

VILLAGE OF LIBERTYVILLE
FIRE AND POLICE COMMITTEE

January 17, 2023
7:00 p.m.

AGENDA

Village Hall
118 W. Cook Avenue

1. Approval of Minutes: October 18, 2022
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.*

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VILLAGE OF LIBERTYVILLE
Fire and Police Committee

Minutes

Tuesday, October 18, 2022

A meeting of the Fire and Police Committee was held on Tuesday, October 18, 2022, at 7:06 p.m. at the Libertyville Village Hall. Those in attendance included Chairperson (Mayor) Donna Johnson and committee members Trustee Dan Love and Trustee Jim Connell (arrived approx. 7:10 p.m.). Others attending were Trustee Matthew Hickey, Village Administrator Kelly Amidei, Police Chief Ed Roncone, and Interim Fire Chief Mike Pakosta.

Approval of Minutes

Trustee Love made a motion to approve the Committee minutes of July 19, 2022. Mayor Johnson seconded the motion, and the minutes were approved by a 2-0 vote.

Police Department Updates

Chief of Police Roncone provided the following updates:

Staff Updates

- Probationary Officer Leena Wahlstedt and Probationary Officer Isaac Mendez are currently in Step 1 of the Field Officer Training Program.
- Officer Sokol is currently in Step 3 of the Field Officer Training Program.
- Finnegan Garrity was sworn in as police officer on September 9th, 2022 and now is attending the Police Training Institute in Champaign, Illinois.
- Lieutenant Roszkowiak was appointed to the rank of Deputy Chief on October 11th, 2022.
- Sergeant Jason Kapusinski was promoted to the rank of Lieutenant on October 11th, 2022.
- The department anticipates promoting a police officer to the rank of Sergeant before the end of the calendar year to fill the vacancy created by Lt. Kapusinski.
- The hiring of Finnegan Garrity as a Libertyville Police Officer created a Community Service Officer vacancy. The department anticipates hiring a new full time Community Service Officer prior to the end of the current calendar year

General Updates

Flock Safety License Plate Reader (LPR)

The installation of the LPR's remains contingent on the permitting process by the Illinois Department of Transportation (IDOT). Libertyville PD and numerous other departments in the area continue to experience extensive IDOT based delays in the permitting process.

Vehicle Fleet

The department recently received two of four Ford SUV's for patrol which were ordered in Q1 of 2022. The remaining two vehicles are expected to arrive within the next 30 days. However, supply chain issues continue to plague the auto industry which has delayed or cancelled the release of government-based purchasing agreements for fleet vehicles. The current fiscal year allocates funding for the replacement of one vehicle assigned to administration and one community service officer vehicle. Currently the status of

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the community service officer vehicle remains unknown with a high probability the order will be delayed into late 2023 or 2024. The replacement vehicle for administration is still waiting on Ford to release pricing which may not occur during the current budget cycle.

Therefore, the department has been actively pursuing acquisition options to prepare for fleet acquisition during the 2023-2024 fiscal year. The department in consultation with administrative staff and fleet services was able to implement a successful purchasing concept which includes the administrative vehicle noted above and 4 replacement vehicles assigned to patrol. This option moves the fleet from Ford based products to the Chevrolet Tahoe manufactured by General Motors. The department was able to leverage current pricing through an Iowa dealership which specializes in government fleet sales. The current Chevrolet Tahoe pricing is approximately \$4,000.00 more per vehicle than the 2022 Ford SUV pricing. However, the department has not received 2023 model year pricing from Ford which could bridge part if not all of the \$4,000.00 price variation. It is important to procure the vehicles early when able in order to ensure the replacement schedule is not significantly interrupted.

The Iowa dealership has sold numerous fleet-based vehicles to Illinois agencies who are facing the same issues associated with reduced inventory. The department can opt to remain on the production list at no cost to the village until the vehicles are assigned a VIN number and the village chooses to move forward with the acquisition by the Village Board. Additionally, the Village can choose to be removed from the list at any time without any associated costs.

The implementation of the above concept works towards a potential solution which ensures the department will continue to maintain current fleet rotation schedules.

Mental Health Wellness Program

Staff is recommending First Responder Wellness Center (FRWC) as a service provider for the department's mental health wellness program. Based on research, the department identified FRWC as high-quality provider of mental health-based services. FRWC currently provides mental health-based services to numerous police departments to include several local agencies (Lincolnshire PD, Vernon Hills, Mundelein, Deerfield, Highwood, Gurnee, and Lake Bluff).

FRWC provides the department with numerous services which include pre-employment psychological evaluations, annual wellness checks, individual or group critical incident debriefing, fitness for duty evaluations, and wellness training. Staff has provided additional documentation to this memorandum titled Appendix A for further review and discussion. The current 22-23 budget provides sufficient funding to implement the FRWC annual wellness program.

Staff recommends moving forward with FRWC as the department's provider of the annual wellness checks subject to village attorney review of the FRWC contract and approval by village administration.

SAFE T Act (Update)

The SAFE T Act implements additional legislative changes effective January 1st, 2023. Staff is reviewing policy and operational modifications which will coincide with the January 1st, 2023, legislative changes.

Local Ordinance and Intergovernmental Agreement

Staff continues to work on various Intergovernmental Agreements (IGA's) and Local ordinances with the Village Attorney.

Body Worn Cameras (Update)

Axon has begun shipping hardware components for the body worn camera program. The department continues to move forward on those aspects of the program which are independent of the body worn camera hardware to include identifying program administrators, camera hardware to include identifying program administrators, policy development, and implementation training. The department projects implementation of the body worn camera system will occur in Q1 of 2023

Community Updates

The department remains active in the community through various activities and events. The department participated in the Community Bike Ride and numerous other low-profile activities and events to ensure officers remain actively engaged in the community.

Fire Department Updates

Interim Fire Chief Mike Pakosta provided the following updates:

1. Consideration to Increase Ambulance Transport Fees:

The Fire Department and Village have not increased the ambulance transport fees in some time. Fees for service are currently at the 30th percentile using a 2020 Naperville Study of Rates comparing 95 Departments from 2020. Over the past few years, the Village has completed a cost report to reflect the true cost of service. We use these results to participate in the State's GEMT program which is a reimbursement program through Medicaid. Based on the average transport fees from the Naperville Study, consideration to increase LFD's transport fees should be discussed prior to the Village budget planning process. If the Committee recommends a fee change, it will be considered as part of the overall draft budget. The potential revenue increase from ambulance transports is approximately 12% annually.

The Committee agreed to recommend Interim Chief Pakosta's request for an increase in ambulance fees and include in the FY 23-24 draft budget.

2. MABAS (Mutual Aid Box Alarm System) is undergoing a revision to the IGA used by all participating agencies. Approval of the Master IGA must be made by the Village Board:

MABAS (Mutual Aid Box Alarm System) in partnership with IEMA (Illinois Emergency Management Agency) has established a statewide, non-discriminatory mutual aid response system for fire, EMS, and specialized incident operational teams. The system defines a resource response plan to any location within the state when the Governor orders a Declaration of Disaster. Day-to-day MABAS extra alarms are designed to provide the fast response of emergency resources to communities during ongoing emergencies. MABAS was created in the late 1960's. No major revision of the IGA (Intergovernmental Agreement) has been made since. MABAS expanded beyond Illinois in 1987. A minor revision was made to the IGA shortly after. The IGA was never designed to address the size and scope MABAS has today, totaling 2600 member departments in 6 states. MABAS legal counsel suggested that MABAS update the IGA. The MABAS Master Agreement is currently in draft form and will be finalized in the next few weeks. The Village Attorney has already reviewed the draft IGA and had no

questions or issues. Once the Master Agreement becomes finalized, a resolution to approve the IGA will go in front of the Village Board.

3. Consideration to Preorder an Ambulance Budgeted for FY 24-25:

The Village and Fire Department budget for a new ambulance every two years. This translates to each of the 5 ambulances having a 10-year lifespan of service (6 years as frontline and 4 years as reserve). The FD placed an order with Foster Coach to replace A463 in May 2022. The build time typically has been roughly one year. The total cost including a cardiac monitor, power cot and power load was \$386,000. Due to the current state of production affecting many industries, this build will not be completed until late 2023 or early 2024. Additionally, the cost to purchase has increased over 15% in the past 6 months (\$450,000). Due to supply chain delays, cost increase projections, and time delays for delivery, Staff should consider early preorder and commitment of the next ambulance purchase to better stay in-line with the vehicle replacement schedule. Staff also should work with the finance department to adjust the capital budget for future vehicle replacements due to the unforeseen increase in cost.

- **Ambulance 463** – Planned replacement for **FY22-23** budget forecasted \$350,000.
 - Cost came in at \$380,618 – minus prepayment discount and performance bond (actual cost = \$385,929)
 - FD using remaining capital funds and fire fund to pay for additional cost.

- **Ambulance 462** – Planned replacement for **FY24-25** budget forecasted \$365,000.
 - Projected cost for new ambulance currently is \$450,000
 - No prepayment discount is being offered
 - Cost difference of \$85,000 will be addressed in the vehicle replacement capital planning phase held in January, 2023.

Horton/Foster Coach are similar to Pierce/Macqueen in that they are reputable, produce a good quality product, relatively local (Foster in Sterling, IL), and have withstood the volatile ambulance production market and remained a leader in the ambulance production industry. Therefore, it is recommended to continue our purchasing with Horton/Foster Coach due to ease of maintenance by Village Fleet Services, quality and ruggedness of the product, and their continued commitment in providing excellent warranty and ongoing product support throughout the life of the vehicle.

Trustee Love made a motion to adjourn the meeting, which was seconded by Trustee Connell, the meeting was adjourned at 8:23 p.m.

Respectfully submitted,

Kelly Amidei, Village Administrator

Libertyville Police Department

To: Kelly Amidei, Village Administrator

From: Ed Roncone, Chief of Police

Date: January 12th, 2023

Re: Fire and Police Committee Meeting Agenda Items – January 17th, 2023

Staff Updates

- Probationary Officer Leena Wahlstedt and Probationary Officer Isaac Mendez are currently in Step 3 of the Field Training Program.
- Finnegan Garrity graduated from the Police Training Institute in Champaign, Illinois on December 15th, 2022. Officer Garrity is currently in Step 1 of the FTO program.
- Officer Bill Mitchell retired on January 4th, 2023, with 20 years of service to the Libertyville Police Department.
- Maxwell Rebman was sworn in as a police officer on January 5th, 2023, and is now attending the Police Training Institute in Champaign, Illinois.
- The department currently has a vacancy for the rank of Sergeant. I anticipate promoting a police officer to the rank of Sergeant in Q1 of 2023.
- The department anticipates completing the hiring process for a new full-time Community Service Officer by the end of January.
- Records Assistant Jennifer Tiess resigned on December 30th, 2022, to pursue a full-time position with the Lake County Sheriff's Office as a court deputy. The department has posted the vacancy and expects to have a new employee hired by mid-February 2023.
- The department is currently in the background phase of the hiring process for a part-time Evidence Custodian.
- On January 7th, 2023, the department held a written exam for the position of entry level police officer. The department received 72 applicants. Of the 72 applicants, 30 attended the written test. The Libertyville Fire and Police Commission will be conducting interviews of the applicants who passed the written exam.

- The Libertyville Fire and Police Commission met on December 28th, 2022. During the meeting, the Commission approved changes to the Libertyville Fire and Police Commission Rules and Regulations which allow the department to pursue lateral entry candidates. During recent contract negotiations with the Fraternal Order of Police Lodge #33, the department's management team was able to negotiate a lateral entry salary and compensation package as part of the current collective bargaining agreement. The department anticipates commencing the lateral entry process for police officers in late January or early February of 2023.

General Updates

Flock Safety License Plate Reader (LPR)

The installation of the LPR's remains contingent on the permitting process by the Illinois Department of Transportation (IDOT). The Vernon Hills Police Department's application for LPR's was recently approved by IDOT. I anticipate the Libertyville application will be approved in Q1 of 2023.

SAFE T Act (Update)

The SAFE-T Act implements additional legislative changes effective January 1st, 2023. A third trailer bill was passed to address some of the concerns stemming from the original bill. The department has disseminated a training directive to address the portions of the SAFE-T Act which effects law enforcement operations as of January 1st, 2023.

On December 31st, 2022, the Illinois Supreme Court issued the following order "Any Supreme Court Rule amendments or orders entered associated with the Pretrial Fairness Act that would become effective on January 1, 2023, are hereby held in abeyance until further order of this Court". Although this portion of the SAFE-T Act effects the court system, staff continues to monitor the court proceeding for any potential impact on the department.

Local Ordinance and Intergovernmental Agreement

Staff continues to work on various Intergovernmental Agreements (IGA's) and Local ordinances with the Village Attorney.

Body Worn Cameras (BWC's) (Update)

The department continues to move forward with the implementation of the BWC program. The hardware installation has been completed and we anticipate the camera testing phase to begin in late January of 2023. I anticipate full implementation by the end of Q1 2023.

During the hardware and training phase of the body worn camera program, we noted the below issues with the integration of the Taser 7 and the body worn camera. The department does not currently issue each officer their own Taser 7.

The department's current Tasers are issued at roll call to the incoming officers who then turn the Taser back in at the end of their shift. The 15 Tasers are shared among the patrol shifts, detectives, and school resource officers.

The issues noted included the following:

- The department has outfitted each officer with their own Axon BWC. The camera is linked to a software program called Evidence.com. Evidence.com is used in all facets of the cameras operation to include the assigned officer's activation logs, video evidence submission, and tagging/ labeling of video evidence.
- Activation of the Taser is one of several triggers which automatically initiate the recording of BWC's and In-Car cameras within a certain range. In order to facilitate this function, the Taser must be assigned to a specific officer to successfully track video evidence and activation logs.
- Shared Tasers will require supervisors to manually assign a Taser to each officer at the beginning of the shift. This factor does not account for split shifts which will require an additional assignment during the shift.

Based on the above, I propose moving forward with the purchase of 25 additional Taser 7's to eliminate the above issues while also increasing accountability, reducing wear issues, and ensuring all officers have a Taser regardless of assignment or special event.

Staff has been working with Axon to develop purchase options which will address the above while also maintaining fiscal responsibility. The department has negotiated the ability to retain 2022 Axon pricing through January 31st, 2023, based on the approval of the village administration and the village board. The additional costs would be incorporated into the Capital Improvement Project Fund (Technology Equipment for Police and Fire Fund). This capital fund is currently utilized to purchase Axon body worn cameras and Axon squad car video systems. The total acquisition price for the additional Taser 7's would be \$70,200. The purchase amount would be distributed over 5 years or an average cost of \$14,040.03 per year. The five-year distribution of costs would mirror the purchase agreement for the Axon body worn cameras and the Axon squad car video systems.

Community Updates

The department remains active in the community through various activities and events. On December 17th, 2022, the department partnered with the Vernon Hills Police Department in the VHPD annual "shop with a cop". Staff will evaluate participation in the program to determine if LPD will continue the partnership with VHPD or develop a program solely facilitated by LPD.

Memo

To: Kelly Amidei, Village Administrator
From: Michael Pakosta, Interim Fire Chief
Date: January 12, 2023
Re: Fire and Police Committee Report – Fire

1. Personnel Update

The Fire Department is currently at full staff, with the exception of the Fire Chief position. Additionally, one Lieutenant currently is on light-duty. Our current firefighter eligibility register will expire Fall of 2023. We will be testing again prior to the list expiring. Similarly, the Assistant Chief's eligibility list expires in early 2024. We will be completing this Promotional Exam this Fall. The Department is also in the middle of the Lieutenant's Promotional Exam and will have a new eligibility list in March of 2023. Overall, 2023 will be a busy year for updating our eligibility lists.

2. Consideration to Preorder an Ambulance Budgeted for FY 24-25 (UPDATE)

During the October 18th, 2022 Fire and Police Committee Meeting, the Fire Department discussed a recommendation to commit to a preorder on an ambulance that is scheduled to be replaced during FY25. The Committee requested a second quote on a comparable replacement. Currently, the Fire Department has an ambulance on order with Horton/Foster Coach. Due to delays caused by materials shortages, this ambulance will not be delivered until late 2023 or early 2024. The final cost for this current build is \$380,618. This is an increase of over \$66,000 from 2020 (21%).

The Fire Department received two comparable quotes for our future build:

1. Horton/Foster Coach - \$457,102
2. Macqueen/Demers - \$443,738

This is an additional 21% increase in pricing from less than a year prior. It is recommended to continue our purchasing with Horton/Foster Coach due to ease of

maintenance by Village Fleet Services, quality and ruggedness of the product, and their continued commitment in providing excellent warranty and ongoing product support throughout the life of the vehicle. Horton/Foster Coach is similar to Pierce/Macqueen (firetrucks) in that they are reputable, produce a good quality product, relatively local (Foster in Sterling, IL), and have withstood the volatile ambulance production market and remained a leader in the ambulance production industry. Staff will discuss options on securing current pricing by committing to future purchases.

3. Fire Department Proposed Goals for FY24:

The Fire Department is working on developing a pilot program to help with recruitment efforts in the fire service and at our department. Staff is developing a cadet-like program in the efforts to teach people about the fire service. This program will consist of classroom training and practical exercises that occur semi-monthly at the fire station. Interested participants will have the opportunity to learn about all the disciplines in the fire service including EMS, fire suppression, and specialized response. The goal of this pilot program is to provide funds in FY25 and grow participation to ultimately increase the pool of qualified applicants that want to become firefighters. Additionally, this program will make our personnel better and increase comradery and loyalty.

New Fire Department Recruitment Video is available for viewing on the Department YouTube page @libertyvillefiredepartment.