

**MINUTES  
LTACC  
Lyons Township Area Communications Center  
OPERATIONS BOARD MEETING**

**Chairman: Chief Renee Strasser**

La Grange Village Hall  
53 S. La Grange Rd.  
Lower Level Conference Room  
LaGrange, Il 60525

Thursday, March 24, 2016 – 10:00 am.

**1. CALL TO ORDER**

The Operations Board of LTACC regular meeting was called to order at 10:08 am by Chief Renee Strasser. On roll call, as read by E/D Knutsen, the following were:

PRESENT: Chief Renee Strasser, Chief Pat Kenny, Chief Ed Rompa, Chief Dean Maggos, Chief Pamela Church, and Chief Don Gay with E/D Kim Knutsen presiding.

ABSENT: N/A

OTHERS: Deputy Chief Phil Kubisztal, Deputy Chief Gary Mayor, Deputy Chief Andy Peters

**2. INTRODUCTION OF NEWS MEDIA/GUESTS**

None

**3. PUBLIC COMMENTS**

None

**4. APPROVAL OF MINUTES**

Minutes of the Operations Board, March 10, 2016. It was moved by Chief Strasser to approve the minutes and seconded by Chief Rompa.

**5. OLD BUSINESS**

A. Recap of Board of Directors (BOD) Meeting on March 15, 2016

1. The Village Manager of Brookfield is still working on completing the documents necessary for consideration to join LTACC. The remainder of the items discussed at the BOD meeting will be discussed under part B. Project Status Update.

## B. Project Status Updates-

1. ISP consolidation and grant application updates - Both the consolidation application and grant applications will be submitted to Illinois State Police 9-1-1 Administration by March 31, 2016. The approval process takes approximately 90 days.

Chief Rompa advised that Village of LaGrange Park Administrators will be traveling to Springfield April 6<sup>th</sup> & 7<sup>th</sup> and intend to advocate for grant monies for LTACC. E/D Knutsen stated she took part in a conference call on Monday and that there are still many unanswered questions as it relates to the grant funding. However, the grant document itself makes it clear that that priority shall be given first to counties not providing 9-1-1 service as of January 1, 2016, and next to other entities consolidating.

2. Tyler technologies recap of “kick-off” meeting – E/D Knutsen said the GIS Committee will miss the first deadline through no fault of their own causing the second review date to be pushed back. Unfortunately, Tyler Technologies (TT) had difficulty in providing our GIS Committee with the required data to proceed. Essentially, basic support was unable to answer our questions and our GIS Manager was on a “go-live” with another group and thus unavailable. Matt Supert and Casey Biernacki had only two weeks to compile everyone else’s maps which was not enough time. E/D Knutsen believes that this time can be made-up by the committee during the life of the GIS portion of the project.
3. Fiber Updates - E/D Knutsen advised the fiber connection is not live and WOW representatives are working with Western Spring’s DPW to obtain the required permits in order to fix the problem.
4. Dispatch Renovations/Buildout- E/D Knutsen said the BOD approved the Wold contract for Phases 2- 5 (~27K). The contract will be signed by the BOD 1<sup>st</sup> Chair Village Manager Cedillo later today. Bids for the construction costs are the next phase.
5. Fire Alarms - Attorney Greg Smith, an Associate of Mike Jurusik, is reviewing the alarm ordinance. Mike Jurusik is currently reviewing the Tyco Alarm contract. E/D Knutsen stated Tyco forgot to include the transfer of WS’s data to LTACC and therefore the contract increased from ~10K to ~13K. Chief Maggos will continue to manage the alarm project and will follow-up with Tyco.
6. PowerPhone - E/D Knutsen said T/C/O Seymour and T/C/O Luikey met with PowerPhone (PP) representatives for a review of protocols and workflow. LTACC will provide PP with the necessary incident type codes and they will build most of it. The software is user friendly and will interface/self-populate in the CAD event.

## **6. NEW BUSINESS**

A. Operations Committee - E/D Knutsen advised it is time to schedule police and fire subcommittees to develop LTACC policies/procedures along with CAD incident types and call response priorities. T/C/O Moldenhauer is currently compiling all three municipalities' policy manuals for reference. E/D Knutsen will also provide Glenview's manual and APCO's standards to assist in the development of LTACC policies/procedures. E/D Knutsen will further obtain a list of existing incident types from Western Springs for the creation of a new list.

The Fire Chiefs will be meeting after LTACC's next regularly scheduled meeting on April 14, 2016 and the Police Chiefs on April 28, 2016.

## **7. EXPENSES**

To approve payment to Tyler Technologies for billing milestones per the contract executed on December 31, 2015 in the amount of \$52,261.64. A discussion ensued. E/D Knutsen advised she communicated verbally and email with the TT Project Managers regarding her displeasure with the delayed GIS data. She is confident her message was received and that the project will progress as intended. Chief Strasser moved to approve the training cost and Chief Church seconded. All voted in favor and the motion was approved by a voice vote.

## **8. MOTIONS**

SAA

## **9. OTHER BUSINESS**

A. Code Red – E/D Knutsen advised that Western Springs and LaGrange Park are using old versions of Code Red and require the latest version. E/D Knutsen is working with Code Red to merge all three existing contracts together once the Chiefs agree on the parameters of the contract (i.e. Village-wide access) unless someone wants to research another service provider.

B. Village Board Meetings – E/D Knutsen asked that the OB members immediately provide her with any Village Board meeting cancelations so she can plan her work accordingly.

None

## **10. EXECUTIVE SESSION**

None

## **11. ADDITIONAL COMMENTS**

None

## **ADJORNMENT**

At 11:15 a.m. Chief Church moved to adjourn, seconded by Chief Rompa. Motion approved by voice vote.

Respectfully submitted,

A handwritten signature in blue ink that reads "Renee Strasser". The signature is fluid and cursive, with the first name "Renee" and last name "Strasser" clearly legible.

Chief Renee Strasser

**All Closed Sessions may be held at any time during the meeting.**

*Anyone requiring special accommodations in accordance with the American Disabilities Act is requested to contact the Executive Director, Kim Knutsen at 708-579-2333, Ext, 2245 promptly to allow time to make reasonable accommodation for those persons.*