Minutes of the Executive Board Meeting  
Held Thursday, May 22nd, 2014  
5:30 p.m.

<table>
<thead>
<tr>
<th>Member</th>
<th>Agency</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judy Gilmour</td>
<td>Kendall Co Board</td>
<td>X</td>
<td></td>
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<tr>
<td>Richard Randall/Scott Koster</td>
<td>KCSO</td>
<td></td>
<td>X</td>
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<tr>
<td>Floyd Dierzen/David Thompson</td>
<td>Newark Fire District</td>
<td></td>
<td>X</td>
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<tr>
<td>Richard Dickson/David Stewart</td>
<td>BKFD</td>
<td></td>
<td>X</td>
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<tr>
<td>Darald Nelson/Jim Davis</td>
<td>Village of Newark</td>
<td>X</td>
<td></td>
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<tr>
<td>Dick Kuhn/Rick Neitzer</td>
<td>Oswego Fire District</td>
<td>X</td>
<td></td>
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<tr>
<td>Jim Horton/Tom Fletcher</td>
<td>Lisbon Seward FD</td>
<td></td>
<td>X</td>
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<tr>
<td>Larry Nelson</td>
<td>Member at Large</td>
<td>X</td>
<td></td>
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<tr>
<td>Don Brummel/Greg Witek</td>
<td>LRFFD</td>
<td></td>
<td>X</td>
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<tr>
<td>Gary Golinski/Rose Spears</td>
<td>City of Yorkville</td>
<td></td>
<td>X</td>
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<tr>
<td>Gail Johnson/Brian Leclerc</td>
<td>Village of Oswego</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Bob Hausler/Scott Mulliner</td>
<td>City of Plano</td>
<td></td>
<td>X</td>
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Others present were:  Dave Farris, KenCom Director; Lynette Bergeron, KenCom Assistant Director; Josh Flanders, KenCom Operation Board Chairman; Scott Koster, Kendall County Sheriff’s Office.

Greg Witek called the meeting to order and requested a roll call of the membership. Nine members were present creating the necessary quorum for voting purposes.

Witek called for a motion to approve the agenda. Neitzer made the motion to approve the agenda as presented, seconded by Gilmour. All members present voted aye. Motion carried.

Witek called for Public Comment- None

Witek called for Correspondence- Witek mentioned a letter in the packet thanking Oswego Fire District for providing CPR training for all the KenCom telecommunicators at no charge. Witek mentioned every year KenCom has a Telecommunicator’s Week and would like to thank the agencies that participated and brought meals/desserts during this week: The Kendall County Sheriff’s employees, Little Rock Fox Fire District, Montgomery Police Department, Newark Fire District, and Oswego Police Department.

Witek called for a motion to approve the February 27th, 2014 meeting minutes. Randall made a motion to approve the minutes, seconded by Johnson. All members present voted aye. Motion carried. Witek stated the minutes from the March, April, and May Finance and Operations Board meetings are contained in the packet for informational purposes.

Witek called for the Finance Committee Report:  
Treasurers Report- Koster reviewed the February 2014, March 2014, and April 2014 Treasurer’s Reports. Koster noted the March ETSB balance from the KenCom Treasurer’s report balance and the fund balance from the Treasurer’s office has a discrepancy of $6,058.98. Koster stated it was income that the Treasurer’s Office did not register, and it was caught by KenCom and it has been rectified. Koster stated the April Treasurer’s report does balance. Randall made a motion
to approve the Treasurer’s Report, seconded by Neitzer. Discussion. All members present voted aye. Motion carried.

Witek reviewed the accounts receivable reports in the packet.

L. Nelson mentioned adding a permanent member of the Operations Board to the Finance Committee to have a voting seat to help with continuity and keeping them included in the finances. L. Nelson stated the Finance Committee, the By-Laws Committee, and the Operations Board all moved unanimously to ask the Executive Board for the Operations Board Chairman to appoint a member. After discussion, the board agreed for the Operations Board to appoint a member and for the Executive Board to ratify at the next meeting. Witek directed the Operations Board Chairman to send a nonvoting member to the Finance Committee until ratified by the Executive Board. Witek also mentioned to the Operations Board Chairman to make sure the member chosen is committed to come to every meeting.

Report of the Executive Board Chair:
Appointments- L. Nelson made a motion to approve the appointment of Chief Randy Rheberg as an alternate member on the Operations Board, seconded by Johnson. All members present voted aye. Motion carried. Johnson made a motion to approve the appointment of Deputy Commander Brian Jahp as an alternate member on the Operations Board, seconded by L. Nelson. All members present voted aye. Motion carried.

Report of the Operations Board Chair- Flanders mentioned the new IREACH policy was approved and in place. Flanders stated the Operations Board did the initial approval of the Operation Board By-Laws, and will finalize at the next meeting. Flanders stated the Operations Board would like to keep on the table the need for a technology person as we are approaching budgeting season. Discussion ensued.

Witek called for Old Business:
Radio System- Phase 2 Upgrade- Farris reviewed the illustration of the current radio system as designed and the upgraded system. Discussion ensued.

KenCom/Kane County Agreement- No Action.

KenCom/TriCom Backup Agreement- No Action.

Operation Board Bylaws- L. Nelson stated he took the By-Laws that were put together by the By-Law Committee with the comments of the Operations Board to the Operations Board and they were approved unanimously at the last meeting. Nelson stated at the last By-Laws meeting they took a vote to proceed with a recommendation to the Executive Board to approve the new Operations Board By-Laws. Gilmour made a motion to approve the updated Operation Board By-Laws, seconded by Johnson. Discussion. All members present voted aye. Motion carried. L. Nelson stated the By-Laws Committee began talking about the Executive Board By-Laws and it was complicated because the Executive Board is unique in the manner that they are two boards. The one board is the telephone board which by state law receives and disperses the surcharge money and we have separate By-Laws for, which are outdated and need to be cleaned
L. Nelson stated the other board is the Executive Board, which in the intergovernmental agreement calls for the merging of a local government entity (KenCom), and the telephone board as one and act simultaneously. L. Nelson stated the committee wanted guidance because the IGA lay’s out most of the roles, but they believe there needs to be some general By-Laws. Witek asked what the difference between a PSAP and an ETSB. L. Nelson stated the ETSB is the telephone board that receives and disperses the surcharge money according to state law, and the PSAP is the operating point where to bring in the 911 calls and dispatch them in some method. L. Nelson stated the ETSB does not need to run a dispatch center it is just the revenue collection for 911 for a geographic service area. Witek stated the KenCom Executive Board represents both those boards. Discussion ensued.

Formal Reviews of KenCom Management- Johnson stated the committee has met formally one time and will meet again in June. Johnson stated she has met with Director Farris and Assistant Director Bergeron to create and update job descriptions, and she will bring those to the next Executive Meeting.

Lease for Plainfield Water Tower – L. Nelson stated there is a verbal agreement, and the attorney has reviewed the lease and is ok with it. L. Nelson stated the lease for the Water Tower is at no cost, and it begins at a five year period and three year periods thereafter, automatically renewable unless either party gives the other 365 days notice. Neitzer made a motion to give the Executive Board Chair the authority to sign the lease subject to the attorney’s approval, seconded by Mulliner. All members present voted aye. Motion carried.

Minooka Police- Witek stated Minooka Police came to KenCom and wanted a quote for supplying services. Witek provided them with the numbers and the same calculations as the other agencies were quoted, and he has not heard back from them. Discussion ensued.

Other Old business- No Action.

Witek called for New Business:
Bereavement Policy- Witek stated there is not a current policy for sending flowers to a member or family member who passes away. Witek would like guidelines established for staff with a dollar amount for the future. Discussion ensued. Neitzer made a motion to send flowers or donation to all employees of KenCom, and the Executive and Operations Board members and their alternates at an amount not to exceed $100.00, seconded by L. Nelson. All members present voting aye except Randall. Motion carried.

Adopt KenCom Employee Handbook- Farris stated a human resource policy manual has been created to govern both union and non union employees. Farris stated they sent the draft manual to KenCom’s attorney for her review. Farris stated there is a red lined copy that has been seen by the Finance Committee and is ready for the Executive Board to review. Witek mentioned the redlined copy will be sent out to all the board members and to respond with any comments within 30 days to staff, and be ready for a vote at the next meeting.

Anti-Harrassment Training- Farris stated the states attorney has offered to provide the training to us, but KenCom has to make a formal request. Mulliner made a motion for Director Farris to
write a request to the States Attorney, seconded by L. Nelson. All members present voted aye. Motion carried.

Somonauck Police- L. Nelson stated they were interested in having KenCom dispatch for them. L. Nelson stated they have been given a price and it was taken to their board and they are interested in sitting down and negotiating an agreement.

Witek called for the Director’s Report. Farris stated a six year supervisor has submitted her letter of resignation effective end of shift July 11th, 2014. Farris stated it is the midnight supervisor and she is a key individual and contributes greatly. Discussion ensued. Farris stated the unfortunate thing is that we are still at a staffing level that we have just enough people to make it work and when we lose one position on a shift it causes an increase of overtime while we backfill and takes months to get someone up to speed. Farris stated his expectations are that there will be an increase in overtime use in the next couple of months while we hire, fill, and train another employee. Farris stated as of April 29th, 2014 KenCom implemented the 90 day retention policy for audio recordings. Farris stated he was just made aware of a memo circulated by the States Attorney’s office today which is directing all police and fire agencies to request all 911 phone calls, all radio traffic, and all CAD reports from KenCom and they will get them from the agencies. Farris stated he sees this as being overly burdensome, and hopes the agencies look at what he has provided as direction and have some reasonableness to his request. Witek asked how this amount of extra work compares to the extra work that staff got rid of going to 90 days. Discussion Ensued. Farris mentioned switching everything to electronic delivery, because currently staff is burning one to two discs for each request. L. Nelson stated the county was told they could set up a secure web port on their server, and KenCom could download files directly to that, and they could grab the files they need. After a lengthy discussion, the board agreed that Witek and Director Farris would reach out to the States Attorney for a possible solution. Witek stated three dispatchers, Cheryl Mastrodomenico, Beverly Harms, and Jaymee Goodspeed, received awards from Rush Copley Hospital regarding a Run of the Quarter involving a call that Bristol Kendall Fire handled. Bergeron stated Ryan Mathre received the telecommunicator of the year during dispatcher week.

Farris stated the wireless 9-1-1 statistics for the month of April 2014 represented 71% of calls received, and the newsletter is attached.

Witek stated the next meeting is scheduled for June 26th, 2014 at 5:00 p.m. in the same room.

Thompson made a motion to adjourn the meeting, seconded by Randall. All members present voted aye. Motion carried. The meeting was adjourned at 7:08 p.m.

Meeting recorded by Bonnie Walters.

Respectfully Submitted,

Richard Randall
Secretary