

LTACC
Board of Directors Meeting Minutes
June 21st, 2023

On June 21st, 2023, the members of the Board of Directors for LTACC met at the City of Countryside Council Chambers, 803 Joliet Road, Countryside, IL 60525

A Roll Call was conducted:

In attendance were: Village Manager Ellen Baer (Western Springs/BOD Vice-Chair)
Village Manager Julia Cedillo (La Grange Park)
Village Manager Jack Knight (La Grange)
City Administrator Gail Paul (Countryside/BOD Chair)
Executive Director Jim Moldenhauer (LTACC)

Absent was: Chief Tim Contois (La Grange Park/OPS Chair)
Director of Finance John Mastandona (Western Springs/LTACC Treasurer)

Guests: None

The meeting was called to order at 10:08 a.m. by Administrator Paul as a quorum was present.

Review and approval of meeting minutes

Manager Cedillo made a motion to approve the minutes of the May 24th, 2023, Regular Session meeting. Seconded by Manager Baer. There was no further discussion, and the motion was passed by a unanimous voice vote.

Financials

Review and Approve Financial Statements

Financial statements for May 2023 were distributed and reviewed. Director Moldenhauer advised there was an addition error in the account funding to be discussed later in the meeting. Manager Cedillo made a motion to accept & approve the financial statements from May 2023. Seconded by Manager Knight. 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 Console Replacement process, CESSA Region 8 updates, IT projects, and State/Federal 911 updates. He also advised he was accepted to the APCO CPE #15 program starting July 5th.

Manager Cedillo inquired if the EMD call numbers were time consuming for the telecommunicators versus other call types. Director Moldenhauer advised that many of the EMD calls increased call times briefly, but that responder on scene times were quick enough that EMD calls were often not finished by the time someone got on the scene.

Manager Knight inquired if the VHF radio repairs were sufficient instead of a new replacement under warranty. Director Moldenhauer stated that Chicago Communications advised it was a power supply that could be replaced and not impact the overall functionality of the radio. Additionally, Manager Knight inquired as to the increase in La Grange PD calls for service since 2021. Director Moldenhauer advised this was shown as two different stats, broken down by officer initiated and LTACC created calls for service. He advised that officers are generating more extra watch, building checks and service type calls in addition to more service calls.

There was no further discussion.

Old Business

Tuition Reimbursement Policy – Draft Presentation

Director Moldenhauer presented an updated version of the tuition reimbursement policy for telecommunicators. There were updates to the maximum amount of tuition reimbursement for each employee. Manager Baer expressed concern regarding the section about deduction of expenditures from a paycheck of an employee who left prior to a year. Director Moldenhauer advised he would amend the language to create alternative means of reimbursement for LTACC if an employee were to leave. Manager Cedillo made a motion to approve the policy as amended, seconded by Manager Baer. There was no further discussion and the motion passed on a unanimous voice vote.

LTACC DPW / Slack Policy – Draft Presentation

Director Moldenhauer presented the policy for DPW storm mode and internal SLACK usage. He provided a visual presentation on the application and explained the benefits. There was discussion regarding implementation, FOIA requirements, and professionalism in responses in day-to-day operations. While this was presented to DPW directors, there was still some outstanding comments from La Grange DPW Director Colby regarding the functionality on the DPW side. Director Moldenhauer advised there was also a request and idea for a tabletop exercise from the PSAP and DPW side to test functionality. Overall, the Board was supportive of the idea but suggested further review with DPW on comments, training, and formatting messages. Additionally, they requested a separate policy/section for internal use versus DPW storm mode use. Director Moldenhauer to review and present at a future meeting.

New LTACC Member Agency Survey Review – Discussion

Director Moldenhauer presented an updated version of the Member Agency Survey for prospective communities who express interest in joining LTACC. This was a combination of previous documents and there was discussion regarding what was needed. Manager Cedillo provided some historical information on the original documents. Manager Knight inquired about some of the philosophy questions and how they would relate to the current makeup of LTACC. It was discussed that each Board member would review and submit to Director Moldenhauer for discussion and reformatting, including the idea of fee for service versus full membership.

New Business

FY 2023-24 Budget Amendment Proposal – Salary Calculations

Director Moldenhauer advised that in review of the budget for salary considerations for a lateral hire, there was an error discovered. The vacant position for telecommunicator's salary was not calculated into the total during the budget presentation, thus underfunding the salary line item for the FY 23-24 year. There was discussion regarding the error and it was recommended that a budget amendment be completed at the start of the fourth quarter, pending need based on expenditures from the budget and potential staffing changes.

Resolution 23-R-03 - Resolution Approving and Authorizing the Execution of an Intergovernmental Agreement between the Lyons Township Area Communications Center and the Village of Western Springs for the Performance of IT Support Services by Western Springs IT Support Staff for the Lyons Township Area Communications Center

Director Moldenhauer presented the IGA and resolution for Western Springs IT staff to begin support of local LTACC servers and day-to-day needs in support of the Executive Director's position. He explained the current company, AIS, Inc was not sufficient in their overall vision of LTACC and proactive to their needs. There was minor discussion regarding the IGA and implementation after approval from the Village of Western Springs Board on 06/26. Manager Cedillo made a motion to approve the resolution and IGA, seconded by Manager Knight.

There was a roll call vote in which the motion passed unanimously, with Manager Baer abstaining from the vote.

Closed Session

Manager Knight made a motion to enter closed 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 Cedillo seconded the motion. The motion was passed with a unanimous voice vote and closed session was entered into at 11:19 am.

Return to Open Session and Adjournment

When the meeting returned to open session at 11:34 am, Manager Baer made a motion to adjourn the meeting, seconded by Manager Cedillo. The motion was passed by a unanimous voice vote and the meeting was adjourned at 11:35 am.

*Respectfully Submitted for approval by Jim Moldenhauer
Approved by Board of Directors 07/26/2023*