



MEMORANDUM

REQUEST FOR VILLAGE BOARD CONSIDERATION

Date: October 20, 2016

Staff Contact: Cary Lewandowski, Director of Public Safety, Public Safety

Agenda Item: *7.a. – Consideration of a Resolution Approving an Intergovernmental Agreement for Consolidated Dispatch Services between the Village of Glencoe and the Village of Glenview*

Purpose and Action Requested: Consideration of a Resolution Approving an Intergovernmental Agreement for Consolidated Dispatch Services between the Village of Glencoe and the Village of Glenview

Strategic Priority Addressed: Operational Effectiveness, Financial Sustainability

BACKGROUND AND ANALYSIS:

The State of Illinois passed Public Act 99-0006 (Act) on June 29, 2015. The Act requires all communities with populations of less than 25,000 to consolidate their emergency telephone system boards (ETSBs) and E911 answering points with other communities that either alone, or in combination, exceed the 25,000 population threshold. The Act requires each community subject to this consolidation requirement to complete the required consolidation no later than July 1, 2017.

The Village Managers and Chiefs of Police for the Villages of Glencoe, Kenilworth, Northfield, and Winnetka (GKNW Working Group) collaborated with the Matrix Consulting Group (Matrix) to assess potential 9-1-1 dispatch consolidation options with all four Villages as partners. Matrix explored what were considered to be the two most viable consolidation models. The first model was the creation of a combined independent dispatch center, serving and managed by the GKNW Working Group. The second model was entering into a “contract for service” relationship with the Village of Glenview Regional Dispatch Center. Based on the Matrix report and staff recommendation as presented at the Committee of the Whole meeting held on August 18, 2016, the Village Board directed staff to initiate negotiations with the Village of Glenview for the provision of emergency dispatch services.

As a result of the GKNW Working Group’s desire to maintain a partnership, the Villages as a group negotiated a basic draft dispatch services intergovernmental agreement (IGA) with the Village of Glenview. Since the specific needs of each community vary, each Village modified the draft to meet those needs and will enter into an individual IGA with the Village of Glenview. Staff and the Village

Attorney have finalized the Glencoe IGA, which covers the required service parameters as identified by the GKNW Working Group. The parameters include:

- Full Service Dispatch - 24 hour call taking for emergency 9-1-1 and non-emergency police, fire, and EMS telephone calls; 24 hour radio dispatching for emergency and non-emergency police, fire, and EMS calls; after-hours call taking for administrative public safety calls; after hours and emergency Public Works notifications; activation of community warning sirens and emergency notification messages; passive monitoring of Village security cameras
- Cost and Payment Schedules - cost-sharing models for operational and capital expenses among the GKNW communities; capital and quarterly payment schedules
- Insurance and Indemnification - general liability and property coverage, worker's compensation, employer liability, law enforcement liability, cyber liability, proof of coverage requirements
- Communication and Records Management - access and inspection of records pertaining to dispatch services, quarterly information sharing meetings, records access and maintenance
- Dispute Resolution - negotiation, complaint procedure, negotiation, remedies
- General - performance standards, contract term, termination clauses, unfunded mandate cost sharing, general provisions

The costs attributed to the first year of the contract total \$475,535: \$228,035 for operational expenses (pro-rated for a partial calendar year) and \$247,500 for one-time capital expenses. These costs are consistent with the cost estimates provided in the Matrix report. The agreement also establishes the fee structure through the duration of the contract ending on December 31, 2023. The total cost over the life of the agreement is \$2,597,685.

Approval of this IGA will set in motion the transition of dispatching operations from Glencoe to Glenview within the timeline required by the State of Illinois. Once the Village of Glenview approves the IGA in November, work will immediately begin to undertake the necessary equipment and software upgrades. It is the intent of both Glenview staff and Village Staff that we will transition our services to Glenview prior to the July 1, 2017 mandate.

As this transition gets underway, staff intends to recommend to the Village Board in the near future various staffing needs and other operational changes that will impact various administrative functions not related to emergency dispatch services, but which have been handled by dispatching staff in the past.

RECOMMENDATION:

Given the extensive work undertaken by staff to comply with the State-mandated consolidation of dispatching operations, and consistent with the direction provided to staff at the August 18, 2016 Committee of the Whole to negotiate a contract for dispatching services with the Village of Glenview, staff recommends that the Village Board authorize the Village Manager to execute an Intergovernmental Agreement with the Village of Glenview to provide dispatch services to the Village of Glencoe.

MOTION:

Move that the Village Board authorize the Village Manager to execute an Intergovernmental Agreement with the Village of Glenview to provide dispatch services to the Village of Glencoe.

ATTACHMENTS:

1. IGA Glencoe Glenview w Appendix

VILLAGE OF GLENCOE

RESOLUTION NO. _____

**A RESOLUTION APPROVING A DISPATCH SERVICES AGREEMENT WITH THE
VILLAGE OF GLENVIEW**

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 provides for intergovernmental cooperation between units of local government such as the Villages of Glenview and Glencoe, including the power to contract or otherwise associate among themselves to obtain or share services and to exercise, combine or transfer any power or function in any manner not prohibited by law or by ordinance, and to use their credit, revenues, and other resources to pay costs related to intergovernmental activities; and

WHEREAS, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, provides that any power or powers, privileges or authority exercised or which may be exercised by a unit of local government may be exercised and enjoyed jointly with any other unit of local government; and

WHEREAS, the State of Illinois passed Public Act 99-0006 on June 29, 2015 requiring all communities with populations of less than 25,000 to consolidate their emergency telephone system boards (ETSBs) and E911 answering points with other communities that either alone, or in combination, exceed the 25,000 population threshold and to do so no later than July 1, 2017; and

WHEREAS, the Village of Glenview operates a full service dispatch centers ("*Full Service Dispatch Center*") and provides 9-1-1 call answering and dispatch services to a number of surrounding communities; and

WHEREAS, after extensive study, the Village has determined that consolidation of Glencoe's dispatching operations into Glenview's Full Service Dispatch Center will bring the

Village of Glencoe into compliance with Public Act 99-0006; and

WHEREAS, Glencoe is seeking to have 9-1-1 call answering and dispatch services performed by Glenview from the Full Service Dispatch Center, on behalf of its Department of Public Safety and other ancillary services (collectively the “*Dispatch Services*”); and

WHEREAS, Glenview anticipates concurrently providing services similar to the Dispatch Services from the Full Service Dispatch Center to the Village of Kenilworth, the Village of Northfield, and the Village of Winnetka (“*Additional Agencies*”); and

WHEREAS, Glenview and the other municipalities that Glenview provides Dispatch Services to have entered into an intergovernmental agreement forming a Joint Emergency Telephone System Board (“*JETSB*”); and

WHEREAS, Glencoe intends to submit an application to join Glenview’s JETSB in accordance with the provisions and requirements of the Illinois Emergency Telephone Systems Act 50 ILCS 750/0.01, *et seq.*, as amended; and

WHEREAS, Glenview and Glencoe have determined that it is in the best interests of each party to this Agreement and the public health, safety and welfare of persons and property within Glenview and Glencoe to enter into an agreement for Glenview to provide Dispatch Services to Glencoe (“*Agreement*”); and

WHEREAS, Village President and the Board of Trustees of have determined that it is in the best interests of the Village and its residents to enter into the Agreement;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GLENCOE, COUNTY OF COOK, STATE OF ILLINOIS, as follows:

SECTION ONE. RECITALS. The foregoing recitals are incorporated into and made a part of this Resolution.

SECTION TWO. APPROVAL OF AGREEMENT. The Agreement is hereby approved in the form attached to, and by this referenced made a part of, this Resolution as *Exhibit A*.

SECTION THREE. AUTHORIZATION TO EXECUTE AGREEMENT. The Village President and the Village Clerk shall be and are hereby authorized and directed to execute the Agreement as well as such other documents may be necessary for Glencoe to join Glenview's JETSB.

PASSED THIS ____ DAY OF _____, 2016

AYES:

NAYS:

ABSENT:

ABSTAIN:

Approved this ____ day of _____, 2016.

Village President

ATTEST:

Village Clerk