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# PROCEEDINGS OF THE BOARD OF TRUSTEES OF THE TOWN OF CICERO

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The Board of Trustees of the Town of Cicero met Tuesday, March 8, 2022 at 10:00 A.M., in the Town Hall Council Chambers, Town of Cicero.

On roll call there were present:

President: Dominick  
Clerk: Punzo-Arias  
Trustees: Cava, Cundari, Garcia, Porod, Reitz, Virruso.  
Absent: Trustee Virruso

Thereupon, President Dominick declared a quorum present and the meeting duly convened and requested that all present in attendance stand and join in the Pledge of Allegiance to the Flag.

On motion of Trustee Porod seconded by Trustee Garcia, the minutes of the Regular Meeting held Tuesday, February 22, 2022 at 10:00 o'clock A.M., were approved, the reading being dispensed with, each member having received a copy.

## ***APPROVAL OF BILLS***

**(23-22)**

On motion of Trustee Cava seconded by Trustee Garcia, the list of bills itemized in Warrant #5, dated March 3, 2022, in the total amount of \$1,518,525.02, the list of manual checks dated February 19 thru March 3, in the total amount of \$43,081.24, and the list of online payments dated February 18 thru March 3, in the total amount of \$0.00, were accepted, placed on file and approved for payment; action taken by the following vote:

Ayes: Cava, Cundari, Garcia, Porod, Reitz, Virruso.

Nays: None.

Trustee Virruso entered the meeting at 10:04 AM.

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(24-22)

On motion of Trustee Garcia seconded by Trustee Cava, payroll (*Estimated Corporate \$1,565,119.64 & Library \$26,297.31*) was approved for the active employees listed on the printout dated 03-02-22; action taken by the following vote:

Ayes: Cava, Cundari, Garcia, Porod, Reitz, Virruso.

Nays: None.

## ***PERMIT***

(25-22)

On motion of Trustee Porod seconded by Trustee Garcia, permission was granted Our Lady of Charity Parish to conduct a religious procession on Friday, April 15<sup>th</sup> from 12:00 AM (Stations of the Cross) on route outlined in their request.

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(26-22)

On motion of Trustee Garcia seconded by Trustee Cava, permission was granted Our Lady of the Mount Parish to conduct a religious procession on Friday, April 15<sup>th</sup> from 8:00 PM (Silent Procession) on route outlined in their request.

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(27-22)

On motion of Trustee Garcia seconded by Trustee Cava, permission was granted Our Lady of the Mount and Mary, Queen of Heaven Parishes to conduct a live "Stations of the Cross" procession on Good Friday, April 15<sup>th</sup>, from 12:00PM (Noon) on route outlined in their request.

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(28-22)

On motion of Trustee Porod seconded by Trustee Garcia, permission was granted St. Frances of Rome Parish to close 15<sup>th</sup> Street from 59<sup>th</sup> Court to Austin Blvd., for annual religious procession ("The Stations of the Cross") on Good Friday, April 15<sup>th</sup> from 12:00 PM (Noon) to 2:00 PM on the route outlined in their request **pending the time coordination with Cicero Police Department.**

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(29-22)

On motion of Trustee Virruso seconded by Trustee Garcia, permission was granted St. Mary of Czestochowa Parish to conduct an indoor/outdoor flea market on Saturday, March 19<sup>th</sup> and Sunday, March 20<sup>th</sup>, from 8:00AM to 4:00PM.

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**(30-22)**

On motion of Trustee Porod seconded by Trustee Garcia, permission was granted St. Mary of Czestochowa Parish to conduct religious processions, **pending the time coordination with Cicero Police Department** on the following dates on the routes outlined in their requests:

Friday, April 15 from 10:00AM	<i>“Live Way of the Cross”</i>
Sunday, April 17, from 5:30 AM	<i>“Easter”</i>
Sunday, April 24, from 3:30 PM	<i>“Divine Mercy”</i>
Sunday, June 19, from 11:30 AM	<i>“Corpus Christi”</i>
Sunday, August 28, from 11:30 AM	<i>“Parish Fest Day”</i>

***REPORT***

**(31-22)**

On motion of Trustee Cava seconded by Trustee Porod, the Collector’s Office Report (\$2,087,496.45) and the Revenue Summary Report (\$786,898.19) for the month of February/2022, submitted by Fran Reitz, Collector, was accepted and placed on file; action taken by the following vote:

Ayes: Cava, Cundari, Garcia, Porod, Reitz, Virruso.

Nays: None.

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**(32-22)**

On motion of Trustee Garcia seconded by Trustee Cava, the board concurred with the recommendation of the Traffic Division to install stop signs at the intersection of 34th St & 56th Court for Northbound Traffic; action taken by the following vote:

Ayes: Cava, Cundari, Garcia, Porod, Reitz, Virruso.

Nays: None.

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**(33-22)**

On motion of Trustee Porod seconded by Trustee Garcia, the recommendation of the Traffic Division to allow a loading zone along 14<sup>th</sup> Street and not on Austin Boulevard for the use of the Catholic Charities of the Archdiocese of Chicago’s Food Pantry during the

hours of operation, was accepted and placed on file; action taken by the following vote:  
Ayes: Cava, Cundari, Garcia, Porod, Reitz, Virruso.  
Nays: None.

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## **ORDINANCES**

### **(“O” 9-22)**

On motion of Trustee Cava seconded by Trustee Garcia, the Ordinance amending Chapter 2, entitled “Administration”, Article IV, entitled “Departments and Divisions”, Division 20, entitled “Town of Cicero’s Emergency Communications Department” of the Code of Ordinances of the Town of Cicero, Illinois, to establish the Town of Cicero’s Emergency Communications Department for the Town, was accepted, placed on file and approved for passage by the following vote:

Ayes: Cava, Cundari, Garcia, Porod, Reitz, Virruso.

Nays: None.

*(Purpose of Ordinance)*

*(The purpose of this ordinance is to establish the Department of the Town, to set forth the powers and duties of certain members of the Department and to authorize the President to take all action necessary to effectuate the intent of this Ordinance.)*

### **DIVISION 20. – TOWN OF CICERO’S EMERGENCY COMMUNICATIONS DEPARTMENT**

#### **Section 2-772.7: Definitions.**

The following words, terms, and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

ANI stands for automatic number identification and means the automatic display of the 10-digit telephone number associated with a caller’s telephone number.

ALI stands for automatic location identification and means the automatic display of the address or location of a caller’s telephone and supplementary emergency services information of the location from which a call originates.

CAD stands for computer aided dispatch and means a computer-based system that aids Public Safety Telecommunicators by automating selected dispatching and recordkeeping activities.

CERCCC means the Consolidated Emergency Response Center of Cook County.

COML means communications unit leader.

Department means the Town of Cicero’s Emergency Communications Department.

Deputy Director means the deputy director of the Town of Cicero’s Emergency Communications Department, whose responsibilities include supervising, managing, and overseeing of the daily operations of the Consolidated Emergency Response Center of Cook County.

Director means the director of the Town of Cicero's Emergency Communications Department, whose responsibilities include supervising, managing, and overseeing the Town of Cicero's Emergency Communications Department and the Consolidated Emergency Response Center of Cook County, under the oversight and direction of the Superintendent of Police.

EMD means emergency medical dispatching.

LEADS means Law Enforcement Agencies Data System.

Operations Manager means an operations manager of the Town of Cicero's Emergency Communications Department whose responsibilities include supervising and managing the personnel of the Consolidated Emergency Response Center of Cook County.

Operations Staff means the Operations Managers, team leaders, officers in charge and Public Safety Telecommunicators working in the Town of Cicero's Emergency Communications Department or at the Consolidated Emergency Response Center of Cook County.

Public Agency means the State of Illinois and any unit of local government or special purpose district located in whole or in part within Illinois that provides or has authority to provide firefighting, police, ambulance, medical or other emergency services.

Public Safety Telecommunicators means the telecommunicators for the Town of Cicero's Emergency Communications Department whose responsibilities include answering, receiving, or transferring emergency calls for dispatch to the appropriate responders.

Telephone System means the communications equipment and related software applications required to produce a response by police, fire, and emergency medical service providers to emergency services calls initiated by the public and the communications equipment and related software applications required for non-emergency calls initiated by the public.

Utilities means all privately, publicly or cooperatively owned entities that produce, transmit or distribute heat, cooling, light, power, water, sewage or telecommunications, or any substance (e.g., gas, steam) used to produce any of those services within the Town.

Section 2-772.8: Established; Purpose.

- (a) There is established a department of the Town that shall be known as the Town of Cicero's Emergency Communications Department and which shall encompass a Director, a Deputy Director, Operations Managers, Public Safety Telecommunicators and such other full-time and part-time personnel as may be needed and provided for in the annual appropriation ordinance.
- (b) All Department personnel shall be under the direction and supervision of the Director, who shall report to the Superintendent of Police. All Department personnel shall perform such duties as may be required of them by the Director, the Superintendent of Police, the Town President, or by the provisions of this Code. All members of the Department shall be subject to the policies, protocols, rules, and regulations of the Department and CERCCC, as applicable.
- (c) The purpose of the Department is to, among other things, oversee and manage CERCCC and provide qualified personnel to dispatch police, fire, and emergency medical services within the Town and surrounding communities.

Section 2-772.9: Retention of the Director; Powers and Duties.

- (a) Retention. There is created the position of Director of the Town of Cicero's Emergency Communications Department. The Director shall be appointed by the Town President with the advice and consent of the Board of Trustees of the Town and shall meet the minimum qualifications determined by the Superintendent of Police and shall be under the direct supervision of the Superintendent of Police.

(b) General Powers and Duties of the Director. It shall be the duty of the Director to:

- (1) Manage, supervise, and oversee all matters relating to the Department, the Department's policies, protocols, rules, and regulations, and the operation of the Department;
- (2) Manage, supervise, and oversee all matters relating to CERCCC, CERCCC's policies, protocols, rules, and regulations, and the operation of CERCCC;
- (3) Manage, supervise, and oversee the Department's equipment and technologies, including the Telephone System, CAD system, computer systems, and software programs;
- (4) Assign tasks to, direct, manage, supervise, and lead Department personnel and ensure that Department personnel are properly trained and adhere to established laws, policies, protocols, rules, and regulations;
- (5) Make recommendations regarding personnel decisions;
- (6) File reports and ensure that Department and CERCCC records are maintained in accordance with applicable laws, policies, protocols, rules, and regulations;
- (7) Cooperate with Public Agencies, Town Departments, entities, agencies, groups, and individuals to analyze problems, improve services, coordinate emergency responses, and ensure continued responsiveness within the Town;
- (8) Participate in developing, modifying, and instituting policies, protocols, rules, regulations, plans, and procedures for responding to emergency situations, to address the needs and services of the Town and to meet the goals of the Department and CERCCC;
- (9) Make recommendations to the Superintendent of Police and the Town President about the Town's emergency response capabilities and ways to improve the efficiency and effectiveness of the Department and CERCCC;
- (10) Participate in developing, establishing, and implementing the budget for the Department and CERCCC and monitoring and approving expenditures of the Department and CERCCC in accordance with applicable fiscal policies;
- (11) Attend meetings and conferences related to telecommunications matters that may affect the operations of the Department or CERCCC;
- (12) Negotiate agreements to provide training and curriculum development for personnel, equipment, or technology for the Department or CERCCC;
- (13) Perform any other duty essential to effectuate the goals and objectives of the Department; and
- (14) Perform such other duties as may be provided for in this Code, by the Superintendent of Police or the Town President.

Section 2-772.10: Powers and Duties of the Deputy Director.

(a) Retention. There is created the position of Deputy Director of the Town of Cicero's Emergency Communications Department. The Deputy Director shall be appointed by the Town President with the advice and consent of the Board of Trustees of the Town and shall meet the minimum qualifications determined by the Superintendent of Police and the Director.

(b) General Powers and Duties of the Deputy Director. It shall be the duty of the Deputy Director to:

- (1) Manage and oversee the daily operations of CERCCC, which includes assigning tasks to, supervising, scheduling, and managing the Operations Staff; assist the Director to ensure that Department personnel are properly trained, certified, and adhere to established laws, policies, protocols, rules, and regulations; and perform quality control checks;
- (2) Assist the Director in managing and overseeing the Department's equipment and technologies, including the Telephone System, CAD system, computer systems, and software programs; assist users in equipment operations and maintenance; and meet with technicians and vendors to ensure the Department's equipment and systems are maintained in proper working order;
- (3) Make recommendations regarding personnel decisions;
- (4) Create and submit records, statistics, and reports required by the applicable laws, policies, protocols, rules, and regulations;
- (5) Cooperate and coordinate with Public Agencies, Town Departments, entities, agencies, groups, individuals, hospitals, and the public on operations matters and on program initiatives and serve as a COML for the Town;
- (6) Assist with coordinating planning, training, and implementing all operations in CERCCC;
- (7) Participate in developing, maintaining, and modifying the policies, protocols, rules, and regulations of the Department and CERCCC and assist in establishing CERCCC's mission, goals, and objectives;
- (8) Evaluate the overall performance of CERCCC and recommend and implement changes as needed to effectuate the goals of CERCCC;
- (9) Assist the Director with developing the budget for CERCCC;
- (10) Oversee and administer various programs for CERCCC, which may include training programs and quality assurance for EMD;
- (11) Attend meetings and conferences related to telecommunications matters that may affect the operations of the Department or CERCCC;
- (12) Serve as or represent the Director in his or her absence or as otherwise required;
- (13) Perform any other duty essential to effectuate the goals and objectives of the Department; and
- (14) Perform such other duties as may be provided for in this Code, by the Director, the Superintendent of Police, or the Town President.

Section 2-772.11: Retention of the Operations Manager(s); Powers and Duties.

- (a) Retention. There is created the position of Operations Manager and there shall be such number of Operations Managers as shall be deemed necessary and provided for in the annual appropriation ordinance.
- (b) General Powers and Duties of the Operations Managers. It shall be the duty of the Operations Manager(s) to:
  - (1) Supervise and manage CERCCC personnel, including the Public Safety Telecommunicators, under the oversight of the Director and the Deputy Director;

- (2) Conduct annual performance evaluations of Public Safety Telecommunicators and make recommendations for routine personnel issues;
- (3) Ensure that all systems and equipment in CERCCC are operating properly;
- (4) Ensure that emergency and non-emergency calls are being answered and processed in an efficient manner and confirm the accuracy of ANI/ALI information;
- (5) Oversee and administer CERCCC's customer service monitoring program;
- (6) Create and submit daily activity sheets, records, and reports required by applicable laws, policies, protocols, rules, and regulations;
- (7) Prepare training-related material; recommend modifications to CERCCC's training programs and materials; and recommend training for personnel;
- (8) Ensure that Public Safety Telecommunicators are collecting relevant information on calls, entering proper information into the CAD system, determining the appropriate actions for each call, and monitoring the status and location of responders;
- (9) Ensure compliance with all calls concerning in-progress weapons and structure fires;
- (10) Perform quality control checks to ensure that Public Safety Telecommunicators are following proper policies and protocols and are meeting performance standards;
- (11) Perform any other duty essential to effectuate the goals and objectives of the Department; and
- (12) Perform such other duties as may be provided for in this Code, by the Director, the Deputy Director, the Superintendent of Police, or the Town President.

Section 2-772.12: Retention of the Public Safety Telecommunicators; Training; Powers and Duties.

- (a) Retention. There is created the position of Public Safety Telecommunicator and there shall be such number of Public Safety Telecommunicators as shall be deemed necessary and provided for in the annual appropriation ordinance.
- (b) Training. All Public Safety Telecommunicators shall comply with the training, testing, and certification requirements established by applicable laws, policies, protocols, rules, and regulations, which may include obtaining LEADS and/or EMD certifications.
- (c) General Powers and Duties of the Public Safety Telecommunicators. It shall be the duty of the Public Safety Telecommunicators to:
  - (1) Answer emergency and non-emergency calls from members of the general public, Public Agencies, Town Departments, and other entities; determine the appropriate course of action based on the nature of the calls; and respond to the calls in accordance with applicable laws, policies, protocols, rules, and regulations;
  - (2) Check the accuracy of ANI/ALI information; input information about calls into the Department's CAD system; and set priorities among incoming calls;
  - (3) Collect and transmit relevant information to responders or appropriate personnel; dispatch police, fire and emergency medical service responders, backup units, and equipment, as needed;



- (4) Coordinate and cooperate with Public Agencies, Town Departments, entities, agencies, groups, and individuals to ensure the efficient and effective utilization of personnel and resources;
- (5) Perform emergency notification tests and, in the event of an actual emergency, coordinate and disseminate emergency alerts and warning messages to the public;
- (6) Notify appropriate persons in the event of an emergency;
- (7) Maintain radio contact with responders and monitor the locations of equipment and personnel;
- (8) Perform any other duty essential to effectuate the goals and objectives of the Department; and
- (9) Perform such other duties as may be provided for in this Code, by the Director, the Deputy Director, the Operations Managers, the Superintendent of Police or the Town President.

Section 2-772.13: Utility Service Interruption or Breakdown Emergencies.

All Utilities shall immediately notify the Department of an actual or imminent breakdown and/or interruption of service that does or could constitute a danger to the health, welfare, and safety of the residents of the Town. Upon receiving such notification, the Department shall in turn notify the Department of Police and the Fire Department.

Section 2-772.14: Hindering Department or CERCCC Activities.

No person shall willfully hinder any personnel of the Department in the performance of his or her duties or willfully injure, deface, or destroy any equipment belonging to the Department or located at CERCCC. Any person violating any provision of this section shall be fined not less than \$50.00 nor more than \$200.00 for each offense.

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**(“O” 10-22)**

On motion of Trustee Virruso seconded by Trustee Garcia, the Ordinance abating a tax for General Obligation Bonds, Series 2007 for the Town of Cicero, County of Cook, State of Illinois (*\$ 4,625,000.00 Tax Abatement*), was accepted, placed on file and approved for passage by the following vote:

Ayes: Cava, Cundari, Garcia, Porod, Reitz, Virruso.

Nays: None.

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**(“O” 11-22)**

On motion of Trustee Cava seconded by Trustee Virruso, the Ordinance abating a tax for General Obligation Refunding Bonds, Series 2010B for the Town of Cicero, County of Cook, State of Illinois (*MFT Bond - \$ 3,995,000.00 Tax Abatement*), was accepted, placed on file and approved for passage by the following vote:

Ayes: Cava, Cundari, Garcia, Porod, Reitz, Virruso.

Nays: None.

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**(“O” 12-22)**

On motion of Trustee Cava seconded by Trustee Garcia, the Ordinance granting a zoning map amendment from an M-1 to R-3 for the operation of a day care center at 2410 South Central Avenue, was accepted, placed on file and approved for passage by the following vote:

Ayes: Cava, Cundari, Garcia, Porod, Reitz, Virruso.

Nays: None.

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**(“O” 13-22)**

On motion of Trustee Reitz seconded by Trustee Virruso, the Ordinance granting a variance to construct a full second-floor dormer for an existing legal non-conforming residence at 3407 South 59<sup>th</sup> Court, was accepted, placed on file and approved for passage by the following vote:

Ayes: Cava, Cundari, Garcia, Porod, Reitz, Virruso.

Nays: None.

***RESOLUTIONS***

**(“R” 24-22)**

On motion of Trustee Garcia seconded by Trustee Porod, the Resolution appointing the following individuals to specified positions within the Emergency Communications Department of the Town of Cicero (*expire at 11:59 PM on October 31, 2022*):

NAME	POSITION
Brandon Hurd	Deputy Director
Steve Ruggiero	Administrative Assistant
Afton Swistek	Operations Manager
Francesca Kubica	Operations Manager

was accepted, placed on file and approved for adoption by the following vote:

Ayes: Cava, Cundari, Garcia, Porod, Reitz, Virruso.

Nays: None.

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**(“R” 25-22)**

On motion of Trustee Reitz seconded by Trustee Cava, the Resolution authorizing and approving the settlement of litigation and the execution of a settlement agreement in

the case Tuff Car Company, Inc. v. the Town of Cicero (*Case No 2015 CH 13833*), was accepted, placed on file and approved for adoption by the following vote:

Ayes: Cava, Cundari, Garcia, Porod, Reitz, Virruso.

Nays: None.

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**(“R” 26-22)**

On motion of Trustee Garcia seconded by Trustee Cava, the Resolution authorizing and approving the settlement of litigation and the execution of a settlement agreement in the case Christopher Avila-Merlin v. the Town of Cicero (*Case No 2021 WC 006899*), was accepted, placed on file and approved for adoption by the following vote:

Ayes: Cava, Cundari, Garcia, Porod, Reitz, Virruso.

Nays: None.

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**(“R” 27-22)**

On motion of Trustee Virruso seconded by Trustee Garcia, the Resolution authorizing signatories to the bank account with Hinsdale Bank and Trust for the Town (*To authorize those individuals named on “Exhibit A” to act as signatories on the account and any lockboxes associated therewith*), was accepted, placed on file and approved for adoption by the following vote:

Ayes: Cava, Cundari, Garcia, Porod, Reitz, Virruso.

Nays: None.

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President Dominick opened the meeting to the public for their comments.

Town Clerk Punzo-Arias announced the 2022 Appropriation Public Hearing will be held on March 22, 2022 at 9:45 AM followed by the Town Board meeting.

President Dominick announced that he will be appointing Blanca Vargas to fill the vacancy of Town Trustee at the March 22, 2022 Town Board meeting.

On motion of Trustee Virruso seconded by Trustee Garcia, the board then stood adjourned at 10:19 A.M. to meet on Tuesday, March 22, 2022 at 10:00 A.M., in the Town Hall, Town of Cicero.

MARIA A. PUNZO-ARIAS, TOWN CLERK