

NOTICE OF SPECIAL MEETING OF THE PUBLIC SAFETY COMMITTEE

A Special Meeting of the Public Safety Committee is scheduled for
Tuesday, October 10, 2017, beginning at 6:45 p.m. in the

Council Chambers located at the
Village Hall of Tinley Park
16260 South Oak Park Avenue
Tinley Park, Illinois

A copy of the agenda for this meeting is attached hereto and can be found at
www.tinleypark.org.

Kristin A. Thirion
Clerk
Village of Tinley Park

NOTICE OF A SPECIAL MEETING
OF THE PUBLIC SAFETY COMMITTEE

Notice is hereby given that a special meeting of the Public Safety Committee of the Village of Tinley Park, Cook and Will Counties, Illinois, will begin at 6:45 p.m. on Tuesday, October 10, 2017, in the Council Chambers at the Village Hall of Tinley Park, 16250 S. Oak Park Avenue, Tinley Park, Illinois.

The agenda is as follows:

1. OPEN THE MEETING.
2. CONSIDER APPROVAL OF THE MINUTES OF THE SPECIAL JOINT PUBLIC WORKS AND PUBLIC SAFETY COMMITTEE MEETINGS HELD ON AUGUST 8, AUGUST 29 AND SEPTEMBER 19, 2017.
3. DISCUSS AMBULANCE CONTRACT.
4. DISCUSS POLICE DEPARTMENT STAFFING STUDY.
5. DISCUSS PUBLIC SAFETY FACEBOOK PAGE.
6. DISCUSS VILLAGE SECURITY CAMERAS.
7. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION
VILLAGE CLERK

MINUTES
Special Joint Meeting of the Public Works and Public Safety Committees
August 8, 2017 – 7:15 p.m.
Council Chambers at
Tinley Park Village Hall
16250 S. Oak Park Ave.
Tinley Park, IL 60477

Members Present: B. Younker, Chair
 M. Glotz, Village Trustee
 W. Brady, Village Trustee

Members Absent:

Other Board Members Present: M. Pannitto, Village Trustee

Staff Present: D. Niemeyer, Village Manager
 P. Carr, Interim Assistant Village Manager
 P. Connelly, Village Attorney
 B. Bettenhausen, Village Treasurer
 P. Wallrich, Interim Community Development Director
 S. Neubauer, Police Chief
 J. Urbanski, Assistant Public Works Director
 L. Valley, Executive Assistant to the Village Manager & Trustees
 L. Godette, Deputy Clerk
 T. Woolfalk, Commission Secretary

Item #1 - The meeting of the Special Joint Meeting of the Public Works and Public Safety Committee was called to order at 7:15 p.m.

Item #2 – DISCUSS THE CONSTRUCTION MANAGEMENT SERVICES FOR FIRE STATION NUMBER TWO (2) – Pat Carr presented an overview of the Request for Qualifications for Construction Management Services for the Construction of Fire Station #2 which was issued on December 23, 2016. The Village received responses from sixteen (16) companies and eight (8) companies were interviewed.

John Urbanski presented an overview of the costs of the three (3) finalists as follows:

- Wegman has proposed an estimated total overall cost of \$3,414,362. This includes staffing, general requirement, fees, and construction. Without the cost of construction, the total comes to \$564,362. They have provided a 22 month timeline.
- Leopardo has proposed an estimated total overall cost of \$3,400,000 with an 18 month timeline. This estimated cost includes staffing, general requirements, fees, and construction. Without the cost of construction, the estimated total cost is \$600,000.
- Graefen foresees and 18 month timeline as long as not challenges arise. They have provided the Village with a total estimated cost of \$3,036,673. The total cost, without construction, is \$424,173.

Trustee Brady asked where the cost difference from Graefan comes from. Urbanski noted that without having design set and understanding the construction costs, the Village went with square footage cost. The difference of approximately \$175,000 for the estimated cost of construction and the difference could

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August 8, 2017

possibly be the timeline difference of 18 months versus the 22 months Wegman has estimated.

John Urbanski noted the next step after a company is chosen will be for the firm to work with the Public Works and Public Safety Departments to oversee the design and construction of the fire station, this is instead of working with an architect's design. This will give the Village more input on the construction of the station.

Trustee Glotz asked if this would be under prevailing wage noting all companies would pay the same rates for construction costs.

Motion was made by Trustee Glotz, seconded by Trustee Younker to recommend to the Village Board Graefan to provide Construction Management Services for Fire Station Number 2.

Item #5 –RECEIVE COMMENTS FROM THE PUBLIC –

ADJOURNMENT

Motion was made by Trustee Younker, seconded by Trustee Brady, to adjourn this Special Joint Meeting of the Public Works and Public Safety Committee. Vote by voice call. Chairman Younker declared the motion carried and adjourned the meeting at 7:23 p.m.

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MINUTES
Special Joint Meeting of the Public Works and Public Safety Committees
August 29, 2017 – 6:00 p.m.
Council Chambers at
Tinley Park Village Hall
16250 S. Oak Park Ave.
Tinley Park, IL 60477

Members Present: B. Younker, Chair
M. Glotz, Village Trustee
W. Brady, Village Trustee

Members Absent: None

Other Board Members Present: M. Mangin, Village Trustee

Staff Present: D. Niemeyer, Village Manager
P. Carr, Interim Assistant Village Manager
P. Connelly, Village Attorney
S. Neubauer, Police Chief
J. Urbanski, Assistant Public Works Director
T. Woolfalk, Commission Secretary

Item #1 - The meeting of the Special Joint Meeting of the Public Works and Public Safety Committee was called to order at 6:33 p.m.

Item #2 – DISCUSS THE CONSTRUCTION MANAGEMENT SERVICES FOR FIRE STATION NUMBER TWO (2) –

Trustee Younker stated that it has come to his attention that he was listed as a reference for Graefen Development, therefore, he is recusing himself from this discussion. Graefen Development was the builder of the Tinley Park Park District Recreation Center and Maintenance Garage when Trustee Younker was a Commissioner on the Tinley Park Park District Board.

At this time Trustee Brady introduced the discussion regarding the Fire Station Owner's Representative/Construction Management Services stating that the Committee would like to table this discussion to the Joint Public Safety & Public Works Committee Meeting on September 12, 2017.

Item #3 –RECEIVE COMMENTS FROM THE PUBLIC –

Diane Galante voiced her concerns about the procedure for request for qualifications (RFQ) for the contract for construction management and owner's representative services for construction of Fire Station #2. She had concerns that about companies that did not make the six (6) finalist list are now being considered.

Michael Stuckly asked why Trustee Younker did not recuse himself from this discussion earlier. Trustee Younker stated it was just brought to his attention that he was a reference for Graefen Development. He stated that Graefen did work for the Tinley Park Park District when he was a Commissioner for the Tinley Park District Board. Village Attorney Connelly stated that he advised Trustee Younker to disclose this out of an abundance of caution.

ADJOURNMENT

Motion was made by Trustee Younker, seconded by Trustee Brady, to adjourn this Special Joint Meeting of the Public Works and Public Safety Committee. Vote by voice call. Chairman Younker declared the motion carried and adjourned the meeting at 6:45 p.m.

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MINUTES
Special Joint Meeting of the Public Works and Public Safety Committees
September 19, 2017 – 6:00 p.m.
Council Chambers at
Tinley Park Village Hall
16250 S. Oak Park Ave.
Tinley Park, IL 60477

Members Present: B. Younker, Chair
M. Glotz, Village Trustee
W. Brady, Village Trustee

Members Absent: None

Other Board Members Present: M. Pannitto, Trustee
C. Berg, Trustee
M. Mangin, Trustee

Staff Present: D. Niemeyer, Village Manager
S. Neubauer, Police Chief
F. Reeder, Fire Chief
K. Workowski, Public Works Director
J. Urbanski, Assistant Public Works Director
E. Weber, Planner
S. Malmberg, Planner
P. Connelly, Village Attorney
L. Godette, Deputy Village Clerk

Item #1 - The meeting of the Special Joint Meeting of the Public Works and Public Safety Committee was called to order at 6:03 p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE SPECIAL JOINT MEETINGS OF PUBLIC WORKS AND PUBLIC SAFETY COMMITTEES

Motion was made by Chairman Younker, seconded by Trustee Glotz, to approve the minutes of the Special Joint Meetings of the Public Works and Public Safety Committees held on August 8 and August 29, 2017. Vote by voice call. Chairman Younker declared the motion carried.

Item #3 – DISCUSS CONSTRUCTION MANAGEMENT AND OWNER'S REPRESENTATIVE SERVICES OR THE CONSTRUCTION OF FIRE STATION #2.

John Urbanski presented and overview of the project to appoint an Owner's Representative and Construction Manager for the Fire Station Remodel Project. He noted that this project was referred back to Committee after the two (2) finalist companies were further interviewed to disseminate their proposals.

Trustee Glotz noted that after the original six finalists were chosen to be interviewed two companies were added to the list to be interviewed. He asked who wanted the two companies added to the list. Dave Niemeyer stated that the Committee Chair, Trustee Younker, discussed this with former Assistant Manager Steve Tilton. John Urbanski stated the two companies added to the interview list were Graefen and Leopardo, for a total of eight (8) firms.

Trustee Glotz questioned the breakdown of the two finalists firms, Graefen and Wegman. Mr. Urbanski stated that it is difficult to breakdown the general requirement costs at this time, keeping in mind that the

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Special Joint Meeting of the Public Works & Public Safety Committees

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project has not be designed as of yet. Mr. Niemeyer noted that the design of the building will more determine the cost.

Mr. Urbanski reminded the Committee that this is a professional service contract and the those interviewing rated firms that they chose with the firms experience considered necessary to complete the job as presented. Proposed costs were not originally part of the ranking, but as we neared the final selection, it was entered as part of the considerations. The change in cost does not change the staff's recommendation for the top rated firm, which is Wegman.

At this time, the Committee received an overview from a representative from Wegman of their experience in building fire stations

After further discussion, a motion was made by Trustee Glotz, to recommend awarding the contract for Construction Manager and Owner's Representative Services for the Construction of Fire Station #2 to Wegman. This motion was not seconded. The motion failed for lack of a second.

Motion was then made by Trustee Glotz, seconded by Trustee Brady, to move the discussion to award an Owner's Representative and Construction Manager Services for the Construction of Fire Station #2 to the Village Board meeting on October 3, 2017. Vote by voice call. Chairman Younker declared the motion carried.

Dave Niemeyer stated that this item will be put of the October 3, 2017 Village Board meeting and staff will continue to look at the numbers in preparation for that meeting.

Item #4 –RECEIVE COMMENTS FROM THE PUBLIC –

Nancy O'Connor noted that Trustee Younker recused himself from discussion of the item discussed at this meeting due to Graefen naming him as a reference. Ms. O'Connor asked Village Attorney Connelly if Trustee Brady should do the same since he works for Paul O'Grady. She noted that Mr. O'Grady had sent a letter of recommendation for Graefen. Pat Connelly noted that he does not believe this is a violation of the ethics ordinance and he will look further into this.

ADJOURNMENT

Motion was made by Trustee Younker, seconded by Trustee Brady, to adjourn this Special Joint Meeting of the Public Works and Public Safety Committee. Vote by voice call. Chairman Younker declared the motion carried and adjourned the meeting at 6:37 p.m.

lg

MEMORANDUM



To: Public Safety Committee

From: Pat Carr, Interim Asst. Village Manager

Cc: Dave Niemeyer, Village Manager

Date: October 5, 2017

Re: Ambulance Contract

The current ambulance contract provided by Kurtz expires on July 31, 2018. In summary the current EMS program includes:

1. 5 Advanced Life Support Ambulances stationed in each fire house.
2. 1 Supervisor Paramedic per shift
3. EMD dispatched from Tinley Park
4. Review of Invoicing and receivables
5. Percentage of billing (Currently in excess of \$300,000 back to the village).
6. Day to day operational control by Fire Department shift commander.
7. CAD and GPS integrated
8. Automated Dispatch

Currently the village of Tinley Park has the highest EMS call volume in the suburban Chicagoland area. Calls are in excess of 6,000 requests per year with an average response time of 4 minutes.

Staff is requesting direction from the Village Board on options for EMS service in Tinley Park. Some of the options can include:

1. Two year extension of current contract.
2. RFP
3. In house service
4. Blended contracted and In house service.

Ambulance Response Times Summary Report

Date: 10/5/2017

Report Year	Month	Total Amb Calls	Total Amb Used	Cancelled Calls	Response Times Over 6 Minutes	Average Response Time	ALS Transports	BLS Transports
2014	12	548	741	0	66	4.263	248	89
2015	12	522	594	1	59	4.277	199	78
2016	12	570	652	0	67	4.271	202	91

Report Year	Month	Total Amb Calls	Total Amb Used	Cancelled Calls	Response Time Over 6 Minutes	Average Response Time	ALS Transports	BLS Transports
2014	1	151	164	3	27	4.440	54	27
	2	402	426	2	54	4.261	171	73
	3	439	480	1	66	4.479	192	67
	4	458	502	3	74	4.425	191	99
	5	493	536	3	63	4.033	202	84
	6	490	540	1	55	4.305	210	88
	7	503	561	3	60	4.350	180	99
	8	475	683	0	87	4.543	198	85
	9	455	635	1	57	4.198	205	70
	10	466	627	4	58	4.176	183	99
	11	406	531	0	53	4.349	171	78
	12	548	741	0	66	4.263	248	89
		5286	6426	21	720	4.309	2205	958

Ambulance Response Times Summary Report

Date: 10/5/2017

Report Year	Month	Total Amb Calls	Total Amb Used	Cancelled Calls	Response Times Over 6 Minutes	Average Response Time	ALS Transports	BLS Transports
2014	12	548	741	0	66	4.263	248	89
2015	12	522	594	1	59	4.277	199	78
2016	12	570	652	0	67	4.271	202	91

Report Year	Month	Total Amb Calls	Total Amb Used	Cancelled Calls	Response Time Over 6 Minutes	Average Response Time	ALS Transports	BLS Transports
2015	1	484	637	4	64	4.357	184	79
	2	400	518	0	54	4.388	174	47
	3	441	603	3	58	4.340	211	66
	4	445	605	1	52	4.188	193	74
	5	491	639	0	38	4.080	200	75
	6	497	653	2	51	4.203	198	94
	7	544	680	2	70	4.306	234	97
	8	489	647	0	61	4.367	175	88
	9	460	602	0	46	4.227	157	97
	10	505	633	3	59	4.290	193	85
	11	441	505	0	70	4.413	165	60
	12	522	594	1	59	4.277	199	78
		5719	7316	16	682	4.284	2283	940

Ambulance Response Times Summary Report

Date: 10/5/2017

Report Year	Month	Total Amb Calls	Total Amb Used	Cancelled Calls	Response Times Over 6 Minutes	Average Response Time	ALS Transports	BLS Transports
2014	12	548	741	0	66	4.263	248	89
2015	12	522	594	1	59	4.277	199	78
2016	12	570	652	0	67	4.271	202	91

Report Year	Month	Total Amb Calls	Total Amb Used	Cancelled Calls	Response Time Over 6 Minutes	Average Response Time	ALS Transports	BLS Transports
2016	1	460	524	3	58	4.461	190	66
	2	473	545	0	33	3.964	194	65
	3	491	570	1	25	3.979	205	71
	4	501	580	2	37	4.133	203	88
	5	491	565	2	43	4.024	187	64
	6	508	594	2	41	4.110	177	83
	7	546	648	0	63	4.237	200	83
	8	556	628	0	44	3.742	212	68
	9	559	640	2	54	4.045	197	95
	10	558	646	2	28	3.950	169	132
	11	480	546	1	44	4.173	182	86
	12	570	652	0	67	4.271	202	91
		6193	7138	15	537	4.087	2318	992

Ambulance Response Times Summary Report

Date: 10/5/2017

Report Year	Month	Total Amb Calls	Total Amb Used	Cancelled Calls	Response Times Over 6 Minutes	Average Response Time	ALS Transports	BLS Transports
2014	9	455	635	1	57	4.198	205	70
2015	9	460	602	0	46	4.227	157	97
2016	9	559	640	2	54	4.045	197	95

Report Year	Month	Total Amb Calls	Total Amb Used	Cancelled Calls	Response Time Over 6 Minutes	Average Response Time	ALS Transports	BLS Transports
2017	1	553	623	0	58	4.261	193	109
	2	528	596	1	59	4.121	187	87
	3	501	584	0	40	3.999	178	93
	4	503	563	1	52	4.198	167	99
	5	579	665	1	60	4.079	192	95
	6	561	640	0	63	4.028	176	101
	7	542	638	0	58	4.187	171	100
	8	526	595	0	65	4.300	167	98
	9	502	577	0	59	4.190	147	91
	10	71	80	0	5	4.368	25	10
		4866	5561	3	519	4.154	1603	883

**AMBULANCE SERVICE CONTRACT BETWEEN THE
VILLAGE OF TINLEY PARK, ILLINOIS AND KURTZ AMBULANCE
SERVICES, INC.**

THIS CONTRACT made this 1st day of July, 2014,
by and between the VILLAGE OF TINLEY PARK, Cook and Will Counties, Illinois, a
municipal corporation of the State of Illinois, hereinafter referred to as "Village", and Kurtz
AMBULANCE SERVICES, INC., an Illinois corporation with located at P.O. Box 129; New
Lenox, Illinois, 60451, hereinafter referred to as "Contractor."

WHEREAS, the Village has determined that it is in the best interest of the health, safety
and welfare of its residents to provide Ambulance Service; and

WHEREAS, the Village desires to retain the Contractor to provide said service.

NOW, THEREFORE, in consideration of the mutual promises contained herein the
parties agree to as follows:

1. Nature of Contract.

A. This Contract provides for emergency medical transportation only to the closest
hospital. The Contractor will provide emergency medical transportation to the
hospital of the patient's choice if authorized by the resource hospital. The
Contractor may use its discretion to transport non-emergency calls in a back-up
Basic Life Support Ambulance.

B. The Contractor agrees that the Advanced Life Support Ambulances will be
equipped in compliance with the State of Illinois Guidelines on Advanced Life
Support and the South Cook County Emergency Medical Services System and as

otherwise provided in the Contract. It is understood that all ambulances servicing the Village of Tinley Park shall be installed with fully functional 12-EKG (electrocardiogram) units.

2. Term of Contract

This contract shall be in full force and effect commencing on 12:01 A.M. on August 1, 2014, and terminating at midnight on July 31, 2018.

3. Scope of Service.

A. A minimum of five (5) Advanced Life Support Ambulances shall be available to respond to Village generated emergency calls during the hours of 6:00 A.M. to 12:00 midnight and a minimum of four (4) such ambulances during the hours of midnight and 6:00 A.M. Such will be made available seven (7) days per week, 365 days per year (366 in any "leap year") during the term of this Contract. Contractor shall have a supervisor on duty and available by phone twenty-four (24) hours per day each day of the year, as well as a manager on call.

B. The ALS units shall be continuously physically located whereby the Contractor will have the ability to respond to all emergency service calls originating within the Village of Tinley Park within an optimum time of three (3) to six (6) minutes.

Accordingly, it shall be mandatory that the ambulances be located within the Village limits and/or at the Village fire stations to service the residents of the Village except on such occasions when they are transporting residents to an appropriate medical facility.

Whenever an ambulance does leave the Village limits to transport a resident to a medical facility, it must immediately report to the Village's E-911 Center that it is in transport to the hospital and its estimated

time of arrival back within Village limits. The ambulances to be provided under the Contract shall not be shared with or utilized by any other customer, public or otherwise, of the Contractor. The ambulances shall be utilized only for calls originating within the Village or pursuant to the mutual aid agreements entered into by the Village.

It is understood that the Contractor may keep its ambulances continuously on the street twenty-four (24) hours a day, seven (7) days a week, 365 days a year (366 in any "leap year") in the Village's Planning Area.

Further, the Contractor shall provide for additional Advanced Life Support units in instances where the primary Advanced Life Support units are in use for local Village emergency responses, when available. Contractor, or its agent, shall have the right to retain 100% of revenue obtained from payments received from service recipients.

- C. Contractor agrees that if it is not able to respond to an emergency call, it must contact the Village E-911 center in accordance with required Mutual Aid Agreements. Contractor shall provide the Village with copies of any applicable mutual aid agreements. Contractor shall also respond to all ambulance service calls in support of any Mutual Aid Agreement as directed by the Village and must provide radio identification meeting the requirements of the Third District Mutual Aid Committee and MABAS 24. Identifiers for the mobile and portable radio equipment must be in compliance with MABAS 24 radio guidelines. (or such other frequencies as designated from time to time by the Village):

Contractor must equip all ambulances that provide service under the Contract with mobile radio equipment capable of meeting all requirements under this paragraph. In addition, the Contractor, at its cost, will provide portable radio equipment to be used on each ambulance, with adequate training of the contractor's employees on the proper use of such portable radio equipment to be provided by the Contractor at its expense.

- D. Contractor shall provide for additional Advanced Life Support units in instances where the primary Advanced Life Support units are in use for local Tinley Park emergency responses. In the event the Contractor is unable to respond to an emergency ambulance call, it will notify 911 dispatch for Mutual Aid Assistance.
- E. In the event the Contractor fails to respond to an emergency call under the terms of the Contract as set forth in paragraphs C and D above, such failure to respond, if it is shown to be the failure of the Contractor, shall be treated as a breach of this Contract, and the Contractor shall be liable to the Village for all damages and expenses incurred by the Village because of said breach, and such shall constitute sufficient cause to, at the Village's option, terminate this Contract. Further, the Contractor agrees to indemnify, defend and hold harmless the Village and its officers, agents and employees, for any damages and/or expenses caused by the breach by the Contractor.
- F. Contractor shall provide service within the Village without regard to race, color, sex, religion, age, physical or mental handicap, national origin, ancestry, martial

status, military status, or unfavorable discharge from military service, or apparent financial inability to pay, or any other status protected from discrimination under the provisions of the Illinois Human Rights Act, as amended from time to time. Furthermore, the Contractor must have a written sexual harassment policy complying with the provisions of said Human Rights Act as found in 775 ILCS 5/2-105(A)(4), as well as detailed drug and alcohol policy (including, when appropriate, testing of employees).

- G. The Contractor shall comply and conform with all Village Ordinances regulating ambulance service, and all Federal and State Laws or guidelines pertaining thereto, as well as the regulations and guidelines of the SCCEMSS, as they now exist or are hereafter amended or changed. Failure to comply and conform shall constitute a breach of this Contract.
- H. The Contractor agrees to transport deceased human remains to the Cook County Medical Examiners Office with a Basic Life Support Ambulance, at the contractor's expense.

4. Paramedics

- A. Each ALS unit must be staffed by at least two (2) duly qualified, uniformed, State-certified paramedics, in accordance with SCCEMSS. Paramedics shall be required to evidence a current State of Illinois Paramedic Certificate and must have been approved by the Ingalls Memorial Hospital Mobile Intensive Care System. At least one (1) of the paramedics assigned to each ALS unit must have a minimum of eighteen (18) months of experience as a certified paramedic. The

professional credentials of each paramedic shall be made available to the Village for examination upon request.

- B. In addition, on each shift, there shall be a designated lead or chief paramedic in charge of and responsible for all activities on the shift. Further, a daily duty roster for each shift shall be supplied by the Contractor to the Village's E-911 Center.
- C. All paramedics shall continue their professional education to meet the requirements of the SCCEMSS, the Illinois Department of Public Health, and other appropriate agencies. This education and training will be the sole responsibility of the Contractor.
- D. All paramedics are employees of the Contractor and are not in any manner to be considered employees or agents of the Village. All employee benefits shall be the responsibility of the Contractor including, but not limited to, holidays, vacation, sick leave, retirement, worker's compensation, unemployment compensation, FICA or any other obligation due an employee under local, State or Federal law.
- E. To the extent the same would not cause a violation of any of the criteria and terms set forth elsewhere in this Contract, the Contractor is hereby authorized to enter into such Mutual Aid Agreements with surrounding ambulance services for the use of paramedic services as may be required by SCCEMSS. The Contractor must notify the Village of the terms of any such agreement and provide copies to the Village.
- F. Personal Protective Equipment: The Contractor shall provide all paramedics operating under this Contract with a minimum of the following Personal Protective Equipment (PPE); head protection, eye/safety protection, hand

protection gear and OSHA or IDOC required PPE. The above PPE list must be worn on the direction of the lead paramedic in charge of the shift and the Fire Department Incident Commander.

- G. Minimum Training Requirements: The training will include Hazardous Materials Awareness, Technical Rescue Awareness and NIMS (National Incident Management System) as minimum requirements. It is understood that all Kurtz staff assigned to Tinley vehicles/ambulances shall be NIMS compliant. Additional training may be required as determined by the Operation and Training Division of the Department. It is understood that all training costs shall be paid for by the Contractor.
- H. Contractor shall provide an Emergency Medical Services (EMS) supervisor 365 days a year and 24 hours a day during the duration of contract, with contact information supplied to the Village on the Daily Roster.

5. Communications

- A. Contractor shall supply radio, telemetry and/or wireless communication equipment compatible with the resource hospital, as well as with the Village's fire, police and public works departments (equipment and dispatch).
- B. Contractor must provide at its expense a twenty-four (24) hour dispatch service satisfactory to the Village. Such dispatch system shall include an automatic transfer of all calls coming in to the Village (i.e., the first person the caller talks, to, after transfer, shall be a qualified employee or agent of the Contractor who is trained to provide appropriate pre-arrival instructions). Contractor shall be responsible for providing all pre and post arrival instructions. The Village

reserves the right and option during the Contract term to provide the dispatch service through its own dispatch system and at its expense. Contractor shall be required to provide adequate dispatch training, to personnel determined by Village, for the purposes of qualifying/certifying said personnel in ambulance dispatching. In the event the Village does exercise its option to take over dispatching, the Village's annual payments shall be reduced by the appropriate amounts, as shown on exhibit "A".

- C. It is understood that all Kurtz staff assigned to dispatch or service Tinley Park vehicles/ambulances shall be NIMS compliant.
- D. Contractor shall provide all ambulances, which service the Village to be equipped with a global positioning system (GPS). Contractor shall make available to the Village access to the GPS system 365 days a year and 24 hours a day. In the event that the Village begins performing its own dispatch services, contractor shall ensure that GPS systems fully integrate with the Village's Computer Aided Dispatch (CAD) system.
- E. It is understood that the Village's Emergency Management & Communications Director shall be the primary Village contact for services provided by the Contractor under this Contract.

6. Payments to the Contractor.

- A. The Village agrees to pay the Contractor at the rate specified each month for the term of the Contract as indicated on Exhibit "A" attached hereto and hereby made a part hereof.

B. The Village agrees to pay the Contractor monthly. Each monthly payment shall be made by the 15th day of the month following the month of service.

7. Insurances and Hold Harmless Clause.

A. Contractor shall secure and continuously at all times maintain throughout the term of the Agreement insurances as indicated below, as well as any other insurance the Contractor determines is necessary to conduct and provide service under the Agreement. The insurance company providing coverage must have a Best's rating of "A,8" or better. Proof of at least the following insurance shall be submitted to the Village Clerk:

(1) Workers Compensation

Limits required by law.

(2) Auto Liability

Combined single limit of not less than five million (\$5,000,000) per occurrence.

(3) General Liability

Combined single limit of not less than five million (\$5,000,000) per occurrence.

(4) Professional Malpractice Liability

Combined single limit of not less than five million (\$5,000,000) per occurrence.

B. The Village of Tinley Park shall be named as additional insured on all insurance policies listed above (except for worker's compensation) and shall be furnished with certificates of insurance upon which certificates shall be endorsed that in the

event the policy shall be non-renewed, modified, canceled, or changed in any way, thirty (30) days advance written notice is required to be given by the insurance company to the Village. In the event any of the insurance is non-renewed, modified, changed, or terminated for any reason, or is in an amount below the specified amount, the Village at its option, can terminate this contract upon three (3) days advance written notice to the Contractor.

- C. The Contractor hereby agrees to indemnify and hold harmless the Village, its officials, agents, and employees from and against all claims, damages, losses, judgments and expenses of any kind (including attorney fees) directly or indirectly arising out of or resulting from the conduct and performance of the Contractor and its officers, employees and agents while acting or failing to act pursuant to or under this Contract. Contractor agrees to abide by all applicable Federal and State rules and regulations.

8. Records and Reports.

- A. Contractor shall maintain an accurate record of each trip made as a part of the service provided. The minimum information to be kept as to each trip shall be as follows:

1. Time of call
2. Time of Dispatch
3. Time En-route and responding location
4. Time of arrival at scene/response time per call
5. Time of departure from scene (Via Radio)
6. Time of arrival at hospital (Via Radio)

7. Time back in service
8. Monthly average response time per call
9. Paramedic(s) responding
10. Name of patient
11. Address of patient
12. Itemized list of service rendered
13. Itemized account of charge
14. Source of call
15. Refusals of transport

All information provided above shall be made available to the Village upon request of the Village and on an ambulance response form approved by the Village. Such forms shall be made available to the Village within twenty four (24) hours of any such Village request. If any complaint is filed with the Village concerning the service being provided by the Contractor, the Contractor shall make its employees available for any investigation that may be initiated by the Village at the reasonable times and places specified by the Village. The Contractor shall also identify a Community Relations Officer for purposes of assisting the Village in addressing billing complaints, customer service issues and to answer general questions of Village officials and/or residents.

- B. Monthly reports of 8,A,1 through 8,A,8 above must be provided to the Village. In such reports, Contractor must highlight all calls where the response time was in

excess of six (6) minutes and provide the Village with all of its records (not limited to 8,A,1 through 8,A,8) regarding each such call.

- C. Sustained Complaint Notification: Kurtz Ambulance will notify the Director of Emergency Management and Communication of any sustained complaint filed against them or their staff regarding any Tinley response or incident. It is important to stress the word "sustained" is used as a complaint that is followed by reprimand, either verbal or written, up to and include termination.
- D. Contractor and Village designee agree to meet on an as needed basis, but no less than quarterly, to discuss any outstanding service and/or contract issues, questions or concerns.

9. Notice to Village Officials

To the extent permitted by law, Contractor agrees to provide the Village Health Officer, the Village Police Chief (or his designee), and the Village Fire Chief (or his designee) and Village's Director of Emergency Management and Communication with specific details of any patient transported who is diagnosed as possibly dangerous and/or contagious disease carriers within twenty-four (24) hours of providing ambulance service, providing the Village Health Officer, the Village Police Chief (or his designees), and the Village Fire Chief (or his designees) and Village's Director of Emergency Management and Communication with all information that is allowed by law to be given to the Village, particularly all information that would relate to any risks associated with Village employees responding to the original ambulance scene. It is understood that if individual patients cannot be identified under applicable law, that such individual identity

need not be disclosed, but nevertheless Contractor must provide all other information that is legally available.

10. Assignment of Contract.

The Contractor may not assign this Contract without prior written approval of the Village.

11. The parties agree to comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. Section 1320d *et seq.* ("HIPAA") and any current and future regulations promulgated thereunder, including, without limitation, the federal privacy regulations contained in 45 C.F.R. Parts 160 and 164 (the "Federal Privacy Regulations"), the federal security standards contained in 45 C.F.R. Parts 160, 162 and 164 (the "Federal Security Regulations"), and the federal standards for electronic transactions contained in 45 C.F.R. Parts 160 and 162 (the "Federal Electronic Transaction Regulations"), all as amended from time to time and, all collectively referred to herein as "HIPAA Requirements". The parties agree not to use or further disclose any Protected Health Information (as defined in the Federal Privacy Regulations) or EPHI (as defined in the Federal Security Regulations), other than as permitted by the HIPAA Requirements and the terms of this Agreement. The parties agree to make their internal practices, books and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the HIPAA Requirements. In addition, the parties agree to comply with any state laws and regulations that govern or pertain to the

confidentiality, privacy, security of, and electronic transactions pertaining to, health care information. This section shall survive the expiration or termination of this Agreement.

12. Letter of Credit

The Contractor must provide a direct pay letter of credit, in a form and substance satisfactory to the Village and issued by a financial institution satisfactory to the Village, in the amount of twenty-five (25) percent (25%) of the annual amount to be paid by the Village to the Contractor under this Contract. The letter of credit shall be valid for the full term of the Contract and renewable annually by the Village, and shall provide that in the event of any material default under the Contract by the Contractor, the full amount of the letter of credit would be payable to the Village as liquidated damages and not as a penalty. Following the posting of the initial letter of credit required hereunder, if at any time thereafter the Village received notice that said security will terminate, the Village shall have full and complete authority to draw the entire letter of credit amount and hold said funds as devoted or available for those purposes set forth in this contract unless the letter of credit is replaced or renewed or a substitute form of security in a form and amount acceptable to the Village is provided at least fourteen (14) days prior to the expiration of the existing letter of credit.

It is understood and acknowledged that in the event of default, the damages to the Village may exceed the amount of the letter of credit and therefore nothing herein shall be construed to prevent the Village from recovering its full actual damages in the event of any such default. In no event shall a draw on the letter of credit be construed as a penalty.

The letter of credit is intended solely to reimburse the Village for the damages to the Village by virtue of default of the Contractor under the Contract, and is not intended to reduce or impair the Contractor's obligation to maintain insurance and indemnify the Village under Paragraph 7 of this Contract or to compensate the Village for liability for any claims, damages, losses, judgments, or expenses of any kind (including attorney's fees).

13. Contractors Charges to Service Recipients.

Contractor will be entitled to charge service recipient(s) for all medical and transportation service provided to them at a rate that is usual and customary for such service. Contractor shall be fully and solely responsible for collecting said charges from the service recipient(s) and/or all applicable third party payers (including from the recipient's insurance (including Medicare and/or Medicaid)). The Contractor shall agree to accept all insurance assignments (including Medicare and/or Medicaid). Said charges shall be uniform and a schedule of said charges shall be on file with the Village Clerk. A schedule of all current charges of the Contractor must be submitted to and approved by the Village, and shall separately state charges for "Basic Life Support," "Advanced Life Support," mileage, and use of oxygen or as prescribed by Medicare or Medicaid. All future increases must all be approved by the Village. In the event that the Contractor desires to increase said charges during the Contract term, the Contractor shall first give thirty (30) days advance written notice to the Village specifying the increased charges. Upon the receipt of said notice, the Village may either approve or disapprove said increase within thirty (30) days of receipt of such notice. In the event that the Village disapproves any such increase in charges, the Contractor shall have thirty (30) days to

submit appropriate evidence/documentation to the Village to show that the proposed increase(s) in charges are customary and reasonable in the ambulance service industry. The Village will review such evidence and render a final decision within fifteen (15) days of receipt of such evidence. If the Village still does not approve the rate increase, that decision shall be final.

A schedule of all charges currently in effect as of the initial signing of this Contract is attached hereto and hereby made a part hereof as EXHIBIT B.

14. Change in Ownership.

- A. In the event that there is a change in ownership (legal or beneficial) in the Contractor during the term of the Contract, including any change brought about by sale of the assets of the Contractor or by the sale of more than twenty-five percent (25%) of the stock of the Contractor, or if the Contractor is placed in receivership or otherwise files a petition for bankruptcy, Contractor shall give the Village at least ninety (90) days advance written notice prior to any such change in ownership, sale, receivership, etc. During such ninety (90) day period, the Village shall have the right to review the Contract and may terminate it at any time during said ninety (90) day period. If the Contractor fails to give ninety (90) day notice, it shall constitute a default under this Contract and the letter of credit provided for in Paragraph 12 above shall be drawn upon immediately by the Village. In addition, this Contract shall terminate. Changes in management shall be reported to the Village.

15. Additional Responsibilities of Contractor.

- A. Disaster exercises (including supporting of ambulances and personnel) but no more than six (6) times a contract year (from 8/1 to 7/31). If requested more than six (6) times in a year, the parties will agree on appropriate compensation for those in excess of six (6) times.
- B. Provide annually the name of their representative/liaison to all appropriate departments and Committees.
- C. Provide support to Village Departments in training and education as needed but no more than three (3) times a contract year. If requested more than three (3) times in a year, the parties will agree on appropriate compensation for those in excess of three (3) times.
- D. Respond to and stand by all fire incidents at to the Village until released by the Fire Chief or his authorized designee.
- E. Provide an ambulance for public relations purposes to the Village, upon request by the Village.
- F. Provide a First Responder Class to all interested Village employees (cost of course materials to be at the expense of the Village or its employees as determined by the Village). This class will be offered through the Contractor's Training Division and will be tailored to the needs of the Village.
- G. Identify management personnel who will act as the Contractor's representative for the Village's Disaster Planning Committee. The identified representative will be required to attend all regular meetings of the Disaster Planning Committee upon request.

H. In the event that the Village's Police Department establishes a Narcan Program the Contractor will assist with the implementation and execution of the program.

16. Termination of Contract.

The Contractor and the Village agree to perform their commitments in strict accordance with the specification and terms of this Contract and all applicable State and Federal laws, and nonperformance or failure to perform and comply with any of the terms and conditions or maintain the standards therein contained may be treated by the Village as a breach of the Contract by the Contractor. The Village may terminate this Contract unilaterally upon at least thirty (30) days advance written notice to the Contractor in the event the Village determines there has been a breach of the Contract by the Contractor, provided that the Contractor will be given a reasonable period to cure any technical or non-material breach. The Contractor may terminate this Contract unilaterally upon at least one-hundred and eighty (180) days advance written notice to the Village in the event the Contractor determines there has been a breach of the Contract by the Village, provided that the Village will be given a reasonable period to cure any technical or non-material breach.

17. Notices.

Unless otherwise notified in writing, all notices, requests and demands shall be in writing and shall be personally delivered to or mailed by the United States Certified mail, postage prepaid and return receipt requested, as follows:

For the Village:

1. Village President
Village Hall

16250 South Oak Park Avenue
Tinley Park, Illinois 60477

2. Village Clerk
Village Hall
16250 South Oak Park Avenue
Tinley Park, IL 60477
3. Village Manager
Village Hall
16250 South Oak Park Avenue
Tinley Park, Illinois 60477
4. Village Director of Emergency Management and Communications
Village Hall
16250 South Oak Park Avenue
Tinley Park, Illinois 60477
5. Klein, Thorpe and Jenkins, Ltd.
20 North Wacker Drive, Suite 1660
Chicago, Illinois 60606
Attention: Tom Melody

For the Contractor:

1. President & Chief Executive Officer
1900 Garnet Ct.
New Lenox, IL
Attention: Thomas J. Vana
2. Lanting, Paarlberg & Associates
938 W. US 30
Schererville, IN. 46375
Attention: James Lanting

or such other addresses that any party hereto may designate in writing to the other party pursuant to the provisions of this Paragraph.

18. No Waiver of Right to Enforce Contract.

Failure of either party to this Contract to insist upon the strict and prompt performance of the terms, covenants, agreements and conditions herein contained, or any of them, upon the other party imposed, shall not constitute or be construed as a waiver or relinquishment of any party's right thereafter to enforce any such term, covenant, agreement or condition, but the same shall continue in full force and effect.

19. Paragraph Headings and Subheadings.

All paragraph headings or other headings in this Contract are for general aid of the reader and shall not limit the plain meaning or application of any of the provisions thereunder whether covered or relevant to such heading or not.

20. Authorization to Execute

The officers of Contractor executing this Contract warrant that they have been lawfully authorized by their Board of Directors to execute this Contract on behalf of the Contractor. The President and Clerk of the Village hereby warrant that they have been lawfully authorized by the Village Board to execute this Contract. The Contractor and Village shall, upon request, deliver to each other at the time of such request or the respective time such entities cause their authorized agents to affix their signatures hereto copies of all bylaws, resolutions, letters of direction, ordinances or other documents

required to legally evidence the authority to so execute this Contract on behalf of the respective entities.

21. Complete Agreement and Amendment.

This Contract sets forth all the promises, inducements, agreements, conditions and understandings between the parties hereto relative to the subject matter thereof, and there are no promises, agreements, conditions or understandings, either oral or written, express or implied, between them, other than are herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Contract shall be binding upon the parties hereto unless authorized in accordance with law and reduced to writing and signed by them.

22. Counterpart.

This Contract may be executed in two or more components, each of which taken together, shall constitute one and the same instrument.

23. Definition of Village.

When the term Village is used herein it shall be construed as referring to the Corporate Authorities of the Village unless the context clearly indicates otherwise.

24. Execution of Agreement.

This Contract shall be signed last by the Village and the President (Mayor) of the Village shall affix the date on which he signs this Contract on Page 1 hereof which date shall be the effective date of this Contract.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and attested and have caused their respective seals to be affixed hereto on the dates reflected by such signatures.

VILLAGE OF TINLEY PARK, an Illinois Municipal Corporation

By:


Village President

ATTEST:

By:


Village Clerk

Kurtz Ambulance

By:

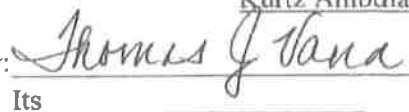

Its _____

Exhibit "A"

VILLAGE PAYMENTS TO CONTRACTOR*

<u>YEAR</u>	<u>MONTHLY CHARGE</u>	<u>ANNUAL CHARGE</u>
8/1/2014 to 7/31/2015	\$71,006.58	\$852,079.00
8/1/2015 to 7/31/2016	\$76,750.54	\$921,006.50
8/1/2016 to 7/31/2017	\$80,774.81	\$969,297.74
8/1/2017 to 7/31/2018	\$84,679.04	\$1,016,148.53

At the Village's option, any of the following cost saving options may be utilized by the Village during the duration of the contract.

Option A – Kurtz is able to utilize the current ambulance "quarters" located at the intersection of 159th and Harlem Avenue.

Annual Reduction – \$24,000

Option B – The Village of Tinley Park waives the Letter of Credit Requirement of the Contract

Annual Reduction- 1.0% of the total value of the Letter of Credit as mandated in Paragraph 11.

Option C – Kurtz would select one of the Lead Paramedics in a dual role as Contract Coordinator and Kurtz Top Management to perform the duties of account manager.

Annual Reduction - \$63,000

Option D – The Village of Tinley Park performs all 911 dispatch services related to the Contract

Annual Reduction - \$196,000

Option E (subsidy/cost sharing) –

All billing revenue collected by Contractor, or its agent, from or on behalf of service recipients, in excess of the “net annual collections” shown below will be paid to the Village less a 4% billing fee. It is understood that said payments to the Village shall only be for services provided by ambulances dedicated to the Village of Tinley Park.

<u>YEAR</u>	<u>NET ANNUAL COLLECTIONS</u>
8/1/2014 to 7/31/2015	\$1,535,400
8/1/2015 to 7/31/2016	\$ 1,558,431
8/1/2016 to 7/31/2017	\$1,581,807
8/1/2017 to 7/31/2018	\$1,605,534

It is understood that the Village shall have the right to select any of the previous options at the start of the Contract. In addition, the Village may select any remaining options for implementation, after the start of the Contract, with thirty (30) days written notice to the Contractor. Village cost savings achieved through implementation of these options shall be prorated if option(s) are selected after the start of the Contract.

EMS Billing Rates and Charges

Provider Name: Andres Medical Billing, Ltd.

Address: 3343 North Ridge Ave, Arlington Heights State: IL Zip Code: 60004

	Resident			Non-Resident			Mile (per mile)	
Year	BLS	ALS-1	ALS-2	BLS	ALS-1	ALS-2	Resident	Non-Res
1	\$800.00	\$1,000.00	\$1,200.00	\$1,000.00	\$1,200.00	\$1,400.00	\$15.00	\$15.00
2	\$800.00	\$1,000.00	\$1,200.00	\$1,000.00	\$1,200.00	\$1,400.00	\$15.00	\$15.00
3	\$800.00	\$1,000.00	\$1,200.00	\$1,000.00	\$1,200.00	\$1,400.00	\$15.00	\$15.00
4	\$800.00	\$1,000.00	\$1,200.00	\$1,000.00	\$1,200.00	\$1,400.00	\$15.00	\$15.00



Interoffice Memo

Date: October 10, 2017

To: Trustee Brady
Public Safety Committee

From: Chief Neubauer

Subject: Police Staffing Study

In August 2017, RFP 008 was sent out for the purpose of establishing a contract with a qualified firm to provide consulting services for a police department staffing analysis. Responses to this RFP were due on September 15, 2017.

Six companies responded to the Request for Proposal. Staff reviewed each proposal and selected three companies for further interview. Those companies were Northwestern Center for Public Safety, Alexander Weiss, and Resource Management Associates.

Arrangements were made for staff interviews, at which time Alexander Weiss withdrew. Subsequently, staff interviewed representatives of Resource Management Associates and Northwestern Center for Public Safety. Staff queried the companies about their process, methodology, experience, and resources. Staff members also checked company references.

Staff determined that Northwestern Center for Public Safety was best suited to conduct a staffing study for the Village of Tinley Park. This organization has conducted numerous staffing studies, and their methodology is taught throughout the Nation at their police executive course. The representative of Northwestern Center for Public Safety was able to provide a timeline of about 90 days to complete the staffing study.

Therefore, staff recommends to the Public Safety Committee that the Northwestern Center for Public Safety conduct the police department staffing study. Northwestern Center for Public Safety proposed a fee of \$30,250 to conduct the staffing study. Twenty-five thousand dollars has been budgeted in the FY 2018 police budget line item 30-000-72877.

acg

Proposal
To the
Tinley Park, Illinois Police Department
For A
Staffing Analysis Project
Presented by the
Center for Public Safety
Northwestern University
September 14, 2017

Our Understanding of Your Need

To promote quality of life and ensure both operational effectiveness and cost effectiveness in serving the community, the Village of Tinley Park is seeking the assistance of a professionally well-qualified third party to conduct an objective assessment of the adequacy of headcount and deployment of police department resources. The questions of particular importance to the Village include the following:

- What is the number of patrol officers and supervisors currently required to effectively respond to emergency and non-emergency demands, preventive and proactive policing, all other patrol tasks, administrative tasks, etc., while promoting the safety of the public and police officers?
- What are the gross patrol staffing requirements for the immediate future?
- What is the most effective plan, by shift and patrol area, to deploy patrol resources in response to geographical incidence of crime and demands for non-crime services?
- Which crimes, victims or police services require a more effective response?
- How productively are staff and resources used to conduct current operations?
- What are the projected future workload and service demands the police department may expect?
- What are the appropriate levels of personnel needed to conduct current and future departmental operations?
- What functions currently performed by the police department can be performed more effectively by alternative means and/or agencies?

The Northwestern University Center for Public Safety (NUCPS)

The Center for Public Safety is prepared to assist the Village of Tinley Park in this most important evaluation project. NUCPS was established at Northwestern University in 1936 (as the Traffic Institute) for the purpose of expanding the scope of university-level education and training in traffic safety. Since that time the Center has broadened its original objective to include training and consulting in police operations, police management and transportation engineering.

More than 250,000 representatives from federal, state and local law enforcement organizations, as well as members of foreign law enforcement agencies, have attended the Center's many and varied programs. In fact, the Center has taught more professionals in law enforcement and related fields than the next four largest American institutions combined.

NUCPS also serves the law enforcement community through its research programs, publications and on-site technical assistance. Thanks to the lasting and significant work of its faculty and staff, NUCPS has been instrumental in establishing traffic safety as a science and law enforcement as a profession, to the point where it is recognized as an international leader in both fields.

NUCPS staff conducted the pioneering “Police Allocation Manual (PAM) Project” for the National Highway Traffic Safety Administration, which developed an objective procedure for determining staffing for police patrol and traffic services for state, county and municipal services. The PAM procedure has received wide acclaim and is used by law enforcement agencies throughout the United States.

Our Approach to Meeting Your Need

In our experience, the successful completion of a staffing study project requires several key ingredients:

- Active support and personal involvement of the Chief of Police and top command of the department
- Establishing a sound understanding of the work situation and of the key organizational issues facing the department
- Access to and use of both quantitative data (e.g., calls for service, crime rates) and qualitative data (e.g., interviews, focus groups, surveys, reports) to provide the basis of the evaluation
- An evaluation team consisting of both an experienced researcher and a police executive with both operations experience and experience in resource allocation projects

Key Project Tasks and Timing

The proposed study will analyze the current staffing practices of the Tinley Park Police Department (TPPD) with the overall purpose of providing more efficient and effective operations for both current and future situations. To achieve a sound and effective evaluation of the TPPD’s structure and staffing successful completion of a total of fourteen (14) tasks in a period of approximately ninety (90) days is required:

Project Tasks

- 1.** Initial project planning meeting with the TPPD project manager
- 2.** Conduct interviews with the Chief and top command of the TPPD, to identify departmental goals and objectives, current operational issues, and the types of operational data available for analysis
- 3.** Conduct interviews with the Mayor, Village Manager and other elected and appointed officials, to determine their views on current and anticipated issues facing the police department
- 4.** Conduct focus group meetings with Operations Division supervisors and officers, to review operational and resource allocation issues
- 5.** Conduct focus group meetings with Administration Division supervisors, officers and civilian employees, to review operational and resource allocation issues
- 6.** Identify quantitative and qualitative information to be included in the analysis, including key determining factors (e.g., shift, day-off key), moderating factors (e.g., month or season, contract services for patrol) and outcome or performance factors (e.g., CAD and RMS data, service call and crime trends, response times, use of sick leave, etc.)
- 7.** Plan and conduct community surveys and/or meetings to provide input on crimes, victims or police services that require more effective response
- 8.** Collect quantitative and qualitative information identified in Task Five
- 9.** Review of TPPD plans, policies and procedures, employee manuals (represented and non-represented), reports and studies that relate to the police department, to identify any possible barriers to the efficiency and effectiveness of police operations
- 10.** Analyze quantitative and qualitative information to evaluate the current TPPD operations in order to determine staffing levels in accord with “best practices” used by comparable organizations; includes use of NUCPS’s Police Allocation Method (PAM) which analyzes call for service and time to handle calls to help set minimum staffing levels
- 11.** Identify key findings and develop conclusions and recommendations for any needed changes in policies, procedures, staffing levels and/or operations in order to improve the efficiency and effectiveness of the TPPD
- 12.** Prepare draft visual and written reports
- 13.** Review draft reports with TPPD project manager, Chief and top command, to identify suggested revisions and clarifications
- 14.** Formally present overall final report to TPPD and municipal officials

Project Time Line

Task	Content	Timing
1	Initial project planning meeting	Week 1
2	Conduct interviews with Chief and top command	Week 2
3	Conduct interviews with Mayor, Village Manager and other elected and appointed officials	Week 3
4	Conduct focus group meetings with Operations Division supervisors and officers	Week 3
5	Conduct focus group meetings with Administration Division supervisors, officers and civilian employees	Week 3
6	Identify quantitative and qualitative information to be included in the analysis	Weeks 2- 3
7A	Plan community surveys and/or meetings to provide input	Week 2
7B	Conduct community surveys and/or meetings to provide input	Weeks 3-5
8	Collect quantitative and qualitative information	Weeks 2-6
9	Review of TPPD plans, policies and procedures, employee manuals, reports and studies	Weeks 4-6
10	Analyze quantitative and qualitative information	Weeks 6-8
11	Identify key findings and develop conclusions and recommendations	Week 9
12	Prepare draft visual and written reports	Week 10
13	Review draft reports with TPPD project manager, Chief and top command	Week 11
14	Formally present overall final report to TPPD and municipal officials	Week 12

Expected Outcomes

1. Clear findings and conclusions concerning the adequacy, efficiency and effectiveness of current structure and staff allocation levels in the TPPD Patrol Division
2. Recommendations for any needed changes in policy, procedures and staffing levels, in order to meet current and future TPPD operational needs with efficiency and effectiveness

Project Staff

The project will be supervised and co-conducted by John Furcon, Director of the Center for Public Safety's Research and Consulting Division. Mr. Furcon has quite considerable experience in the conduct of human resources research and consulting projects in law enforcement agencies, including conducting Department of Justice-sponsored research and service as a Federal-court appointed consultant in the remedy of police personnel problems. His resume is attached.

Joining Mr. Furcon as co-consultant in the conduct of the project will be Mr. David Hare an experienced police administrator with extensive experience as both an educator and consultant in police department resource allocation. His resume is attached.

Project Budget

1. Staff Costs:
 - a John Furcon (70 hours@ \$175/hour = \$12,500)
 - b David Hare (140 hours @ \$125/hour = \$17,500)
 - c Total Staff Costs = \$30,000
2. Local Travel Costs:
 - a David Hare (5 round trips @ 100 miles/round trip x \$0.50 mile = \$250)
 - b Total Local Travel Costs = \$250
3. Total Proposed Project Cost \$30,250

References

Recent staff analysis projects conducted for:

1. Concord, North Carolina Police Department
 - a Gary Gacek, Chief of Police
 - b gacekg@concordnc.gov
 - c 704-699-9416
2. Vilas County, Wisconsin Sheriff's Office
 - a Sheriff Joseph Fath
 - b jofath@Vilascountywi.gov
 - c 715-891-0341

Insurance Certification

As per the attached Certificate of Insurance issued by the Rubicon Insurance Company, The Village of Tinley Park is named as an additional insured, but only as respects liability arising out of NUCPS' consulting services for the Village of Tinley Park's Police Department's Staffing Analysis Project.

Conflict of Interest Certification

As per the attached statement prepared by the Office of General Counsel of Northwestern University, there is no material or threatening issue that would prevent NUCPS from providing any and all services or would constitute a conflict of interest of appearance of impropriety in completing the Staffing Analysis Project.

David Hare
927 Robin Ct.
Antioch, IL 60002
Cell: 847 406-9319
david.hare@northwestern.edu

Professional Experience

*Adjunct Instructor in Resource Allocation
Northwestern University- Evanston IL 2006 to present*

*Chief of Administration
Lake County, Illinois Sheriff's Office- Waukegan, IL, present position*

*Chief of Police
Village of Round Lake Beach, IL 1992 to 2016*

Education and Professional Certifications and Activities

State of Illinois Certified Police Chief	
Member of Police Organization Committee, International Association of Chiefs of Police	
Master of Arts: Public Administration Roosevelt University, Chicago, IL	Dec 2006
FBI National Academy Session #223: Quantico, VA	Dec 2005
Northwestern University School of Police Staff and Command: Evanston, IL.	Dec 2002
Bachelor of Arts: Political Science Northern Illinois University, DeKalb, IL.	Aug 1990

JOHN FURCON

Center for Public Safety | Northwestern University | Telephone: 312-310-3650 | john.furcon@northwestern.edu

SUMMARY OF LAW ENFORCEMENT-RELATED CONSULTING QUALIFICATIONS

- Results-oriented consultant with proven skills in implementing large-scale organization strategy implementation and culture transformation projects and bringing them to fruition in a timely and effective manner.
- Extensive experience in improving and implementing all aspects of talent management—recruitment, selection, training, performance management, promotion, succession planning, and management development.
- Successfully completed a number of executive strategy definition, team-building and executive coaching workshops and engagements.
- Recognized expert in resolving workforce diversity and inclusion issues. Served as expert witness and court-appointed monitor in addressing discrimination and civil rights violations.
- Effective communicator evidenced by authorship of numerous publications, speaking appearances at professional meetings and business events and Adjunct Faculty service at several leading universities.
- Assisted a number of leading public sector clients including Federal (e.g., AMTRAK Police, U.S. Dept. of Justice, U.S. Postal Inspection Service), State (e.g., Illinois State Police, Massachusetts State Police), County (e.g., Cook County, IL Sheriff, Los Angeles County, CA Sheriff), and Major City police departments (e.g., Chicago, Detroit, Miami), as well as numerous mid-sized and smaller police agencies.

REPRESENTATIVE KEY ACCOMPLISHMENTS

- *Police Selection and Community Development*- For a major city recovering from tragic civil disorders, worked with a “blue ribbon” commission and city and police department executives to acknowledge police department deficiencies, validate and implement non-discriminatory police selection procedures, accelerate recruitment of qualified minority candidates and help restore public confidence in the police.
- *Organization Transformation and Culture Change*- For a 20,000 person police agency ordered by the Federal Court to address gender discrimination, conducted needs analysis work and worked during a six-year period with internal and external stakeholder groups to develop and implement ten change strategies (including all-member training to heighten awareness and build skills at all levels) to change on-the-job behavior, resulting in a 90% reduction in complaints of harassment and discriminatory conduct and withdrawal of Court Orders concerning the operations of the agency.
- *Major Cities and State Police Officer Selection* - For the U.S. Department of Justice, worked with five major cities and five state police organizations in a three-year project to perform quantitative job analysis work, define requisite capabilities, and then design, develop and validate a racially-fair job-related court-defensible written selection test for use by the nation’s 60 largest cities and 49 state police agencies..
- *Talent Management and Strategy Alignment* - For a major state police department, implemented improved selection and promotion procedures. This resulted in better qualified staff and avoidance of job discrimination lawsuits. Conducted extensive management training focusing on problem solving, communications, leadership, organization change and managing a diverse workforce. In addition, worked with senior leaders to define the organizations’ mission, goals and strategies, and developed and implemented performance management processes to ensure “line of sight” between individual, work unit and overall organization objectives and strategies.

PROFESSIONAL EXPERIENCE

NORTHWESTERN UNIVERSITY CENTER FOR PUBLIC SAFETY, Evanston, IL 2014-Present
Director, Research and Consulting

Leads consulting and research and development projects aimed at improving effectiveness of public safety agencies, contributing to achieving safer communities in the U.S. and abroad

TRANSFORMING TALENT & ORGANIZATIONS, INC., Orland Park, IL 2009-Present
President

Provides talent development and organization effectiveness consulting services to foster availability of "ready now" talent and to ensure needed organization change is achieved.

BUCK CONSULTANTS LLC, Chicago, IL 2002-2009
Principal and Market Leader

Provided domestic and international human resources, management development, culture change, and organization effectiveness consulting to improve customer service, talent management effectiveness, business process, and profit and service performance.

PRICEWATERHOUSECOOPERS LLP, Chicago, IL 1993-2002
Partner

Served domestic and global clients by providing talent management, management development, and organization development consulting assistance to facilitate business strategy implementation and achieve needed results with customers, key external stakeholders, employees, business process improvements, and profit and service performance.

ADDITIONAL EXPERIENCE

HARBIDGE HOUSE
Partner and Member of Board of Directors

THE UNIVERSITY OF CHICAGO, HUMAN RESOURCES CENTER
Program Director and Principal Investigator

DEPAUL UNIVERSITY SCHOOL FOR NEW LEARNING
Adjunct Faculty Member in Human Resources Management

NORTHWESTERN UNIVERSITY CENTER FOR PUBLIC SAFETY
Adjunct Faculty Member in Human Resources Management

OTHER ACHIEVEMENTS

Recognized in *Who's Who in America* and *Who's Who in the World*

Author or co-author of a number of articles, papers, reports, and psychological tests, including:

- "Workforce Engagement and Retention in the United States" (*Global View*)
- "Building 21st Century Senior Leaders " (*President and CEO Magazine*)
- "Best Boss Insights for Improving Employee Performance and Development" (HR Leader)
- "Municipal Police and State Highway Patrol Officer Selection Test" (*U.S. Department of Justice*)
- "Job Requirements Audit" (*University of Chicago*)

Representative presentations include:

- "Law Enforcement Executive Leadership Workshop on Strategic Planning" (Illinois Criminal Justice Information Authority Program)
- "Building a More Respectful and Respected Organization: *Bouman v. Baca*, the Policy of Equality and Respect-Based Leadership in the Los Angeles County Sheriff's Department" (Annual Meeting of the International Association of Chiefs of Police)
- "Encore Careers: Attracting and Retaining Older Workers" (Human Capital Institute webcast)
- "Talent Strategy and Transformation" (Human Capital Institute Talent Summit)
- "Talent Issues, Strategies and Transformation" (Chicagoland Learning Leader's Conference)

EDUCATION

THE UNIVERSITY OF CHICAGO, BOOTH GRADUATE SCHOOL OF BUSINESS, Chicago, IL
Masters of Business Administration in Organization Behavior

DEPAUL UNIVERSITY, Chicago, IL
Master of Arts in Psychology
DEPAUL UNIVERSITY, Chicago, IL
Bachelor of Arts in Psychology

MEMBERSHIPS

Society of Industrial and Organizational Psychology
Police Executive Research Forum
Human Resources Management Association of Chicago
International Association of Chiefs of Police
Illinois Association of Chiefs of Police (Recipient of 2009 President's Award)
The Chicago Council on Global Affairs
The University Club of Chicago
The World Future Society

CERTIFICATE OF INSURANCE

Date of Issue June 29, 2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

Producer Rubicon Insurance Company
c/o Office of Risk Management
Northwestern University
2020 Ridge Avenue, Suite 240
Evanston, Illinois 60208-4335

Insured

Northwestern University
633 Clark Street
Evanston, Illinois 60208

COMPANIES AFFORDING COVERAGE:

COMPANY LETTER A: Rubicon Insurance Company

COMPANY LETTER B:

COMPANY LETTER C:

COMPANY LETTER D:

COVERAGES: THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE		
A	GENERAL LIABILITY COMMERCIAL GEN. LIABILITY	X-MAL-GL 090117	9/1/2017	9/1/2018	GENERAL AGGREGATE	\$ 1,000,000
	PRODUCTS-COMP/OPS AGGREGATE				1,000,000	
	PERSONAL & ADVERTISING INJURY				1,000,000	
	EACH OCCURRENCE				1,000,000	
	FIRE DAMAGE				1,000,000	
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT	\$
	ANY AUTO					
	ALL OWNED AUTOS				BODILY INJURY (per person)	
	SCHEDULED AUTOS					
	HIRED AUTOS				BODILY INJURY (per accident)	
	NON-OWNED AUTOS					
	GARAGE LIABILITY				PROPERTY DAMAGE	
	EXCESS LIABILITY				EACH OCCURRENCE	\$
	UMBRELLA FORM				AGGREGATE	\$
	OTHER THAN UMBRELLA FORM					
	WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY				STATUTORY \$ (Each Accident) \$ (Disease-Policy Limit) \$ (Disease-Each Employee)	
	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS

The Village of Tinley Park is named as an additional insured, but only as respects liability arising out of Northwestern University's consulting services for the Village of Tinley Park's Police Department's Staffing Analysis.

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED BELOW, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

CERTIFICATE HOLDER

Village of Tinley Park
16250 South Oak Park Avenue
Tinley Park, IL 60477



's consulting services AUTHORIZED REPRESENTATIVE:

August 29, 2017

The Village of Tinley Park
16250 South Oak Park Avenue
Tinley Park, Illinois 60477

**Re: Northwestern University, Center for Public Safety
 Consulting Services for Police Department Staffing Analysis**

To Whom It May Concern:

To the best of our knowledge based on reasonable belief, as of the date hereof, there is no material or threatening litigation, or contractual or other business relationship, involving consultant or the principals, shareholders, officers, directors or employees that would prevent or limit the consultant from providing any and all of the services or would constitute a conflict of interest or cause the appearance of impropriety.

Sincerely,



Susan E. Wuorinen
Associate General Counsel

SEW:ldl

cc: David Bradford, Center for Public Safety



Interoffice Memo

Date: October 10, 2017

To: Trustee Brady
Public Safety Committee

From: Chief Neubauer

Subject: Public Safety Facebook Page

The Police Department, Fire Department, 911 Center, IT Department, and Marketing group have met to discuss developing a Public Safety Facebook Page. Discussions have centered around who will send the messages, the technology needed, criteria for sending messages, and who will follow up with any comments.

The group is working on developing policy, criteria, and training. A formalized plan should be available at the November Public Safety meeting. An update will be given at the Public Safety Committee meeting scheduled for October 10, 2017.

acg



Interoffice **Memorandum**

Public Works Department

Date: October 4, 2017

To: Kevin Workowski, Public Works Director

From: John Urbanski, Assistant Director

Re: License Plate Recognition & Security Camera Replacement Project

Presented for October 10th, 2017 Public Safety Committee Agenda discussion and possible action:

Background:

Tinley Park maintains over 100 security cameras placed across the Village to monitor selected areas. The Public Works, Police and IT departments were tasked with evaluating the existing and possibilities of new camera locations at the main roadway intersections into the Village. At the August 29th 2017 Public Safety Committee meeting a presentation was given to show the intersections in a prioritized rank as the Police Command Staff have deemed high profile areas. After committee discussion, Public Works staff was assisted with the research of the requirements at two intersections to date. These locations are 183rd & Harlem Ave. and the newly constructed 191st & Harlem Ave. / Oak Park Ave. intersections.

The intersections of 191st & Harlem / OPA will be recommended to coincide with the IDOT project which will extend 191st street to Oak Park Avenue. It is our recommendation to utilize the existing construction permit to install cameras and infrastructure along with the lighting adjustments on the original scope.

Based on the recommended locations, quantity of standard and LPR (License Plate Recognition) cameras, and required communication and power infrastructures, Public Works would like to request Committee approval to proceed to solicit quotes from the JOC (Job Order Contracting) process for installation at the initial intersections.

Description:

Work will consist of the removal and/or replacement or new installation of 8 cameras at each intersection with required communication devices; LPR technology locations to be determined by the Police Command Staff. Work will include verification that existing materials are up to current electrical code standards, necessary repairs and replacement of cameras with specified wireless communication devices or fiber optic. The work will also include related repairs as necessary to complete the work to meet current technology and the needs of Tinley Park Police Department..

Initial estimate per intersection

\$ 150,000.00

Staff Direction Request:

1. Approve request to proceed to solicit a quote from F.H. Paschen (JOC Contractor), for the Security Camera Replacements at the recommended intersections.



COMMENTS FROM THE PUBLIC

ADJOURNMENT