

TC3 OPERATIONS COMMITTEE MEETING MINUTES
JANUARY 21, 2022 @ 9:00 a.m.
MORTON FIRE DEPARTMENT CONFERENCE ROOM

Present: Ryan Beck, John Dossey, Mike Evans, Mike Foster, Tim Gillespie, Joe Kelley, Mike McIntyre, Trent Reese, Jeff Stevens

Also present: Hollie Davis, Mike Ercegovich, Sheila Fugitt, Reba Juergens, Rich Mendenhall, Sue Vansaghi, Karla Veatch

Chairman Dossey called the meeting to order at 9:00 a.m.

Motion by McIntyre to approve the meeting minutes as submitted for the October 8, 2021, November 19, 2021, November 24, 2021, November 30, 2021 and December 7, 2021 minutes. Seconded by Beck. All in favor.

Public Comments

There was discussion from TC3 employees regarding full-time, part-time status. There will need to be discussions via Labor/Management meetings to develop policy, work out items regarding daily operations, and discuss clarification of contract language. The contract states there needs to be 10 days notice to schedule Labor/Management meetings. It was noted that both sides can agree to waive the 10 day notice.

The Union stated that they will have a new representative replacing Rob Scott.

It was further noted that part-time employees are not covered by the union contract.

Introduction of Interim Director

Sue Vansaghi was introduced as the Interim Director of TC3. She is working on getting people hired and trained up. McIntyre stated that he appreciates her stepping up and taking on this role. There is a lot involved in what she is doing beyond getting people hired. She is also identifying issues and working through them to keep the operation moving forward.

Update – Status of TC 3

It was announced that Mike Ercegovich, Assistant Director will be retiring effective February 11, 2022. Mike has 37 years of service.

There are currently 17 full time dispatchers. 2 are starting on Monday. 3 are in training. 2 people have returned to part time status with a third one now working more hours. There are some part-time employees who may be interested in going to full-time.

Sue is working on the job description for the shift manager position.

The TC3 hiring committee is working to hire a Director through a consulting firm to do a formalized search for qualified candidates.

There is a plan in the works to get new hires through basic system training before putting them with a dispatcher to learn the radio.

Update – Mutual Aid Plan

At the present time TC3 is working to get full-time positions filled, then part-time, then mutual aid. Mutual aid will create a training program to have employees from departments get trained up to help work the radios in an emergency situation. They are working to get a list together of agencies who are willing to participate.

Over the Air Dispositions - Clearing

There is concern with over the air dispositions and explanations that are unnecessary and taking up excessive airtime. When a dispatcher identifies an issue with this, they should send it to Sue Vansaghi so she can make contact with the department involved.

Meeting Schedule Going Forward

The upcoming meeting schedule is being developed and has not been set at this time. Stevens made a motion that the regular meetings be aligned one week prior to the regular Governance Board meetings. Seconded by McIntyre. After discussion, Stevens made a motion to table the motion until more information is received. Seconded by McIntyre. All in favor.

Member Comments

Reeise asked for an update regarding the development of the training program. Karla Veatch has been working on development of a training program. She is working on guides to use for various scenarios. The goal is to get new employees through this portion of training before putting them with a dispatcher for training on the radio. The plan is to have 3 to 5 people at a time start training in a classroom setting at the Morton Center to go over CADS, sign in to the phone system, scenarios, and listen to radio traffic to get a feel for what they are listening for. There was discussion of departments assisting with simulations to develop the terminology that is used by the various departments and having new employees go to different departments to see their operation and/or ride alongs. There are a number of dispatchers who are willing to participate in the training process. She has reached out to dispatchers for input regarding the training process and has received a few responses so far.

Beck reported that he is currently working on the payroll system. He is working with Sarah Newcomb (HR Director, City of Pekin) to make sure that the payroll system works with Springbrook and employees are able to track their hours accurately. Payroll also needs to be coded correctly when entered.

Motion by Beck to adjourn, seconded by Stevens. All in favor.

Respectfully Submitted,
Lee Ann Wrhel