Minutes of the Executive Board Meeting  
Held Thursday, October 23rd, 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>X</td>
<td></td>
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<tr>
<td>Floyd Dierzen/David Thompson</td>
<td>Newark Fire District</td>
<td>X</td>
<td></td>
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<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>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></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></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>
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<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; Bonnie Walters, KenCom Administrative Assistant; Rick Neitzer, Oswego Fire.

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

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

Witek called for Public Comment - No Action

Witek called for Correspondence - No Action

Witek called for a motion to approve the September 25th, 2014 meeting minutes. Johnson made a motion to approve the minutes, seconded by Gilmour. All members present voted aye. Motion carried. Witek stated the minutes from the October’s Finance Committee and Operation Board meetings are contained in the packet for informational purposes.

Witek called for the Standing Committee Reports:
Treasurers Report - Koster stated the September 2014 Treasurer’s Report reconciles with the County Treasurer’s Report. L. Nelson made a motion to approve the submitted Treasurer’s Report, seconded by Johnson. Discussion ensued. All members present voting aye. Motion carried.

Report of the Executive Board Chair - No Action

Report of the Operations Board Chair - Josh Flanders stated the Operations Board went back to a three year record retention policy after a 90 day trial. Flanders stated the Operations Board approved and passed through the Employee Handbook as well as the hiring of additional staff. Flanders stated the Operations Board is also interested in recommending the hiring of an outside consultant to review the coverage of the UHF and VHF systems to try to identify potential gaps.
Witek called for the Special Committee Reports:
By-Laws Committee Report - Nothing to report.

Employee Review Committee Report - Johnson stated they have the Assistant Directors and Directors job descriptions completed. Johnson stated it was decided that the Director will report to the Executive Board, however for purposes for performance evaluation they are proposing setting up a Personnel Committee that will be discussed later in the meeting. Koster made a motion to approve the Assistant Director and Directors job descriptions, seconded by L. Nelson. All members present voting aye. Motion carried.

Witek called for Old Business:
KenCom/Kane County Agreement - L. Nelson stated after the last meeting there was a meeting with the chairman of the Kane County Telephone Board and it was decided to take the old agreement and reverse it. L. Nelson stated there was a red lined version sent to Kane County and they have received it and the commitment was to take it to the next board meeting for approval.

KenCom/TriCom Backup Agreement - L. Nelson stated this was also discussed and agreed on with Kane County and it is currently a work in progress.

Somonauk Police Update - L. Nelson mentioned there is no news to report, but are in the process of working on the contract.

Fiscal Year 2014/2015 Operations Budget - Witek reviewed the proposed 2014/2015 Operations Budget. Discussion ensued. L. Nelson made a motion to approve the Fiscal Year 2015 Operations Budget in the amount of $2,614,471.00, seconded by Koster. Mulliner stated the City of Plano does not agree with the hiring of two and a half employees, and they feel it would be better to base the budget on the increase of one employee at this time and review it and if decided at a later point to add another person then make the funds available at that time for an additional personnel. L. Nelson stated the Operations Board voted unanimously to move the hiring of additional staff forward to the Executive Board and it was stressed if there were any objections to step forward at October’s meeting from your community (Plano Police did not attend October’s meeting). L. Nelson stated he has been trying to encourage Plano to send people who will come to the meeting so the discussion can be done. Discussion ensued. Witek asked with the addition of the new employees would staff be able to accommodate any amount of quality control checks. Farris stated due to staffing being a challenge it will be difficult to do so. Discussion ensued. Witek stated the fire agencies are concerned about the spread between the most capable fire dispatcher and the least capable fire dispatcher, and would like to see KenCom narrow that by spot checking calls that didn’t go as well as they might of and then conduct a training process. After a lengthy discussion, Farris stated he would like some time to sit with staff and get some recommendations and bring back a proposal next month for quality control. Farris stated it is possible by early to mid summer to begin quality control checks. Thompson stated Bergeron and Farris should complete the call reviews. A roll call was taken with Gilmour, Koster, Thompson, Hitzemann, Kuhn, L. Nelson, Witek, Funkhouser, and Johnson voting aye, Davis voting abstained, and Mulliner voting nay. Motion carried.

Fiscal Year 2014/2015 Surcharge Budget – Witek stated the Surcharge Budget is not completed yet, and will be brought back next month.

Other Old business- No Action
Witek called for New Business:
Transfer $500,000 to the Capital Fund – Farris stated they will be transferring $500,000 from the approved current budget to the Capital Fund. (Informational purpose)

Transfer $100,000 to the Building Fund – Farris stated they will be transferring $100,000 from the approved current budget to the Building Fund. (Informational purpose)

Adopt KenCom Employee Handbook – Gilmour made a motion to adopt the KenCom Employee Handbook, seconded by Johnson. Discussion. All members present voting aye. Motion carried.

Outside Radio Consultant to Evaluate Radio System – L. Nelson made a motion to have the Operations Board develop an RFP to solicit bids for an outside agency to review the microwave of the radio system to help identify dead spots and bring back an update to the board next month, seconded by Mulliner. Discussion. All members present voting aye. Motion carried.

Form Personnel Committee – Witek stated currently the Employee Review Committee put together the Directors and Assistant Directors job descriptions and there is more that needs to be done. Witek stated the Employee Review Committee wants to develop a liaison between the Executive Board and management and develop a structure to communicate with staff. Thompson made a motion to develop a standing committee called the Personnel Committee with members Gail Johnson, Larry Nelson, Greg Witek, James Jensen, and Josh Flanders and appoint Gail Johnson as the chair, seconded by Kuhn. Funkhouser asked for a draft to be done of the tasks of the committee as their first order of business. All members present voting aye. Motion carried.

Other business from the floor - No Action

Witek called for the Report of the Director – Farris stated it is in the packet for review and the newsletter and statistics are included.

Witek stated the next meeting is scheduled for November 20th, 2014 at 5:30 p.m. in the same room.

Johnson made a motion to adjourn the meeting, seconded by Koster. All members present voted aye. Motion carried. The meeting was adjourned at 6:36 p.m.

Meeting recorded by Bonnie Walters.

Respectfully Submitted,

Richard Randall
Secretary