

LTACC
Board of Directors Meeting Minutes
November 20th, 2024

On November 20th, 2024, the members of the Board of Directors for LTACC met at the City of Countryside Council Chambers, 803 Joliet Road, Countryside, IL 60525.

The meeting was called to order at 10:04 a.m. by BOD Vice-Chair Manager Baer as a quorum was physically present.

A Roll Call was conducted:

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

Absent was: City Administrator Gail Paul (Countryside/BOD Chair)
Chief Sean Gilhooley (Western Springs/OPS Chair)
Director of Finance John Mastandona (Western Springs/LTACC Treasurer)

Guests: None

Review and approval of meeting minutes

Manager Knight made a motion to approve the minutes of October 30th, 2024, Regular Session meeting and October 30th, 2024, Closed Session meeting. Seconded by Manager Cedillo. There was no further discussion, and the motion was passed by a unanimous voice vote.

Financials

Financial statements for October 2024 were distributed and reviewed by Director Moldenhauer. Manager Cedillo made a motion to accept & approve the financial statements. 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, 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 CESSA updates, Statewide Advisory Board updates, State Grant Projects, radio projects, and State/Federal 911 updates.

There was discussion from Managers Cedillo and Baer regarding the hiring process, interview panels, and potential vacancies coming in 2025 as it related to a potential advanced hiring. While there was no known retirement date set forth for a telecommunicator, Director Moldenhauer gave a rough outline of the hiring process and if an advanced hire was requested, further information and dates would follow. There was no further discussion.

Old Business

Future Planning

Director Moldenhauer advised that there have been no updates since the last meeting and no communication to or from LTACC regarding potential partnerships with WSCDC or WC3.

New Business

Discussion & Action – Review LTACC Personnel Policy Manual

Director Moldenhauer presented the LTACC Personnel Policy Manual which was issued in 2017 and has lacked updated since. Director Moldenhauer advised that there were some inconsistencies with the current collective bargaining agreement including family sick leave usage, holidays, and retirement benefit. There was discussion regarding amending language to the manual as the Executive Director and any other potential management positions which are non-union would be affected by this. The Board discussed comparing municipal personnel manuals as well as a review by labor attorney Kramer for any compliance checks for new legislation as this document was drafted and issued over 7 years ago. There was also discussion regarding the spring holiday and adding the Day after Thanksgiving to the policy manual to align with telecommunicator benefits. Manager Cedillo made a motion to amend section 5.2.1 – Holidays to include the Day after Thanksgiving and authorize a review and refresh of the LTACC Personnel Policy Manual by Attorney Kramer / municipal staff from member agencies. Seconded by Manager Knight. There was no further discussion and the motion passed on a unanimous voice vote.

Discussion – Review of LTACC IGA for Board of Directors and Operations Board Membership

Director Moldenhauer presented the current IGA and discussed concerns regarding the composition of the Boards as it related to the Open Meetings Act. He advised there was a need to explore a new Fire Records Management System and if there was an issue with creating a quorum without involving police personnel. It was suggested that the Executive Director potentially be added to the Boards as a non-voting member. There was also discussion regarding alternative representatives within the Board of Directors

There was discussion regarding the composition of the Operations Board and the need to have both police and fire representatives understanding what each is doing. As the three fire chiefs would constitute a majority of a quorum, an agenda would need to be posted, however, as this would not constitute a quorum of Ops Board members, no action could be taken. This would allow for various demonstrations for software and programs to be presented to the Fire Chiefs as long as an agenda was posted.

There was brief discussion regarding the need for a refresh of the IGA. While there were no initial concerns, Board members to review and discuss at the next meeting along with designating alternatives for the Board of Directors.

Discussion & Action – Tentative 2025 Meeting Schedule

Director Moldenhauer provided tentative meeting dates for the 2025 calendar year. Meetings to continue to be held on the fourth Wednesday of the month, with January – April meetings remaining at the City of Countryside and May-December at the Village of Western Springs with the change of Board Chairperson. A few meetings were moved for known conflicts. Manager Baer suggested the May meeting be moved from 05/28 to 05/21 to avoid the Memorial Day holiday conflict. Manager Knight made a motion to approve the dates as amended, seconded by Manager Cedillo. There was no further discussion and the motion passed on a unanimous voice vote. Director Moldenhauer to provide calendar reminders to each member.

Adjournment

Manager Cedillo made a motion to adjourn the meeting. Seconded by Manager Knight. There was no further discussion and the motion passed on a unanimous voice vote. The meeting was adjourned at 11:22 a.m.

*Respectfully Submitted for approval by Jim Moldenhauer
Approved by Board of Directors 12/18/2024*