800WS-RF...	WIRELESS WALL SWITCH	290.00	580.00T
1	DORDM800RF-12	WIRELESS RECEIVER	290.00	290.00T
1	HARDWARE	WIRE, WIRE MOULDING, POWER SUPPLY, TRANSFORMER	450.00	450.00T
2	HARDWARE	DOOR OPERATOR OBSTRUCTION SENSOR	500.00	1,000.00T
1	HARDWARE	DOOR RELEASE MODULE	800.00	800.00T
1	LAB01	LABOR TO INSTALL	800.00	800.00
		<i>Double Door 7,868.28</i>		
		<i>6,042.60</i>		
		<i>13,910.88</i>		

50% DEPOSIT REQUIRED. BALANCE DUE UPON COMPLETION OF WORK. REMOVAL OF OLD DOORS / FRAMES WILL BE THE RESPONSIBILITY OF THE PROPERTY. LABOR FOR SERVICE WORK IS WARRANTED FOR 90 DAYS. NEW MECHANICAL PARTS ARE WARRANTED FOR ONE YEAR. REUSED MATERIALS HAVE NO WARRANTY. FOR ELECTRONICS, ALL NEW PARTS ARE WARRANTED BY THE MANUFACTURER'S WRITTEN WARRANTY ONLY. ALL LABOR IS WARRANTED FOR 90 DAYS UNLESS OTHERWISE INDICATED IN WRITING.

Subtotal	\$7,868.28
Sales Tax (0.0%)	\$0.00
Total	\$7,868.28

Signature _____

Phone #	Fax #	E-mail	Web Site
(708) 532-6560	(708) 429-6902	service@goldylocksinc.com	www.goldylocksinc.com

Goldy Locks, Inc.
 17048 S. Oak Park Ave.
 Tinley Park, IL 60477



ESTIMATE

Date	Estimate #
7/22/2014	18030

16444 CHERRY CREEK CT
 JOLIET, IL 60433

1620 PEBBLEWOOD LN.
 NAPERVILLE, IL 60563

NAME

SHIP TO

VILLAGE OF LA GRANGE PARK
 447 N. CATHERINE
 LA GRANGE PARK, IL 60526

P.O. NO.	TERMS	REP
	UPON RECEIPT	RWC

Qty	Item	Description	Cost	Total
1	GAD01	MAIN ENTRANCE DOOR GLASS ALUMINUM WIDE STYLE DOUBLE DOOR WITH MID RAIL, TRANSOM FRAME , ALL INSULATED CLEAR GLASS, BLACK ANODIZED FINISH WITH CONCEALED ROD PANIC BAR LOCK HARDWARE AND DOOR CLOSER	6,555.00	6,555.00T
1	LAB01	LABOR TO INSTALL	895.00	895.00

Single Door
 \$ 7,450.00
 6042.60

 \$ 13,492.60

50% DEPOSIT REQUIRED. BALANCE DUE UPON COMPLETION OF WORK. REMOVAL OF OLD DOORS / FRAMES WILL BE THE RESPONSIBILITY OF THE PROPERTY. LABOR FOR SERVICE WORK IS WARRANTED FOR 90 DAYS. NEW MECHANICAL PARTS ARE WARRANTED FOR ONE YEAR. REUSED MATERIALS HAVE NO WARRANTY. FOR ELECTRONICS, ALL NEW PARTS ARE WARRANTED BY THE MANUFACTURER'S WRITTEN WARRANTY ONLY. ALL LABOR IS WARRANTED FOR 90 DAYS UNLESS OTHERWISE INDICATED IN WRITING.

Subtotal	\$7,450.00
Sales Tax (0.0%)	\$0.00
Total	\$7,450.00

Signature _____

Phone #	Fax #	E-mail	Web Site
(708) 532-6560	(708) 429-6902	service@goldylocksinc.com	www.goldylocksinc.com

Goldy Locks, Inc.
 17048 S. Oak Park Ave.
 Tinley Park, IL 60477



ESTIMATE

Date	Estimate #
7/22/2014	18032

16444 CHERRY CREEK CT
 JOLIET, IL 60433

1620 PEBBLEWOOD LN.
 NAPERVILLE, IL 60563

NAME

SHIP TO

VILLAGE OF LA GRANGE PARK
 447 N. CATHERINE
 LA GRANGE PARK, IL 60526

P.O. NO.	TERMS	REP
	UPON RECEIPT	RWC

Qty	Item	Description	Cost	Total
1	GAD01	MAIN ENTRANCE DOOR GLASS ALUMINUM SINGLE WIDE STYLE DOOR MID RAIL DESIGN AND TWO SIDE LITE, TRANSOM FRAME ALL INSULATED CLEAR GLASS, BLACK ANODIZED FINISH, PANIC BAR LOCK HARDWARE AND DOOR CLOSER	5,595.00	5,595.00T
1	LAB01	LABOR TO INSTALL	895.00	895.00

50% DEPOSIT REQUIRED. BALANCE DUE UPON COMPLETION OF WORK. REMOVAL OF OLD DOORS / FRAMES WILL BE THE RESPONSIBILITY OF THE PROPERTY. LABOR FOR SERVICE WORK IS WARRANTED FOR 90 DAYS. NEW MECHANICAL PARTS ARE WARRANTED FOR ONE YEAR. REUSED MATERIALS HAVE NO WARRANTY. FOR ELECTRONICS, ALL NEW PARTS ARE WARRANTED BY THE MANUFACTURER'S WRITTEN WARRANTY ONLY. ALL LABOR IS WARRANTED FOR 90 DAYS UNLESS OTHERWISE INDICATED IN WRITING.

Subtotal	\$6,490.00
Sales Tax (0.0%)	\$0.00
Total	\$6,490.00

Signature _____

Phone #	Fax #	E-mail	Web Site
(708) 532-6560	(708) 429-6902	service@goldylocksinc.com	www.goldylocksinc.com



603 South Addison Road
Addison, IL. 60101
Phone: 630-530-1300
Fax: 630-530-7935
Illinois License # 192000195

August 11, 2014

Julia Cedillo
Village Manager
Village of La Grange Park
447 N. Catherine Avenue
La Grange Park, IL 60526-2099

Quote, main North entrance

Remove existing entry frame and door, furnish and install the following materials as listed.

Proposed door would swing from left as seen standing outside

1 each Special-Lite SL-15 dark bronze wide stile aluminum door 3670 (42" wide) with panic prep and 1 inch clear tempered glass panel,

1 each Special-Lite dark bronze side lite and transom frame with 1 inch insulated tempered glass.

1 each Select SL11HD Dark Bronze anodized continuous hinge.

1 each Von DuPrin 99L x 313 Rim Panic device.

1 each HES 9600 X 613 x Smart Pac low voltage strike.

1 each LCN 4642 DKB Auto Equalizers (handicap door openers)

1 each BEA "push plate packages, (handicap push button actuators, RF, battery operated switches, surface mounting boxes and receiver)

2 each brush door sweeps, 1 for each side of door

Note: a dedicated 115 AC electric circuit is required for handicap opener power at the door head, not included in price, all 115 AC electric disconnections and reconnections by others, not included. A low voltage, 24 volt DC power supply is also needed for the electric strike, not included)

Materials and labor (excluding electrical and permit, if required) \$12,971.50

Price valid for 30 days from August 11, 2014

Submitted by

Jim Kubin C.M.L.

President's Report

Village Board Agenda Memo

Date: September 4, 2014
To: Village President and Board of Trustees
From: Dr. James Discipio, Village President
Julia Cedillo, Village Manager
RE: Appointment to Youth Commission

GENERAL BACKGROUND:

The Village currently has one remaining vacancy on the Youth Commission. Over the summer months, the Village solicited for new members and four applications were received w/in the time limit. Based on records of accomplishments, community involvement, interest in serving on the Youth Commission, and Youth Commission needs, the Village recommends the following candidate to serve on the Commission for a two year term:

<u>NAME</u>	<u>YEAR</u>	<u>SCHOOL</u>
1. Zoe Forsyth	Sophomore	Lyons Township High School

MOTION / ACTION REQUESTED:

Motion for the appointment of new member Zoe Forsyth for a two year term to expire on September 1, 2016.

STAFF RECOMMENDATION:

The staff recommends the Board affirm President Discipio's recommendation to appoint the aforementioned individual to the Youth Commission.

DOCUMENTATION:

- Application submitted by the candidate

AUG 13 2014

Youth Commission Application – Fall 2014

Name: Zoe Forsyth

Phone Number: [REDACTED]

Address: [REDACTED]

Email: [REDACTED]

School name: Lyons Township High School

Year in school: Sophomore

List school activities in which you participate or have participated in the past.

As a freshman at Lyons Township High School I participated in social action club both semesters and ran my own radio show through WLTN.

As an eighth grader at Park Junior High I participated in the school play, was part of the poms squad, and was also involved in the Spanish club.

List community activities/ part-time jobs. Briefly describe your role in them.

I have participated in Relay for Life and donated money to help stop cancer.

I do not have a part time job, but I do baby sit regularly.

Honors/ Awards you have received:

I have received awards for honor roll every semester throughout my junior high and High School years.

Why are you interested in serving on the youth commission?

I am interested in serving on the youth commission because I want to be more involved in Village decision making, and I want to share my input with kids my age on issues that face our town. I think it's a great way to get good experience in a committee setting while positively helping my community.

What is one local issue or municipal service are you particularly interested in discussing and/or changing? Why?

One issue that I feel is important facing my community is the quality of the roads in Lagrange Park. I feel that they need to be worked on and made better for the safety of our fellow drivers.

Please list three adult references (At least one reference should be a teacher or school administrator. Please do not list relatives as references.)

<u>Name</u>	<u>Relationship</u>	<u>Phone Number</u>
1. Carol Scotty	Village Resident/Family Friend	[REDACTED]
2. Maria Boyle	Guidance Counselor	[REDACTED]
3. Paul O'Malley	Village Resident/Family Friend	[REDACTED]

Will you be able to attend one Monday evening meeting per month and other occasional events as scheduled: Yes!

Signature:

Date

Parent/Guardian signature:

Date

PROCLAMATION

**“NATIONAL ASSISTED LIVING WEEK” 2014
“The Magic of Music”
September 7 - 13, 2014**

- WHEREAS, the number of elderly and disabled Americans is dramatically increasing; and
- WHEREAS, assisted living is a long term care service that fosters choice, dignity, independence and autonomy in our elderly nationwide; and
- WHEREAS, the National Center for Assisted Living proudly created National Assisted Living Week® to demonstrate how much we care for our residents and appreciate the staff members that deliver care every day; and
- WHEREAS, the theme of National Assisted Living Week® 2014 – “The Magic of Music” – highlights the healing music can have on individuals living with dementia, such as Alzheimer’s disease; and
- WHEREAS, almost 40 percent of assisted living residents have some type of dementia; and

NOW, THEREFORE BE IT PROCLAIMED THAT:

I, President James L. Discipio, do hereby proclaim the week of September 7-13, 2014 as National Assisted Living Week® in the Village of La Grange Park, State of Illinois. I urge all citizens to visit friends and loved ones who reside at these communities and to learn more about how assisted living services benefit our communities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Village of La Grange Park to be affixed this 6th day of September, 2014.

Dr. James L. Discipio, Village President

ATTEST:

Amanda G. Seidel, Village Clerk

Items of Interest

VILLAGE OF LA GRANGE PARK
La Grange Park Village Hall, 447 N. Catherine Ave., La Grange Park, Illinois

IML 101st Annual Conference
Hilton Chicago Hotel

September 18th – 20th

2014 MEETINGS REMINDER

September 23, 2014	Village Board Meeting	7:30 p.m.	Village Hall
October 14, 2014	Work Session Meeting	7:30 p.m.	Village Hall
October 28, 2014	Village Board Meeting	7:30 p.m.	Village Hall
November 11, 2014	Work Session Meeting	7:30 p.m.	Village Hall
November 25, 2014	Village Board Meeting	7:30 p.m.	Village Hall
December 9, 2014	Work Session Meeting	7:30 p.m.	Village Hall