

APPROVED MINUTES
VILLAGE OF ANTIOCH
BOARD OF TRUSTEES – PUBLIC SAFETY COMMITTEE MEETING
Municipal Building: 874 Main Street, Antioch, IL
December 15, 2008

I. CALL TO ORDER

Chairman Caulfield called the meeting to order at 5:45 p.m. in the Municipal Building: 874 Main Street, Antioch, IL.

II. PLEDGE OF ALLEGIANCE

Chairman Caulfield led the Pledge of Allegiance.

III. ROLL CALL

Roll call indicated the following members were present: Chairman Caulfield, Trustee McCarty and Trustee Crosby. Also present were Administrator Velan, Fire District Board Members Dean Pedersen, Carolyn VanPatten and Paul Green; Rescue Squad Members John Edgell, Terry Harrison and Brian DeKind; Fire Chief Volling and Assistant Fire Chief Jeff Vandevoorde; Emergency Management Director Shannon and Clerk Rowe.

IV. MINUTES

Approval of the April 1, 2008 and July 2008 Meeting Minutes – Chairman Caulfield explained the minutes from the November 27, 2007 meeting was not distributed in this agenda packet and they will be placed on the next meeting agenda. Trustee Crosby moved, seconded by Trustee McCarty to approve the minutes from the April 1, 2008 and July 15, 2008 meetings as presented. Voice vote: All Ayes, No Nays. **MOTION CARRIED.**

V. REGULAR BUSINESS

Discussion regarding the implementation of the IFCA Report – Administrator Velan discussed the IFCA Report that was adopted by the Village of Antioch and the First Fire Protection District. She said that staff met to discuss the goals and as reviewed at prior meetings, the public safety committee would begin discussions regarding the priority for the policy goals. Administrator Velan said that some of the operational goals were assigned to staff, but staff would need direction on the governance and oversight goals, the administrative structure goals and then some of the operational structure. She said there are some items that would be looked at for upcoming budgets for both Boards respectively which they would see as far as staffing and day to day operations. She said that she believed the focus for this committee would be the goals in the first couple pages of the report. She said that staff had a few recommendations about changing a couple of the priorities.

Chairman Caulfield asked Administrator Velan to review the recommendations assigned to staff and the status on these recommendations. Administrator Velan said the recommendations have only been assigned at this point and she would prepare a report to be distributed at the next meeting. She briefly reviewed the recommendations that were assigned to staff and said the fire department already implemented some of the items.

Each section of the recommendation pages was reviewed; *Administrator Velan explained that these items need to be reviewed and discussed further by the committee.

Page 62 - Emergency Management Agency: Recommendation EMA-2; Category C: Administrator Velan said that both items under this category were listed as priority “C” items however these are things that we’re already looking at. She said Director Shannon is working on training and exercises and we have already started NIMS training. She said the second item concerning the additional communications technology as budget allows has been assigned to Emergency Management Director Shannon and herself and we would be looking at the budget and is not a priority for this year.

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Page 61 – Operational Structure – OS-1; Category A: Administrator Velan said this item has been assigned to the Fire Chief because it designates duty officers for each shift.

Page 62 – Fire Station Location: Recommendation FS-1; Category A: Administrator Velan said the category is listed a “A” and staff believes it should be Category “B” because agreements need to be worked out between the First Fire Protection District and the Rescue Squad before we start moving on to other fire departments.

Page 62 – Response Force and Development; RFD-1; Category B: Administrator Velan said the preplanning program has been assigned to Director Shannon. She said that we would have to look at the upcoming budget.

***Page 62 – Response Force and Development; RFD-2; Category B:** Administrator Velan said the First Fire Protection District is seeking a referendum so this would be assigned to the District. The increase to the Village of Antioch fire department funding is assigned to the Village fire department. Trustee McCarty asked how the Village would increase it’s funding and Administrator Velan responded that one way may be going out for referendum similar to the Fire District unless the Board wanted to dedicate more of the general operating budget to that department.

***Page 62 – Response Force and Development; RFD-3; Category A:** Administrator Velan said that this item would need to be part of an intergovernmental agreement which relates back to the goals in the first two pages.

***Page 62 – Response Force and Development; RFD-4; Category A:** Administrator Velan said that staff believed this item should be a Category “B”.

Page 63 – Fire Prevention & Inspectional Services; FP-1 through FP-5; Category C: Administrator Velan said these items have been assigned to the fire department and Director Nilsen because these items discuss code adoption. She said the Fire Chief the Director of Community Development will be working on a presentation to the Fire Protection District in the future and consideration of code adoption.

Page 63 – Fire Prevention & Inspectional Services; FP-6; Category C: Administrator Velan said this recommendation has been assigned to Director Shannon. She said this item is also a budgetary item with the fiscal year yet to be determined.

Page 63 – Fire Prevention & Inspectional Services; FP-7; Category C: Administrator Velan said this recommendation has been assigned to the Fire Chief and Director of Community Development Nilsen because this item concerns local ordinances and penalties.

Page 64 – Dispatch Services; DS-1; Category B: Administrator Velan said this recommendation has been assigned to Dispatch Supervisor Laurie Sunde. She said staff changed it from “B” to a “C” category.

Page 64 – Dispatch Services; DS-2; Category A: Administrator Velan said this is an upgrade to the current Firehouse Software program to the most recent version. She said this is assigned the Fire Chief and that staff moved this category from an “A” to a “B” because the system we have now is working and this is clearly a budget item.

***Page 64 – Dispatch Services; DS-3; Category A:** Administrator Velan said that this item would need to be part of an intergovernmental agreement which relates back to the goals in the first two pages.

Page 64 – Dispatch Services; DS-4; Category B: Administrator Velan said this has been assigned to the Police Chief to review and investigate.

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Page 64 – Dispatch Services; DS-5; Category A: Administrator Velan said this has been assigned to the Police Chief because we previously discussed increasing our dispatch call fees in the future. She said this will be included in the budget workshop in February.

Administrator Velan said that all of the recommendations under the **Governance and Oversight, Administrative Structure, Operational Structure**, along with **RFD 2-4** and **DS-3** will be reviewed through this committee with recommendations to their respective Boards and staff.

Chairman Caulfield discussed changing the priority levels and asked if it made more sense to keep them within the same category. He said that he wanted to make sure the delay would not hurt any action taken on the items. Administrator Velan said that staff felt there were only six items that maybe should have a different priority and that is why they recommended it. She said for instance, they still left the Firehouse Software as Category “B” before the building codes which are actually “C”. She said there are budgetary items, but staff reviewed the priority of certain items. Chairman Caulfield said that he wanted to make sure that changing the category would unduly delay the implementation of that item regarding safety in the Village. Director Shannon agreed and said the Firehouse Software that is in place is working for us right now. Administrator Velan explained the reason the staff moved those items was only because there are only so many things that can be completed within a budget cycle and certain things that we felt would fall in place above those particular items.

Administrator Velan said staff discussed doing an agreement and said that staff began research on intergovernmental agreements. She discussed creating a Memorandum of Understanding between the First Fire Protection District and the Village of Antioch. She said that once that is in place we would look to have an agreement with the Antioch Rescue Squad. Administrator Velan explained the differences between an intergovernmental agreement and a memorandum of understanding (MOU) with the latter typically being used for a shorter terms. Those present gave consensus to move forward with the Memorandum of Understanding with the Fire Chief and District Board Members also agreeing to implement a MOU as the first step with an Intergovernmental Agreement (IGA) to follow.

VI. OTHER BUSINESS

There was a discussion regarding fire and rescue squad operational procedures at Stations 1, 2 & 3. Chairman Caulfield said that he is glad that everyone is getting involved in the committee and he encouraged everyone to be as creative as they can when thinking about and accomplishing some of the recommendations. Following further discussion it was the consensus of those present to have meetings on the fourth Tuesday of the month at 6:00 p.m. for the next 4-6 months. A goal sheet listing priorities and Memorandum of Understanding will be on the next agenda for review.

VII. ADJOURNMENT

There being no further discussion, a motion was made by Trustee McCarty, seconded by Trustee Crosby to adjourn the Public Safety Committee meeting at 6:53 p.m.

Respectfully submitted,

Candi L. Rowe, Village Clerk