

Illinois APCO Operating Procedures Committee

MEETING MINUTES

September 9, 2010

2010 Committee Members:

Jennifer Baustian, Kane County Emergency Communications
Tom Carrico, Cahokia Police Department
Kevin Diluia, Northwest Central Dispatch
Kevin Howell, QuadCom 9-1-1 Regional Dispatch
Ed Milam, Pleasantview Fire Protection District
Brent Reynolds, Village of Glenview Police Department
Chuck Wrede, Tri-Com Central Dispatch

Call to Order:

Chairman Chuck Wrede called the meeting to order at 1:05 p.m. at Tri-Com Central Dispatch in St. Charles. The primary 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:

Kevin Howell
Chuck Wrede
Kevin Diluia (by speakerphone)
Ed Milam (by speakerphone)
Brent Reynolds (by speakerphone)

Members Absent:

Jennifer Baustian
Tom Carrico

Welcome:

Chuck welcomed the committee members and thanked them for their time and effort spent on studying the eight (8) award nominations that were received. Chuck and Kevin H. met at Tri-Com for the meeting. Kevin D., Ed and Brent participated by speakerphone via the APCO conference bridge. Jennifer and Tom could not join the meeting, but e-mailed their votes and comments in advance.

Three (3) nominations were submitted for the "Telecommunicator of the Year" award, three (3) for "Technician of the Year," one (1) for "Trainer of the Year" and one (1) for "Director/Manager of the Year." No nominations were submitted for "Line Supervisor of the Year" this year.

Restriction on Dual Nominations:

Chuck said we received a dual nomination (2 people included in one nomination) in 2 categories this year. Two (2) people were named in a nomination for “Telecommunicator of the Year” and two (2) were included in a nomination for “Technician of the Year.” Chuck said he didn’t remember ever receiving dual nominations in past years, and asked the committee how we should handle this. He said he didn’t think it would be appropriate to select one person from a dual nomination as that might be contrary to the nominator’s intent and could create hard feelings. Ed also pointed out that the awards program is budgeted for only one (1) winner in each category. (Winners receive complimentary conference registrations and hotel accommodations.)

After further discussion, the committee members agreed that a nomination should be restricted to one (1) person. More than one (1) person may be nominated by the same person or agency, but a separate nomination must be submitted for each. Chuck will contact IL APCO President Jason Kern to ask for the Executive Board’s approval to add this to the award rules.

Award Committee’s Right to Reject All Nominations:

Chuck said he previously thought the award criteria stated that the awards committee has the right to reject any and all nominations in a particular category and not present the award that year. However, this information is not spelled out in the criteria. Chuck said he feels that, if the committee determines that the nominees in a particular category are unqualified or unsuitable for this recognition, no award should be given. This authority would be needed in the case of only one (1) or two (2) nominations being submitted in a category and neither being of sufficient quality to win the award. Fortunately, Chuck said he can’t remember the committee ever being faced with this particular problem, and it certainly isn’t an issue this year. But it is a possibility, especially when only one (1) or two (2) nominations are received in a particular category.

The other committee members agreed that the committee should have this right and that the award criteria should clearly state this. Chuck will contact President Kern to ask for the Executive Board’s approval to add this to the award rules.

Chuck will draft a revised set of criteria with additional language that addresses the above two (2) issues. He will e-mail this to President Kern and the awards committee.

Discuss & Rank Nominations:

As in past years, the committee members chose to 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 was the winner.

Director/Manager of the Year:

The committee reviewed the sole nomination for “Director/Manager of the Year.” It was for Steve Rauter of WESCOM in Plainfield. The nomination was submitted by Chief David Riddle of the Channahon Fire Protection District. The committee reviewed and discussed the nomination and agreed that Mr. Rauter was very deserving of this honor.

Trainer of the Year:

The committee reviewed the sole nomination for “Trainer of the Year.” It was for Jamie Koziol of the City of Chicago Office of Emergency Communications. Ms. Koziol was nominated by Martin Doyle, Training Manager at Ms. Koziol’s agency. The committee reviewed and discussed the nomination and agreed that Ms. Koziol was very deserving of this honor.

Line Supervisor of the Year:

No nominations were received in this category, so no award will be given.

Technician of the Year:

The committee reviewed the nominations for “Technician of the Year.” The nominees were John Allen of Chicago Communications in Elmhurst, nominated by Tom Treichler of the same firm; Steven Winnecke of Lake County ETSB, nominated by Jeannine Thompson of the same agency; and Jim Ariagno & Dale Murray (dual nomination) of Will County 9-1-1 ETS, nominated by Caryn DeMarco of the same agency.

The committee members discussed the strengths and weaknesses of each nomination and gave their scores. Mr. Winnecke was voted the winner in this category. Mr. Allen was the 1st runner-up.

Telecommunicator of the Year:

The committee reviewed the nominations for “Telecommunicator of the Year.” The nominees were Susie Davis of Northwest Central Dispatch in Arlington Heights, nominated by Rocella Robers & Sue Cooper of the same agency; George Satala of Du-Comm in Glendale Heights, nominated by Marie Smit of the same agency; and Mary Lage & Tress Wheeler (dual nomination) of Macomb-McDonough County Communications Center, nominated by Noel Oliver of the same agency.

The committee members discussed the strengths and weaknesses of each nomination and gave their scores. Mr. Satala was voted the winner in this category. Ms. Davis was the 1st runner-up.

Vote to Formally Approve 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 formally approve the award winners and runners-up as follows:

TECHNICIAN OF THE YEAR

Steven Winnecke (Winner)
John Allen (1st Runner-Up)

COMMUNICATIONS DIRECTOR/MANAGER OF THE YEAR

Steven Rauter (Winner)

TRAINER OF THE YEAR

Jamie Koziol (Winner)

LINE SUPERVISOR OF THE YEAR

No nominations

TELECOMMUNICATOR OF THE YEAR:

George Satala (Winner)

Susie Davis (1st Runner-Up)

Kevin H. moved to formally approve the list of award winners as read by Chuck. Brent seconded the motion, which then passed by unanimous vote.

As the committee liaison to the Illinois APCO Executive Board, Ed will officially report the voting results at the Board's next meeting. In the meantime, Chuck will e-mail the results to President Jason Kern and 1st Vice President Jim Richardson.

Consider Suggestion to add "Educator Team of the Year" Award Category:

Chuck referred the committee members to their copies (printouts) of an e-mail he received on August 26th from Terri Costello of the Chicago Office of Emergency Communications. Ms. Costello suggested that a new award category be added for "Educator Team of the Year."

The group discussed this suggestion and decided not to add any new award categories this year. People who serve in this capacity (trainer/educator) may be individually nominated for "Trainer of the Year."

Chuck will reply to Ms. Costello with the committee's decision.

Discuss Remaining Steps of 2010 Awards Program:

The committee briefly discussed the remaining steps of this year's awards program. Chuck will complete the minutes of today's meeting and e-mail them to the committee members and Illinois APCO President Jason Kern and 1st Vice President Jim Richardson. 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.

Award winners will receive complimentary IPSTA conference tuition and hotel accommodations. Rooms have already been reserved at the Crowne Plaza Hotel in Springfield. The conference will be held October 17-20.

Chuck will attend the conference and will be at the Monday night banquet for the awards presentations. He will also contact Sherrill Ornberg to discuss the ordering of the plaques for the winners and nominees.

Chuck said President Kern wants to talk to him about some changes to the award presentations. Ed said the Executive Board would like to do some type of multi-media presentation for the

awards, similar to what is done at the APCO International conference each year. Photos of the winners and nominees will be needed. Ed said John Mostaccio of Du-Comm has expertise in this area and may oversee the production of the multi-media presentation. Brent, Kevin H. and Chuck also volunteered to assist with this project.

The committee discussed possible ways to generate more interest and publicity in the awards in order to encourage more nominations. One idea was to create a nomination packet that would include instructions and guidelines for assembling and writing a nomination. This could be downloaded from the IL APCO website. The committee agreed to meet early next year (January or February) to resume discussion of the nomination packets and consider other ways to improve the program. Chuck will enter a reminder on his calendar to schedule this meeting.

Adjournment:

No one had any other business to discuss, so the meeting was adjourned at 2:05 p.m.

Respectfully submitted,

Chuck Wrede

Charles H. Wrede, Chairman
Illinois APCO Operating Procedures Committee