

**TC3 OPERATIONS COMMITTEE MEETING MINUTES**  
**MARCH 18, 2022 @ 9:00 a.m.**  
**MORTON FIRE DEPARTMENT CONFERENCE ROOM**

Present: Kevin Byrd, John Dossey, Mike Foster, Tom Haas, Dave Horn, Joe Kelley, Mike McIntyre, Jeff Stevens

Also present: Sheila Fugitt, Sue Vansaghi

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

Motion by Horn to approve the minutes as submitted for the January 21, 2022 meeting. Seconded by Byrd. All in favor.

Public Comments

Sheila reported that the union will be meeting with their new union representative attorney later today. Rob Scott agreed to step down. Insurance premiums have been a big issue. Many have had their premium increase significantly. Retention bonuses and sign on bonuses have been increased.

Status of TC 3

Sue reported that there have been 3 resignations recently, 1 full time, 1 in training, 1 part time. There are currently 2 in training, 3 in the background process, 1 ready to hire. The classroom training process needs to be set up again as the person who was involved in that process has resigned. Including the 2 in training there are 17. The ultimate goal would be to have 24 dispatchers.

Working towards having a floor manager on each shift. The managers need to be on board to cover shortfalls on the shift and work to solve issues that arise. They will have collateral duties and also work a console. With full staffing, the floor manager would be available to cover consoles to allow dispatchers to have a break during their shift.

There have been recent labor/management meetings so all can work together to move forward for the good of the whole organization.

- Use of Laptops  
Sue reported that E. Peoria and Washington Fire have not been using their laptops for logging mileage. Those involved will be reminded to use their laptops to log mileage instead of calling into dispatch.
- LEADS Agreements  
In order to stay compliant, new LEADS agreements need to be in place and signed. Sue is working on this.
- Policy Updates  
It was noted that Sue has the authority to change/implement/discontinue policies for TC 3 and then bring to the OPS Committee for the record. She submitted 2 policies as currently revised.

- SOP – Sick Leave Policy (Rev. 02/28/2022)
- SOP – Part Time Employee Hour Requirements (Rev. 02/27/2022)
- TC 3 – Chain of Command  
The goal will be to have shift managers in place to handle issues as they arise. All are asked to follow the chain of command. Those on the street should go through their department command for issues. If there is a complaint, all are asked to fill out the online form.
- Email Encryption  
CJIS requires email encryption when sharing certain information. McIntyre is working on this to meet CJIS rules. It requires the purchase of additional software.
- Equipment Workflow
- Probation (Calls for Service, Need for Laptops)  
There are some miscommunications. Sue has spoken with John Horan. She is looking to meet with him to resolve the issues. Probation is actually under Tazewell County Sheriff.

There was a question regarding the process to change nature codes. Sue will review the policy on this.

#### Update – TC 3 Director Recruitment

At this time, 7 candidates have applied and made it through the system with 4 being considered “5-star” candidates. The Board has approved to move ahead with hiring an administrative assistant to relieve the director of some day-to-day duties. The plan is to have the new director choose the deputy director.

#### Member Comments

Dossey reported that Mark Luft sponsored a bill to recognize dispatchers as first responders. It is now in the legislative process.

Foster asked about the status of Starcom. Dossey reported about meeting with Motorola earlier in the week. Most tower leases have been signed. Generators are being looked into at this time. Fleet mapping is wrapping up.

There was discussion regarding Animal Control asking dispatchers to run license plates and get driver’s license numbers/information when they are going out to a residence or to complete writing a citation. Dispatchers have asked Sue if they can give out this information to them. She is looking for direction. They do work under Tazewell County Sheriff. They don’t have LEADS certification. This will need to be discussed further with them and the Sheriff.

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

Respectfully Submitted,  
Lee Ann Wrhel