

Illinois APCO Operating Procedures Committee

MEETING MINUTES

Monday, September 20, 2004

2004 Committee Members:

Tom Carrico, Cahokia Police Department
Ed Milam, Pleasantview Fire Protection District
Jim Richardson, Gurnee Police Department
Gina Schneider, Lake County Sheriff's Communications
Chuck Wrede, Tri-Com Central Dispatch

Call to Order:

Chairman Chuck Wrede called the meeting to order at 11:04 a.m. at the Lake County Sheriff's Communications Center, 1303 N. Milwaukee Avenue, in Libertyville. The main purpose of the meeting was to review the nominations for this year's communications awards and select the winners by vote.

Roll Call:

Members Present:

Ed Milam
Jim Richardson
Gina Schneider
Chuck Wrede

Members Absent:

Tom Carrico (Voted in absentia)

Welcome & Opening Remarks:

Chuck welcomed the committee members and thanked them for their time and effort spent on studying the 14 nominations that were received.

Chuck said Tom would be unable to attend the meeting because he was away on vacation. Tom had earlier e-mailed his votes to Chuck.

Eleven (11) nominations were submitted for the "Telecommunicator of the Year Award." Three (3) nominations were submitted for the "Line Supervisor of the Year Award." No nominations were submitted for the "Communications Director/Manager of the Year Award" or the "Technician of the Year Award. Therefore, only two (2) awards will be presented this year.

Review of Award Criteria:

Chuck brought a copy of the award criteria in case it was needed for reference during the discussion and evaluation of the nominations. He did not take time to read this information aloud because the committee members felt they were adequately familiar with it.

Determine Fair Method of Evaluating Nomination from Lake County:

Chuck noted that one of the nominations for “Telecommunicator of the Year Award” was received from Gina’s agency, Lake County Sheriff’s Communications. (Gina did not submit this nomination herself.) In accordance with past practice, the committee agreed that Gina would not vote in this category, nor would she discuss the nomination from her agency. She would participate in the discussion of the other ten (10) nominations for the telecommunicator award.

Gina would be allowed to fully participate in the discussions for the “Line Supervisor of the Year Award,” and would vote in this category.

Discuss & Rank Nominations:

Chuck requested that, following the discussions in each award category, the committee members rank the nominees by assigning a score of one (1) to their top choice, two (2) to their second choice, and so on. The nominee with the fewest total points would win the award. The committee members agreed with this method for ranking the nominees.

Line Supervisor of the Year:

The committee reviewed the nominations for “Line Supervisor of the Year.” The nominees were Jerry Chapman of Du-Comm, Stacy Guercio of Du-Comm and Brent Reynolds of Deerfield PD.

Following a lengthy discussion of each nomination’s strengths and weaknesses, Chuck asked Gina, Ed and Jim for their rankings of the nominees and added his and Tom’s scores. Mr. Reynolds had the fewest total points and, therefore, was voted the winner of the “Line Supervisor of the Year Award.” Mr. Chapman was the first runner-up.

Telecommunicator of the Year:

The committee reviewed the nominations for “Telecommunicator of the Year.” The nominees were Brenda Beckwith, SouthCom Combined Dispatch Center; Maria Burk, Hickory Hills PD; Carolyn Bunnell, Deerfield PD; Terry Costello, SouthCom Combined Dispatch Center; Cheryl Cross, Lake County Sheriff’s Office; Jennifer Dixon, Illinois State Police; Lori Hagi, CenCom E9-1-1; Amy Kosinski, West Suburban Consolidated Dispatch Center; Jennifer Santucci, Broadview PD; George Satala, Du-Comm; Donna Veleta Brown Monk, Waukegan 9-1-1.

All of the committee members had studied the nominations prior to the meeting and had assigned initial rankings to each. Early in the discussion, Chuck asked the committee members for their initial rankings of the nominations. All of the members, including Tom, had the same people ranked among the top five (5) spots (not in the same order). The group agreed to focus on this group of five (5) nominations and eliminate the remaining six (6) from further consideration.

A lengthy discussion and evaluation of the top five (5) nominations ensued. Afterward, Chuck asked Ed and Jim for their rankings of the nominees and added his and Tom's scores. Ms. Kosinsky had the fewest total points and, therefore, was voted the winner of the "Telecommunicator of the Year Award." There was a tie for the first runner-up, so Gina was allowed to cast the tiebreaking vote since neither nominee was the one from her agency. Ms. Dixon was then voted first runner-up.

Vote to Approve Committee's Selection of Award Winners & Runners-Up:

Chuck asked if anyone had further comments regarding any of the nominations. Hearing none, he entertained a motion to approve the award winners and runners-up as follows:

LINE SUPERVISOR OF THE YEAR:

Brent Reynolds (Winner)
Jerry Chapman (1st Runner-Up)

TELECOMMUNICATOR OF THE YEAR:

Amy Kosinski (Winner)
Jennifer Dixon (1st Runner-Up)

Jim moved to formally approve the list of award winners and runners-up as read by Chuck. Ed seconded the motion, which then passed by unanimous vote.

As the committee liaison to the Illinois APCO Executive Board, Gina will officially report the voting results at the Board's next meeting.

Discuss Remaining Steps of 2003 Awards Program:

The committee discussed the remaining steps of this year's awards program. Chuck will complete the minutes of today's meeting and send them to the committee members and Sherrill Ornberg, the president of Illinois APCO. He will advise the nominators and award winners as soon as possible. Follow-up letters will also be sent to the nominators and nominees thanking them for their support of the program and congratulating them on their awards/nominations.

Chuck will contact Sherrill to discuss the ordering of the plaques for the winners and nominees and to coordinate the conference registrations and hotel arrangements for the winners.

Chuck said he will not be able to attend the entire APCO-NENA-ICC conference in October, but plans to be there to present the awards at the Monday evening banquet.

As in past years, the award winners and nominees will be welcomed by the committee and Illinois APCO officers upon their arrival at the conference. This will take place about a half hour before the opening of the vendor area Sunday evening. The group will gather in the hotel lobby near the hotel registration desk. (The hallway near the conference registration desk might be a little crowded for a meeting of this type.) Chuck will be in contact with Sherrill, Greg Riddle and the members of the operating procedures committee to work out the details, and will provide instructions to the award recipients accordingly.

It was mentioned that there was a lack of participation at this welcoming session last year by the chapter officers. The officers will be reminded to attend this gathering if possible this year. However, the committee agreed that the primary reason for this session is to welcome award winners and nominees who may be attending the conference alone and may not be acquainted with anyone else in attendance. If necessary, the members of the Operating Procedures Committee can accomplish this objective without assistance from other chapter officers.

During the award presentations at the banquet, Chuck will recognize the 2004 APCO International Awards won by William Janes and Denise Pavlik.

Consider Any Improvements to the Award Criteria, Selection Process, Presentations, Etc:

Chuck said he has been in touch with APCO International's awards committee to discuss the planned changes/clarifications to their award criteria. He said Illinois APCO's award criteria should be changed accordingly to ensure that the winners will be eligible for the international awards. A representative of APCO International's awards committee told Chuck the new criteria will be posted on the website in the near future.

Chuck asked if anyone had any other suggested improvements or concerns related to the award criteria, selection process, notifications, presentations, etc. No one had any additional items to discuss.

Adjournment:

No one had any other business to address, so the meeting was adjourned at 12:54 p.m.

Respectfully submitted,

Chuck Wrede

Charles H. Wrede, Chairman
Illinois APCO Operating Procedures Committee