- - - Agenda Topics - - -

Call to Order
   1) Roll call
   2) Approval of the October meeting minutes.
   3) Public Comment

Old Business/Projects
   1) Courthouse Lightning Protection
   2) 2016 Copier Maintenance Agreement

New Business/Projects
   1) Chairman’s Report
   2) K.A.T. Operations move
   3) Temp. Employee Job Posting
   4) Discuss Approval at the County Board the 2016 Generator System PM contract with Lionheart Critical Power Systems in the amount of $9,170.00.
   5) Discuss Approval at the County Board the 2016 U.P.S. Systems PM contract with Lionheart Power Systems in the amount of $2,779.00.
   6) Approve purchase of Kubota Tractor, brush, cab & heater in the amount of $19,700.00.
   7) Approve 2016 Fire Alarm system testing for all facilities except Courthouse with Total Fire & Safety in the amount of $6,929.00.
   8) Approve Public Safety Center NEC 2000 replacement Contract with Sound Inc. in the amount of $20,414.05.
   9) Travelers Insurance Audits at the Courthouse & Public Safety Center
10) Annual Courthouse Fire Alarm System Testing
11) Sliding Glass Windows at Courthouse for Civil Process
12) Public Safety Center Elevator Repair Project

Staffing/Training/Safety
   1) Reportable labor hours

Other Items
   1) CMMS Charts
      a. Reported vs. Completed.
      b. Work orders reported by building current month.
      c. Work orders by work type current month.

Executive Session

Adjournment
CALL TO ORDER
1) Roll Call
2) Approval of the October meeting minutes.
3) Public Comment

OLD BUSINESS/PROJECTS
1) Courthouse Lightning Protection
   a. Recommendation to have PBC fund this project
      • This did not make it on the agenda but PBC Chairman Wehrli asked if the PBC was willing to fund the project and the consensus was yes.
      • Director Smiley was asked to get a contract for the project and to bring it back to the next PBC committee meeting.
      • A request was sent the intended vendor a request for a contract along with a sample COI that we require.
      • The potential vendor said his quote would need to be increased by $5,000.00 in order to be able to meet our insurance requirements.
      • So, Jim contacted the other vendor, Continental Electric and found the insurance was not a problem for them.
      • A meeting was setup to do a walkthrough with a design engineer Continental uses for Lightning Protection systems design.
      • An updated quote of $23,790.00 was received. This quote was $1,365.00 more than the budgeted quote they provided before viewing the site with an engineer.

2) 2016 Copier Agreement
   • We are still working on the changes to the contract with Konica & the Leasing company.
   • We hope to get all issues resolved by the next FM Committee meeting.

NEW BUSINESS/PROJECTS
1) Chairman’s Report
2) K.A.T. Operations move
   • The Operations department was moved the week of October 26, 2015.
   • All staff is operating in the new space like they have been there forever.
   • Project Completed.
3) Temp. Employee Job Posting
   • The job was advertised in the Record Newspapers the week of October 19, 2015.
   • Director Smiley plans to setup interviews this week.
4) Discuss Approval at the County Board the 2016 Generator System PM contract with Lionheart Critical Power Systems in the amount of $9,170.00.
   • The vendor maintained current pricing on the contract.
   • They have done an excellent job for us for several years.
   • The pricing was checked with another vendor and still found to be less than what we can get from other vendors.
5) Discuss Approval at the County Board the 2016 U.P.S. Systems PM contract with Lionheart Power Systems in the amount of $2,779.00.
   • The vendor maintained current pricing on the contract.
   • They have done an excellent job for us for several years.
   • The pricing was checked with another vendor and still found to be less than what we can get from other vendors.
NEW BUSINESS/PROJECTS CONTINUED

6) **Approve purchase of Kubota Tractor, brush, cab & heater in the amount of $19,700.00.**
   - We have been experiencing winter snows that require us to spend hours going over the same areas over and over.
   - Last winter one technician worked for over nine hours with the snow blowers we now have and could not keep up and ended up injured.
   - The proposed Kubota tractor would handle narrower walks around the Public Safety Center, Facilities Mgmt. and the Animal Control site.
   - Purchasing this machine would make snow removal more efficient, keep the sidewalks and pavement cleaner and potentially decrease the chance of injuries to employees or people visiting the facilities.
   - It will also allow us to get more work done, faster with the same number of employees while also reducing the risk of injury we currently have with walk behind equipment.
   - Jim proposed to use some funds that were left from the Capital budget this year earmarked for parking lot repairs. This could also be suggested to take out of the general fund or any other fund the committee suggests.

7) **Approve 2016 Fire Alarm system testing for all facilities except Courthouse with Total Fire & Safety in the amount of $6,929.00.**
   - The vendor maintained current pricing on the contract.
   - They have done an excellent job for us for several years.
   - The pricing was checked with another vendor and still found to be less than what we can get from other vendors.

8) **Approve Public Safety Center NEC 2000 replacement Contract with Sound Inc. in the amount of $20,414.05.**
   - The Public Safety Center (PSC) phone system is the heart of the network for both the Government Center campus and for the Fox St. campus.
   - The system was manufacturer discontinued in 2013.
   - Director Smiley put a budget together to replace the current telephone network with updated equipment in the five year Capital budget forecast a few years ago.
   - During budget discussions this year it became apparent that we may need to push out the replacement a couple years further.
   - So, Jim started checking on a replacement CPU for the PSC to have on hand since it is the critical system on the network. Jim found none to be available. So, looking at options it was determined that an existing system we added to the Health facility a few years ago could be redeployed to become the replacement system for the PSC.
   - This was on the agenda for the last Finance meeting but was deferred to be discussed at this meeting due to a lack of time at that Finance meeting.

9) **Travelers Insurance Audits at the Courthouse & Public Safety Center**
   - Director Smiley went around these sites with our insurance carrier’s representative.
   - The report issued from the visit noted a proactive maintenance approach being in place.
   - The following was suggested:
     a) Develop a hot work permit for any future welding or other hot done in the facilities.
     b) To store the vehicle flairs for the Sheriff’s squads in a non-combustible room or outside enclosure instead of in the garage as they are now stored.
     c) To consider performing thermo-graphic imaging of electrical systems to look for hot spots that potentially could cause fires.
   - **Project complete.**
NEW BUSINESS/PROJECTS CONTINUED

10) Annual Courthouse Fire Alarm System Testing
   • Testing was performed October 6th.
   • Some areas in the original courthouse was found to have devices not sounding or lighting.
   • These devices were notes and will be checked into for defective action or possible bad power supplies.
   • All areas of the courthouse were found to be able to hear and see horns strobes operating even though we found some inoperative devices.
   • Project complete.

11) Sliding Glass Windows at Courthouse for Civil Process
   • After Civil Process moved into the area provided by the Circuit Clerk, staff asked to have something done with the transaction pass-through openings to keep the difference in air pressure between their space and the lobby in front of them from causing air to blow in on them.
   • Jim provided a price to install sliding units in the area as was done by the State’s Attorney and Probation.
   • The Sheriff’s office agreed to pay for the sliding units to be installed in these openings.
   • Units were ordered and should be installed before the next FM Committee meeting in December.

12) Public Safety Center Elevator Repair Project
   • The contract was signed by the vendor and the deposit was placed on October 19, 2015.
   • The replacement cylinder will take 3-6 weeks to manufacture before it can be installed.

October 2015
Staffing/Training/Safety:

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Reported vs Completed 2007 - Current
EXECUTIVE SESSION
Not Needed.

ADJOURNMENT
The next regular Facilities Management committee meeting is scheduled to be held on Monday, December 7, 2015. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.