

**LTACC**  
**Board of Directors Meeting Minutes**  
**February 28th, 2023**

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On February 28th, 2023, the members of the Board of Directors for LTACC met at the La Grange Park Village Hall, 447 N Catherine Avenue, La Grange Park, IL 60526

A Roll Call was conducted:

In attendance were: Village Manager Ellen Baer (Western Springs)  
Village Manager Julia Cedillo (La Grange Park/BOD Chair)  
Village Manager Jack Knight (La Grange)  
Director of Finance David Schutter (Countryside/LTACC Treasurer)  
Executive Director Jim Moldenhauer (LTACC)

Absent were: City Administrator Gail Paul (Countryside)  
Chief Joe Ford (Countryside/Ops Board Chair)

Guests: None

The meeting was called to order at 9:05 a.m. by Manager Cedillo as a quorum was present.

**Review and approval of meeting minutes**

Manager Baer made a motion to approve the minutes of the January 24<sup>th</sup>, 2023 meeting and January 24<sup>th</sup>, 2023-Closed Session. Seconded by Manager Knight. There was no further discussion, and the motion was passed by a unanimous voice vote.

**Financials**

**Review and Approve Financial Statements**

Financial statements for December 2022 and January 2023 were distributed and reviewed. Director Moldenhauer advised that Lauterbach & Amen were provided with financial documents earlier in the month and thus financial reports should be only a month behind. Treasurer Schutter also discussed the committed capital line item and how it should be treated moving forward towards the proposed budget. There was also discussion regarding capital expenditures and potential for a fund balance policy/limitation for consideration. There was also discussion regarding Western Springs Director of Finance John Mastandona joining the remaining meetings and working with Director Moldenhauer on the budget moving forward. Treasurer Schutter also offered his assistance in the transition. Manager Knight made a motion to accept & approve the financial statements from December 2022 and January 2023. Seconded by Manager Baer. The motion was then passed by a unanimous voice vote.

**Monthly Directors Report**

Executive Director Moldenhauer reviewed the monthly Director's report. Updates were given on staffing and recruitment, reports on EMD calls, continuing education, and incident clarification forms. Monthly statistics were also provided for calls for service, administrative, and 911 phone calls including a breakdown of calls generated from within LTACC versus officer initiated. Director Moldenhauer also provided updates on the NG911 grant funding, AT&T ESInet project, Console Replacement process, CESSA Region 8 updates, and professional goals. Manager Cedillo asked for clarification regarding the APCO Agency Training Program Certification and the potential for future procurement. Director Moldenhauer advised there was intent to resubmit within a year. There was no further discussion.

## **Old Business**

### **Village Panic Alarms / Intercom Review**

Director Moldenhauer advised that further discussion and review of each member agency's panic/intercom systems was needed. There was discussion regarding auditing and reviewing what was already in place as well as potential systems for future use.

## **New Business**

### **Review of LTACC RFP – Dispatch Console Replacement**

Director Moldenhauer presented the results from the Request for Proposal Dispatch Console Replacement Project. There were three vendors who submitted proposals, and Director Moldenhauer presented each based on a cost analysis and compatibility with the design/workspace of the center. There was discussion regarding some of the RFP requirements and warranty related issues. Attorney review of the proposals was also conducted.

Manager Baer made a motion to Reject all Vendor Proposals Submitted in Response to the 2023 LTACC Request For Proposal (RFP) for Dispatch Console Replacement Project. Seconded by Manager Knight. There was no further discussion and the motion passed with a unanimous roll call vote.

Manager Baer made a Motion to Waive the Competitive Bidding Process and Award a Contract for the Purchase and Installation of Five (5) New Dispatch Consoles to Sustema of New York, New York at a Cost of \$118,834.37 in Accordance with the Specifications set forth in the 2023 LTACC Request for Proposal for Five (5) New Dispatch Consoles. Seconded by Manager Knight. There was no further discussion and the motion passed with a unanimous roll call vote.

There was additional discussion regarding contingency costs within the project and spending authority by Director Moldenhauer. As the only anticipated additional cost outside of furniture related to moving phone/radio equipment, Director Moldenhauer would work with Sustema to identify a timeline, any contingencies, work with Chicago Communications to schedule time to move equipment and report any expenses outside of his authority to the Board for consideration.

### **Initial Draft LTACC Budget Presentation**

Director Moldenhauer presented the proposed Fiscal Year 2023-24 LTACC Budget for review. Highlights of the proposed budget included deferred expenditures for console replacement and server migrations. There was also funding proposed for chair replacement, telecommunicator wellness, portable radios, batteries, and consoles, as well as policy tracking software. Salary costs were also calculated based on anniversary raises per the collective bargaining agreement and increases for professional services and service agreements.

There was further discussion from Treasurer Schutter regarding reducing the fund balance percentage, capital accounts, and increasing revenue projections for interest investment income based on current principal amounts and rate of returns. Manager Cedillo remarked that there was an incorrect number of sworn officers for La Grange Park Police which affected the funding formula. There was also discussion and review of the IGA on full-time equivalent positions. Member agencies will confirm based on part time officers and formulas will be adjusted.

As this was an initial presentation, there was no action taken. Director Moldenhauer, Treasurer Schutter and Western Springs Director of Finance John Mastandona will work to make necessary adjustments and re-present at the next meeting.

**Adjournment and Closed Session**

Manager Knight made a motion to enter closed session and not to return to open session for the purposes of discussion and taking no action on the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body. (5 ILCS 120/2(c)(1)). Manager Baer seconded the motion. The motion was passed with a unanimous voice vote and closed session was entered into at 10:34 am.

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*Respectfully Submitted for approval by Jim Moldenhauer*

*Approved by Board of Directors 03/28/2023*