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# ORLAND FIRE PROTECTION DISTRICT

Administration Center

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www.orlandfire.org



ISO Class 1



Internationally Accredited Agency

## BOARD OF TRUSTEES

### SPECIAL MEETING MINUTES

MONDAY, JULY 10, 2023 - 5:00 PM



# APPROVED

8-22-23

<p>The Special Meeting of the Board of Trustees was called to order at 5:00 p.m. by Board President John Brudnak, for the purpose of conducting all special business of the District, proper notice having been given.</p> <p><b>PRESENT:</b> Trustees Brudnak, Greenfield, Zekich</p> <p><b>REMOTE ATTENDANCE VIA ZOOM:</b> Trustee Schirmacher</p> <p><b>ABSENT:</b> Trustee Kaspar</p> <p><b>OTHERS PRESENT:</b> Fire Chief Michael Schofield, Deputy Chief Nicholas Cinquepalmi, Finance Director Kerry Sullivan (acting as Recording Secretary as well), and Attorney Megan Roche.</p> <p><b>OTHERS PRESENT VIA ZOOM:</b> IT Consultant Brett Sanchoff and Dispatch Director Gina Cortez</p> <p><i>Trustee Kaspar joined the meeting at 5:05 p.m.</i></p>	<p><b>OPENING MEETING</b></p> <p><b>ROLL CALL</b></p>
<p>No Public Comments.</p>	<p><b>PUBLIC COMMENTS</b></p>
<p>President Brudnak stated that 2 IT companies are going to present regarding our new IT plan. First, we started with Prescient Solutions.</p> <p>Matt Szeghy, VP of Sales for Prescient made his presentation, and many follow-up questions were answered:</p> <ul style="list-style-type: none"> <li>• 27 years with government agencies</li> <li>• Analyzes whole network and develops a remediation plan</li> <li>• Shared resource model with 22 government agencies</li> <li>• 8 employees work on the account at any one time</li> <li>• One acts as IT Director</li> <li>• Ultimately one person on premises</li> <li>• Assessment Process: <ul style="list-style-type: none"> <li>➤ Inventory</li> <li>➤ Remediate</li> <li>➤ Build a Strategic Plan</li> </ul> </li> <li>• 2 week assessment process: 3 days on site</li> </ul>	<p><b>NEW BUSINESS</b></p> <p><b>IT Plan Presentations</b></p>

Minutes of Special Meeting  
Board of Trustees  
July 10, 2023

- 30-page deliverable document
- Worked with Addison and West Chicago Fire District (had 3 before), and five 9-1-1 dispatch centers in IL
- Would have an employee on site with set hours Monday through Friday with 24/7 access
- Have monitoring so can be proactive
- If problem at midnight, Engineer alerted—if the Engineer does not respond, call goes to boss within 20 minutes
- Weekly status report
- Assessment \$8,000
- Employee turnover -- average 6-8 years; plan on Engineer for 2 years
- Account service manual – road map
- Dispatch Gina Cortez described her experience with Prescient
- Services alone \$15,000-\$18,000/month. \$15,500/month for 36 months
- Out of scope projects – included in monthly cost

Next, Business Development Specialist Aaron and Sales Manager, Anne, of Impact made their presentation and answered many questions:

- Company has been in existence for 24 years
- Assessment process to identify risks and gaps (\$25,000)
- Understanding your business and what technology is doing
- Engineer touches all equipment – assessment takes 4-6 weeks
- Present findings/recommendations for customization
- 3-tiered approach
  - First Tier:
    - Shared Service Model
    - 24/7 staffed by Engineers
    - 85-90% problems solved on 1<sup>st</sup> call
  - 2<sup>nd</sup> Tier:
    - 150-200 Engineers
    - Certified/Continuing Education
  - 3<sup>rd</sup> Tier:
    - Virtual Chief Info. Officer
    - Vendor Management
- Technical account manager dedicated to district
- Security Operations Center – DOT security employees
- 4-6 municipalities in this area—waiting on numbers for fire districts
- Do not provide on-site person –address gaps in first 3-6 months
- Resolve 80% remotely—guarantee 3-hour turnaround on site
- 20-25 people assigned to account
- VCI dedicated to 8-10 clients
- Account Manager/3 primary Engineers
- Regional office in Bolingbrook
- 1,200 accounts – includes all disciplines

<ul style="list-style-type: none"> <li>• Did not know if other 9-1-1 Centers are clients</li> <li>• District would be tagged as Public Safety in response system</li> <li>• Assessment:       <ul style="list-style-type: none"> <li>➤ Interview key people</li> <li>➤ Enable product – remote management</li> <li>➤ Walk floors/closets – login to servers</li> <li>➤ 2-3 weeks logging in and documenting</li> <li>➤ 4-week review and create recommendations – Executive Summary</li> </ul> </li> <li>• Fixed fee after assessment:       <ul style="list-style-type: none"> <li>➤ Includes Microsoft/Licensing</li> <li>➤ 36 or 60 month agreements</li> <li>➤ 225-250/User -- \$25,000 - \$50,000</li> </ul> </li> <li>• Interfaces additional project</li> </ul> <p><i>After presentations/Q &amp; A's were completed, a 5-minute recess was taken before next order of business.</i></p> <p><i>Trustee Angela Greenfield left the meeting</i></p> <p><i>Special Meeting resumed at 6:10 p.m.</i></p> <p>Next, Randy Reeder presented the Standards of Cover and Strategic Plan to the Board in great detail.</p> <p>A Motion to approve the Accreditation Standards of Cover and Strategic Plan was made by Trustee Kaspar and seconded by Trustee Zekich. Motion carried.</p> <p><b>Ayes:</b> Trustees Kaspar, Zekich, Brudnak, Schirmacher  <b>Nays:</b> None  <b>Absent:</b> Trustee Greenfield (left meeting at 6:30 p.m.)</p>	<p><b>Presentation of Accreditation Standards of Cover and Strategic Plan</b></p>
<p>There being no further business, a motion to adjourn the meeting was made by Trustee Zekich and seconded by Trustee Kaspar at 7:00 p.m. Motion carried.</p> <p><b>Ayes:</b> Trustees Zekich, Kaspar, Brudnak, Schirmacher  <b>Nays:</b> None  <b>Absent:</b> Trustee Greenfield</p> <p>Meeting adjourned.</p>	<p><b>ADJOURNMENT</b></p>