Minutes of the Executive Board Meeting  
Held Thursday, August 27th, 2015  
5:32 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></td>
<td>X</td>
</tr>
<tr>
<td>Dwight Baird/Scott Koster</td>
<td>KCSO</td>
<td></td>
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<tr>
<td>Floyd Dierzen/David Thompson</td>
<td>Newark Fire District</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Richard Dickson/Michael Hitzemann</td>
<td>BKFD</td>
<td>X</td>
<td></td>
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<tr>
<td>Darald Nelson/Jim Davis</td>
<td>Village of Newark</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Dick Kuhn/Rick Neitzer</td>
<td>Oswego Fire District</td>
<td>X</td>
<td></td>
</tr>
<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></td>
<td>X</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/Chris Funkhouser</td>
<td>City of Yorkville</td>
<td>X</td>
<td></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 Hauser/Scott Mulliner</td>
<td>City of Plano</td>
<td></td>
<td>X</td>
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</tbody>
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Others present were: Lynette Bergeron, Acting KenCom Director; Jen Stein, Acting KenCom Assistant Director; Bonnie Walters, KenCom Administrative Assistant; Mike Hitzemann, Bristol Kendall Fire District.

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

Witek called for a motion to approve the agenda. L. Nelson made the motion to approve the agenda, seconded by Baird. All members present voting aye. Motion carried.

Witek called for Public Comment – None

Witek called for Correspondence – Bergeron stated she received an email from Sergeant Nehring at the Oswego Police Department recognizing two of KenCom’s dispatchers (Ashley Conrad and Susan Chacon) on a job well done. Bergeron stated she also received an email from Rush Copley stating Little Rock Fox Fire and KenCom had been voted for the Cardiac Run of the Year, and Rush Copley will be hosting a dinner and the two dispatchers (Neely Zuhn and Ashley Conrad) involved were invited and will be attending. Bergeron stated she received an email from Chief Hart from Yorkville Police Department after receiving an email from the person involved thanking the officers and 9-1-1 dispatch for a speedy response.

Witek called for a motion to approve the July 23rd, 2015 meeting minutes. Funkhouser made a motion to approve the minutes, seconded by Baird. All members present voted aye. Motion carried.

Witek called for the Standing Committee Reports:  
Treasurers Report – L. Nelson made a motion to approve the July 2015 Treasurer’s Reports as submitted, seconded by Dickson. Discussion ensued. All members present voting aye. Motion carried.

Bergeron introduced Jennifer Stein as the new Acting Assistant Director for KenCom.

Report of the Executive Board Chair – No Report
Report of the Operations Board Chair – Witek passed on the information from Josh Flanders from the meeting. Witek stated there has been a push for an outside radio study to be done. Witek stated there is an email set up to report radio problems and there have not been any problems reported in awhile, so the Operations Board has shelved the topic and will revisit at a later date if necessary.

Report of the Personnel Committee – Hitzemann stated the Personnel Committee is working with Bergeron to make sure she has the tools needed to move forward in getting the new people hired and trained.

Witek called for the Special Committee Reports:
By-Laws Committee Report – No Report

Witek called for Old Business:
KenCom/Kane County Agreement – L. Nelson stated he has been told the agreement has been signed and approved by Kane County. L. Nelson stated they have not received the signed agreement and staff has contacted Kane County (Jerry Bleck), and he said the agreement has been signed and they are still waiting to get the check cut to the Village of Montgomery. Bergeron did ask Jerry Bleck to forward the signed agreement to her, so it is ready to move forward when the check is cut to the Village of Montgomery. Discussion ensued. L. Nelson stated once the check is cut to the Village of Montgomery it will come in KenCom’s capital fund, and the commitment to Montgomery is to expand the receive and radio system in the Montgomery area which will also benefit the northern portions of Kendall County.

Backup Agreement – Nelson stated himself and Bergeron have had a meeting scheduled with Naperville Dispatch and Naperville has rescheduled at their request. Discussion ensued.

Village of Somonauk – L. Nelson stated the signed agreement from the Village of Somonauk is in the packet for review. Witek stated KenCom is ready for the addition of Somonauk, but the phones lines need to get in place before on boarding Somonauk. L. Nelson stated Witek was approached by Somonauk Fire about the possibility of coming to KenCom. L. Nelson stated himself and Witek were asked to come over for a meeting to meet with the Chief and the Chair of the Trustees, which they did. L. Nelson stated they expressed interest in coming to KenCom for dispatching services, and Somonauk Fire was informed this needs to be discussed by the KenCom Boards. Discussion ensued.

Mission Statement – No Action

Any Other Old Business – No Report

Witek called for New Business:
Closed Session Minutes Review Policy – Witek stated the Open Meetings Act is the statute for Illinois and there are places that the Open Meetings Act gives us direction and isn’t detailed about how you should execute. The State’s Attorney gives advice to the County Board on how to execute, but now that KenCom is their own independent agency the State’s Attorney does not speak for KenCom anymore. Witek stated he reached out to KenCom’s attorney to get advice on how KenCom should handle the review of closed session minutes that have to be done twice a year. L. Nelson made a motion to establish a policy for closed session minutes, seconded by Dickson. Witek stated our Personnel and Business Attorney’s have looked at the proposal he suggested and they agree with it. Witek said Judy Gilmour has stated in the past that the State’s Attorney would recommend that all the closed session minutes come to the meeting and be read in closed session, and she believes KenCom should follow that recommendation.
Witek stated based on KenCom’s lawyers that would represent KenCom if they got sued, and they agreed that we can take the current grid and add another column that fairly represents what was in the closed session minutes and that would be published and reviewed (any board members who want to read the minutes can make an appointment and come to KenCom to read them individually). Witek stated this is what he is recommending to the board. Lengthy discussion ensued. After discussion the board agreed to a two step process for approving and reviewing past and current closed session minutes as follows: Going forward current closed session minutes will be put on the agenda as a standing item on the next month’s agenda and approved but not released. Existing closed session minutes will be reviewed every six months and a policy will be created and brought back to next month’s Executive Board meeting for approval. All KenCom Committees and Boards would follow the same procedure. Witek stated the Executive Board has identified short comings in the process of reviewing and approving closed session minutes and are fixing the procedure. L. Nelson and Dickson withdrew their motion, and all agreed to bring the policy back next month for review and approval.

Review of Closed Session Meeting Minutes – No Action

FY 2015 Budget Discussion – Bergeron is working on her proposed FY 2015 budget. No Action

Other Business from the floor – None

Directors Report – Bergeron gave a report of Personnel as follows: Four new dispatchers will begin employment on August 31, 2015. One Supervisor position remains open. One dispatcher is currently on FMLA as of July 21, 2015. One dispatcher will begin taking FMLA on August 21, 2015. Staff has implemented the online Anti-Harassment and Anti-Sexual Harassment Training and staff is currently in the process of completing. Annual review of policy and procedures is being circulated to all staff. Admin staff will be attending leadership training presented by Nathan Lee of the Denise Amber Lee Foundation on September 25, 2015. Informational Purpose as follows: Director Farris submitted his resignation to the Personnel Committee on July 16, 2015 and his last day in the office was July 31, 2015. The police 5 receiver at the Hill/Rt. 34 tower site has been sent in for repairs and is expected back in service in approximately two weeks. The generator at Legion Road tower was discovered to have an oil leak and Pierro Electric and has been repaired. A Beep as been out to do the preventative maintenance of the radio system and the findings were sent out to all board members. Discussion ensued. Bergeron stated the July statistics are in the packet for review, and the wireless 9-1-1 represent 78% of calls received. L. Nelson stated the State of Illinois beginning the first of the year will be collecting the land line and VOIP surcharge money from all the companies and redistributing a lump check.

Closed Session – Dickson made a motion to move into closed session for the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1), and the Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, seconded by Kuhn. A roll call vote was taken with all eight members voting aye. Motion carried. Closed session began at 6:34 p.m.

Open session resumed at 7:06 p.m. All members are present as before closed session.

No action after closed session.
The next scheduled Executive Board Meeting is Thursday, September 24th, 2015 at 5:30 p.m.

Baird made a motion to adjourn the meeting, seconded by Kuhn. All members present voted aye. Motion carried. The meeting was adjourned at 7:10 p.m.

Meeting recorded by Bonnie Walters.

Respectfully Submitted,

Dwight Baird
Secretary