

VILLAGE OF LIBERTYVILLE
FIRE AND POLICE COMMITTEE

January 19, 2021
6:00 p.m.

AGENDA

Pursuant to the Open Meetings Act, as amended by Public Act 100-0640, the mayor of the Village of Libertyville, as the head of the public body, has made a determination that an in-person meeting is not practical or prudent because of disaster. Due to public health concerns this meeting will be conducted virtually.

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/327873229>

You can also dial in using your phone.

United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 327-873-229

1. Approval of Minutes: July 21, 2020
2. Police Department Updates
3. Fire Department Updates
4. Other Items
5. Adjournment

*Any individual who would like to attend this meeting, but because of a disability
Needs some accommodation to participate, should contact the
ADA Coordinator at 118 West Cook Avenue, Libertyville, Illinois 60048 (847) 362-2430
Assistive listening devices are available.*

VILLAGE OF LIBERTYVILLE
Fire and Police Committee

Minutes
Tuesday, July 21, 2020

A meeting of the Fire and Police Committee was held virtually due to the COVID-19 pandemic on Tuesday, July 21, 2020 at 6:00 p.m. at the Libertyville Village Hall. Those in attendance included Chairperson (Mayor) Terry Wepler and committee members Trustee Donna Johnson and Trustee Pat Carey. Others attending were Trustee Richard Moras, Trustee Jay Justice, Trustee Peter Garrity, Village Administrator Kelly Amidei, Deputy Village Administrator Ashley Engelmann, Fire Chief Rich Carani, Police Chief Clint Herdegen, Director of Community Development John Spoden, Director of Mostardo and Director of Public Works.

Approval of Minutes

Trustee Johnson made a motion to approve the Committee minutes of January 21, 2020. Trustee Carey seconded the motion, and the minutes were approved by a 3-0 vote.

Fire Department Updates

Ladder Refurbishment Update

The ladder tower recently had a setback when it was discovered that the frame rails failed inspection. Pierce contacted the Fire Department to inform us of the problem and desired direction moving forward to correct the problem. The contract for the refurbishment addressed the frame rails and had an estimated \$7,000 dedicated to sand blasting and painting the existing frame rails. To fix the problem and avoid delays, Pierce ordered new frames to replace the existing at no additional cost. The frame rails are in and the ladder tower is being reassembled. Pierce is still in full production through the COVID emergency and the truck is expected in June.

Lake County Consolidated 911 Update

The Lake County 911 Consolidation group has been working hard to finalize and produce a 911 implementation plan. The final implementation plan has been distributed for review and discussion among member agencies and their elected officials. The goal is to have all participants review the implementation plan and decide what level of participation they would like to continue with. The plan includes three tier levels moving forward. The 911 consolidation representatives will be expected to vote in March or April on the consolidation's future direction. Libertyville approved participating at full consolidation. Due to the COVID-19 crisis, the 911 consolidation vote is postponed.

Firefighter Candidate Testing

The Fire Department was in the middle of testing to approve an eligibility list when the COVID-19 emergency started. Currently we have 48 applications turned in and had to cancel our first scheduled written exam because of the lockdown. We have rescheduled the written test for May 9th and are working with our testing company to provide a safe testing environment while following appropriate social distancing requirements. The test will be held at the sports complex, one candidate per table with twelve feet distancing between tables. Candidates will be required to follow distancing guidelines and will be provided a mask if they do not have one. Chief Carani provided an update that 47 of 48 showed for the test and 21 passed.

Fire Prevention Bureau – Fire Marshal

Lt. Mike Weaver will be starting in the Fire Prevention Bureau beginning May 18th. WE hope Mike will adjust quickly to his new role. Mike has been tasked with several projects to help improve services in the Fire Prevention Bureau.

FSS Alarm Contract

The current FSS alarm contract is due to expire in December of 2020, FSS provides the infrastructure to transmit and record fire alarms in the Village and Fire District. Recently, Countryside Fire Protection District contracted with FSS to provide alarm monitoring for their District as well as the equipment needed at the Dispatch center. With the dispatch center coming on board with FSS, the most recent alarm transmitting technology was also installed at the dispatch center, for the Libertyville alarms to be received. The Libertyville infrastructure also needed to be upgraded. This upgrade took place in February and has been operating flawlessly with less phone calls and less trouble signals because of the upgrades. FSS would like to modify the current agreement early and renew for another five years. FSS is looking for a fee increase to cover the cost of upgrading the technology rates to our businesses. FSS had been flat for 10 years. The fee increase requested by FSS is about 19% and essentially, they are asking for \$6 more per alarm per month which is approximately \$39,000. After discussing this with the finance director we both agree that a 19% decrease in revenue is not acceptable. We are proposing a phased in approach over three years that would increase FSS renewal revenues while as well as increase the monthly cost of the alarm. Mayor Wepler asked if there were any other companies that could provide the service and would it be worth looking into. Trustee Johnson asked about due diligence and Trustee Garrity recommended a phased in fee approach.

Ambulance Billing

At the February budget meeting, Mayor Wepler requested the committee review ambulance billing for local nursing homes. Andres Medical billing is contracted to bill on behalf of the Village for all ambulance transports. The attached report provides a summary of ambulance billing history at the nursing homes and assisted living locations for the first quarter of 2020. The report indicates billing history for residents and non-residents. There are some inconsistencies being verified as part of the analysis and when it is a Medicare patient there is an approximate \$700 loss per patient that cannot be balance billed.

Police Department Updates

Eligibility Roster

An entry level police testing process is being planned for this summer depending upon COVID-19 restrictions. There are currently two police recruits in the police academy. To date they are doing well with their training. There is one police vacancy being held for review.

School Resource Office (SRO) – District 70

Officer Camillo has been selected as the next D70 SRO. Officer Camillo was well received during the interview process and will serve as an excellent resource officer once school opens again. In the meantime, he will remain assigned to a patrol shift.

Department Squad Cars

Squad cars ordered in May of 2019 are scheduled for production in July 2020. This will put the schedule behind on the new squad car rotations, but staff is working with public works to update the schedule.

School parades

Libertyville High School and Highland Middle Schools are planning to have end of the year drop-off parades. The department is working with the staff to minimize the disruption to the neighborhoods.

The Committee discussed the July 4th fireworks show and agreed to defer it this year due to the current COVID-19 outbreak.

Trustee Carey made a motion to adjourn the meeting, which was seconded by Trustee Johnson, the meeting was adjourned at 7:08 p.m.

Respectfully submitted,

Kelly Amidei, Village Administrator

Libertyville Police Department

To: Kelly Amidei, Village Administrator

From: Clinton J. Herdegen, Chief of Police

Ed Roncone, Deputy Chief of Police

Date: 1/11/2021

Re: Fire and Police Committee Meeting Agenda Items (1/19/2021)

Police Officer Entry Exam

Staff worked closely with an outside testing company and the Village of Libertyville Fire and Police Commission to complete the police officer entry level testing process. The police department received 65 applications for police officer with 44 candidates completing the written exam. A final eligibility list of 14 applicants was posted on November 25th, 2020. The police department diligently worked to hire two police officers for the current vacancies. However, the timeline for the background process, coupled with the pre-registration guidelines submitted by the police academy, did not allow for enough time to enroll in the January academy. The police department has reserved two training slots for the March 2021 police academy.

Sergeant's Promotional Exam

The written portion of the promotional exam for the rank of Sergeant has been scheduled for January 28th, 2021. Due to space restrictions associated with COVID-19 protocols, the written exam will take place at the Libertyville Fire Department (Station 1). COVID-19 protective protocols will be in effect during the administration of the written exam. The police department currently has 12 officers who have signed up for the written exam.

Staff

The police department currently has two vacancies due to retirements. We anticipate a third vacancy as one police officer has filed for a duty related disability pension. The police department has started the background process for the current vacancies.

Department Squad Cars

The police department received three Ford SUV Interceptors in the fall of 2020. These vehicles were ordered in May of 2019. However, production was halted by Ford due to ongoing issues attributed to the design change in 2020. All three are active in the fleet, with the last having started front line service in December of 2020.

Staff is exploring alternatives to the Ford SUV Interceptor for the 2021-2022 fiscal year should production delays continue. The current alternative being explored is the Chevrolet Tahoe designed for police utilization.

Flock Safety License Plate Reader Program (Update)

The Flock Safety License Plate Reader Program (LPR) has experienced implementation delays beyond the control of staff. The delays are attributed to the Illinois Department of Transportation (IDOT) who is not granting permission to the Village of Libertyville for the installation of LPRs on IDOT owned poles or right of ways. The optimal locations for the LPRs require IDOT permission. This lack of approval impacted any municipality who was requesting permission and was not isolated to the Village of Libertyville. We anticipate a resolution to this issue in the first quarter of 2021.

Body Worn Camera Program

Staff continues to explore body worn camera options which can integrate into other video-based technology systems deployed by the department. The department's staff continue to monitor Illinois draft legislation pertaining to body worn cameras. Staff is reviewing legislation which was recently signed into law for direction and guidance on the implementation and utilization of a body worn camera program. Staff is actively researching potential grant funding opportunities to work in conjunction with body worn camera funding proposed in the Village of Libertyville 2026 Capital Project Fund.

MEMORANDUM

TO: Clint Herdegen, Chief of Police

FROM: Sara Reed, Support Services Supervisor

DATE: December 8, 2020

SUBJECT: Administrative Adjudication & the Village of Lincolnshire

Recently Staff was approached by the Village of Lincolnshire to determine our interest in allowing them to join and utilize our Administrative Adjudication process for parking and ordinance violations as well as building and zoning code violations.

Currently, the Village of Libertyville utilizes Administrative Adjudication Hearings for parking, ordinance, red light, and building code violations. In addition, the Village of Libertyville has been administering hearings for the Village of Grayslake since 2013 and the Village of Green Oaks since 2018. The hearings are conducted on a monthly basis by an Administrative Hearing Officer. The hearing system has been in place for approximately 11 years and has been successful in reducing the workload of the Circuit Court, as well as obtaining compliance in building and zoning matters. Hearings are more informal and provide citizens the opportunity to present evidence and speak to the Hearing Officer at a one-on-one level to plead their case. Village staff time and overtime costs have been reduced by this process.

The Village is currently charged \$170/hour by our Administrative Hearing Officer and is usually billed for 2 to 2.5 hours per month for his time. Police Records staff serve as the clerks for the hearings while on-duty. In determining a fair proposal cost, it was previously discussed with the Hearing Officer, Lincolnshire would be given their own separate court call. The convenience of a separate court time would be extremely valuable when determining cost. We also evaluated the amount of staff time which would be required to process and manage Lincolnshire cases, and estimated it to be approximately 2 hour per month.

Based on the above information, I would propose the following costs on a per use basis:

Administrative Hearing Officer	**\$170.00/hour
Staff time	\$50.00
Administrative fee	\$25.00
Total projected billable cost per month	\$245.00

****Hearing Officer's hourly fee billed in 15min increments**

Police Department staff have already determined a preliminary workflow process between the two Village's should this agreement be established.

Based on the potential for cost recovery to the Village and a minimal impact to the current process and workload, Staff believes the project to be feasible and worth further exploration. A minimum 2-year contract would be suggested.

**Libertyville Fire
Department**

Memo

To: Kelly Amidei, Village Administrator
From: Richard Carani, Fire Chief *RMC*
CC: Ashley Engelmann
Date: January 19, 2021
Re: Fire and Police Committee Report – Fire

1. Lake County Consolidated 911 update (*Information Only*)

The Lake County 911 Consolidation group continues to meet through a virtual platform in an effort to keep the consolidation process on track. In December, the 911 Group working with our hired consultant CROWE, narrowed down the technology RFP to three vendors for best and final offers for CAD, Mobile, Police RMS, Fire RMS and jail RMS. The joint purchase for new technology is being vetted through Lake County's purchasing policies and procedures. As of January 6th, the 911 Group was working with one final vendor, this is a final review to assure this vendor meets all the requirements of the RFP. On January 14, the 911 Technology Group will be meeting with the vendor for a final presentation. If the vendor meets all the requirements, terms and conditions will be discussed. Once a final vendor is selected and hired, the 911 Group will have selected a consolidated technology platform for the County. Moving forward, all continuing participants will be expected to move to the new technology over a period of time. This is the first step moving towards full consolidation. It is very exciting to see the 911 Group reach this first milestone. Because the Village does not operate a Public Safety Answering Point (PSAP), we will not have control over when a change in technology occurs. We will be part of the conversation with Vernon Hills and we will be participating in the capital cost of the transition. Consolidation's purpose is for cost savings and economies of scale.

2. Firefighter/Paramedic Hiring (*Information Only*)

Currently, the Fire Department has four vacant positions caused by retirements and one permanent disability. During 2020 we conducted a testing process. We are expecting to have three firefighters hired and starting orientation on February 1st. The fourth candidate is in the background phase of the hiring process, we expect this position to be filled in March or April.

3. Emergency Triage, Treatment and Transport (ET3) (*Information Only*)

The Libertyville FD has joined forces with the Wauconda FPD, Greater Round Lake FPD, Grayslake FPD and the Mundelein FD to be part of a pilot program being offered by the Centers for Medicare and Medicaid Services (CMS) called ET3. Only six agencies in the state of Illinois were selected to be part of the pilot program, the 5 agencies named above and the Rockford FD. The program provides new opportunities for EMS to better serve our senior population (over 65) with two new capabilities: treatment and transport to an alternative destination such as an Urgent Care or Immediate Care facility, and treatment in place through the use of telemedicine. If the pilot program is successful, the new services are a game changer when it comes to the delivery of paramedic services to seniors in our community.

Treatment and transport to an Immediate or Urgent Care center for lower-acuity calls such as minor skin lacerations, mild allergic reactions, or simple sprains and strains can be handled very effectively at each of these centers without overburdening the emergency departments. Treatment in place, through the use of telemedicine is perhaps the most interesting opportunity for EMS to have at their disposal. Through telemedicine, patients will have the ability to see an Emergency Room Physician, Physician Assistant, or Nurse Practitioner and be treated and assessed by these medical personnel in real-time while at their home. They may not require transportation to an emergency room for minor treatments and this will most likely be seen as an improved service for those who only require minor non-emergent aid.

To become operational, agencies need telemedicine software and hardware. Fortunately, a grant which the Wauconda FPD applied for is covering the cost of the software “Backline” for the first year, a \$2,400 value. Eventually, there will be billing opportunities for the treatments provided by EMS under the telemedicine umbrella. Ordinarily there would be no charge for a non-transport, we believe there will be future billing opportunities through Medicare and Medicaid. We have committed our participation in this program for one year starting January 1, 2021, after the first year we will evaluate the program for future participation.

4. FSS Alarm Monitoring Agreement:

The FSS alarm monitoring agreement was reviewed by Village counsel in November and returned to FSS in December with multiple revisions. Since then, the Village and FSS have finalized the agreement with the exception of a liability issue. The issue at hand is who would be responsible to pay for a lawsuit regarding direct connection requirements. The Village has required direct connection for alarms for well over 30 years. What has changed is the removal of phone lines and the required use of a radio system now an IP system. This essentially required the need for a single vendor requirement.

Additionally, I am assuming that when/if we move into a consolidated dispatch center that the new center will not monitor alarms, this seems to be the case in large centers. We could still require alarms to be monitored but they would be monitored by a third party (central station) and sent to us after the central station received the alarm. This works except for the fact there is a delay in notification which we cannot control, and which could be detrimental if significant.

Another important point with giving up direct connect alarms is the revenue, about 200k per year. This would need to be made up and may very well be able to be made up through ambulance billing. Village Counsel will be in attendance at the meeting to assist in this discussion.