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

Old Business/Projects
1) COB Security System Improvements
2) PSC Comcast Line for Oswego Police
3) K.A.T. Space Needs for Expansion
4) Probation Department Changes

New Business/Projects
1) Chairman’s Report
2) County Electric and Natural Gas Supplier Market Review
3) Telephone Carrier Services RFP
4) ComEd – National Safety Council – Community Safety Program Grants
5) Illinois State Museums Capital Grant – Historic Courthouse Window Replacements
6) SEDAC Retro Commissioning Program
7) Recommended Generator Repairs
8) Public Safety Center (PSC) Raised Floor Repairs
9) PSC Booking Desk Protector Request
10) Courthouse Judge’s Bench Plaques
11) Health & Human Services Window Coverings
12) PSC UPS System Battery Replacement

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
Facilities Committee Agenda
February 2, 2015

CALL TO ORDER

1) Roll Call
2) Approval of the January meeting minutes.
3) Public Comment

OLD BUSINESS/PROJECTS

1) COB Security System Improvements
   • Electronic door handles installation is scheduled to start Wednesday, February 4, 2015.
   • Jim & vendor will be interviewing each department to figure out access needed for each department and for the outside door.

2) PSC Comcast Line for Oswego Police
   • Line was approved to be installed.
   • Waiting for information from Technology Services as to when the line is scheduled to be installed.

3) K.A.T. Space Needs for Expansion
   • Jim has put together a floor plan for the area with examples of possible layouts.
   • These will be discussed with Jeff Wilkins and Stan Laken on Wednesday, February 4, 2015.

4) Probation Department Changes
   • Project was completed and all staff has been moved along with their computers and telephones.

NEW BUSINESS/PROJECTS

1) Chairman’s Report
   • Report on last month’s activities.

2) County Electric and Natural Gas Supplier Market Review
   • Jim Smiley met with Chris Childress and Shawn Ajazi last week to discuss the lower energy prices we are currently experiencing and to see if the lower gasoline prices might have a lowering effect on the cost of electricity and natural gas.
   • Mr. Childress is attending the meeting to present the current market conditions to the committee.

3) Telephone Carrier Services RFP
   • Our current carrier services contracts expire in April and May of this year.
   • The State’s Attorney’s office (SAO) has advised Jim Smiley that we need to publicly bid these services in order to meet the statute requirements.
   • Jim put together the RFP and has the SAO reviewing it currently.
   • The planned date to get the RFP on the street in as follows:
     a) Publish in the Record Newspapers in the November 5, 2015 publication date.
     b) Bids due February 20, 2015.
     c) Review bids and create a summary sheet for the March 2, 2015 FM Committee meeting.
     d) Present recommendation to the County Board for approval at the March 3, 2015 meeting.
     e) Either extend the current service after County Board approval or have new services installed and cutover by April 9, 2015 when the first contract expires.
NEW BUSINESS/PROJECTS CONTINUED

4) ComEd – National Safety Council – Community Safety Program Grants
   • Program is intended for a variety of items including Improving Safety Systems.
   • Jim was planning to apply for the grant to see if we could use the funding for an emergency generator for the Historic Courthouse with FM Committee approval.
   • Application deadline is March 6, 2015.

5) Illinois State Museums Capital Grant – Historic Courthouse Window Replacements
   • Dave Guritz suggested that we try to apply for this grant to help fund window improvements for the Historic Courthouse during the next funding cycle.
   • Dave also made a recommendation for a company in the Chicago area that does restoration work and may be able to provide another pricing estimate for this project.

6) SEDAC Retro Commissioning Program
   • This program is similar to a review we did for the County Office Building and Historic Courthouse a couple of years ago.
   • This program requires the facilities to be more than 150,000 square feet.
   • Jim sent in the initial application of interest in the program a couple of months ago.
   • Unfortunately program funding for this cycle has been fully committed.
   • The next cycle starts again in June of this year.
   • So, we are in queue to be included in the next funding cycle.
   • There is no initial cost for the program.
   • A second more detailed application needs to be filled out for the next cycle.
   • However, they do require us to fund at least $10,000 of the possible recommendations they make.
   • Normal timeline is 1.5 years from start to completion.
   • SEDAC would assign a resource to evaluate our current systems and controls and then make recommendations for energy efficiency improvements that could be done and have a guaranteed payback.
   • See attached brochure for more details.

7) Recommended Generator Repairs
   • Generator load testing was recently completed for all of our standby generators.
   • Recommendations include items like battery and terminal replacements, hoses, O rings and replacing fuel lines that are cracking.
   • Repairs will be completed by KCFM staff and vendor in the near future.

8) Public Safety Center (PSC) Raised Floor Repairs
   • The laminate is delaminating on the floor tiles in the main Jail master control and in the West pod master control.
   • KCFM has attempted to remove and re-glue the laminate on the tiles.
   • Unfortunately this has not held up and we resorted to taping the laminate down.
   • Jim contacted a company to make recommendations.
   • This company viewed the areas last week and Jim is waiting for their recommendations and pricing for various options to either cover the tiles with another material or to replace them altogether.

9) PSC Booking Desk Protector Request
   • Jail Commander Sabrina Jennings asked Jim to get pricing to add a plastic layer to the booking desk.
   • Jim met with O’Neil glass and is waiting for pricing.
10) Courthouse Judge’s Bench Plaques
- Per a direction of Presiding Judge McCann, D.C. Leinen asked Jim if he could get pricing to add mounted name plaques to the judges benches in all courtrooms.
- Jim received pricing and approval from Presiding Judge McCann to produce the signs.
- Court Administration and Court Security are funding the plaques.
- Plaques were ordered last week and will be completed in the next several weeks.

11) Health & Human Services Window Coverings
- Every year we get complaints of ice buildup and cold drafts in the HHS windows.
- KCFM Technicians put together some basic widow frames and plastic covering and adhered the frames to the windows in the Environmental area as an experiment.
- If these provide relief to the issue Jim plans to have KCFM technicians build additional units to cover windows in other areas of the facility.
- Jim will review this again in the summer also and possibly have better “storm like” windows built by KCFM staff or others to cover the windows with a more permanent solution.
- Project complete.

12) PSC UPS System Battery Replacement
- We recently replaced all of the UPS system batteries.
- During a follow up check a few months later it was determined one of the batteries in the larger Comet UPS system in the basement of the Public Safety Center.
- The battery was replaced last week.
- Project complete.

January 2015

Staffing/Training/Safety:

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<th>DESCRIPTION</th>
<th>Jan-15</th>
<th>Dec-14</th>
<th>Nov-14</th>
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<tr>
<td>Possible Work Hours (6 employees @ 8 hrs)</td>
<td>912.00</td>
<td>840.00</td>
<td>816.00</td>
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<tr>
<td>Paid/Unpaid Leave</td>
<td>32.00</td>
<td>96.00</td>
<td>128.00</td>
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<td>Holiday</td>
<td>120.00</td>
<td>80.00</td>
<td>96.00</td>
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<td>Bereavement</td>
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<td></td>
<td>Regular Productive Hours</td>
<td>760.00</td>
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<tr>
<td>Overtime Worked</td>
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<td>1.00</td>
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<tr>
<td></td>
<td>Total Productive Hours</td>
<td>817.50</td>
<td>665.00</td>
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Reported vs Completed
2007 - Current

Completed Work Orders January 2015

Reported Work Orders by Location January 2015
EXECUTIVE SESSION
Not Needed.

ADJOURNMENT
The next regular Facilities Management committee meeting is scheduled to be held on March 2, 2015 at 3:30p.m. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.