Minutes of the Executive Board Meeting  
Held Thursday, October 24<sup>th</sup>, 2013  
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></td>
<td>X</td>
</tr>
<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>
</tr>
<tr>
<td>Richard Dickson/James McCarty</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></td>
<td>X</td>
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<tr>
<td>Dick Kuhn/Rick Neitzer</td>
<td>Oswego Fire District</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Jim Horton/Tom Fletcher</td>
<td>Lisbon Seward FD</td>
<td></td>
<td>X</td>
</tr>
<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/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; Bonnie Walters, KenCom Recording Secretary; Nick Sikora, KenCom Operation Board Chairman; James McCarty, 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, seconded by Johnson. Witek reviewed the agenda. All members present voted aye. Motion carried.

Witek called for Public Comment. None

Witek called for Correspondence. None

Witek called for a motion to approve the September 26<sup>th</sup> and October 2<sup>nd</sup>, 2013 meeting minutes. Johnson made a motion to approve the minutes, seconded by Gilmour. All members voted aye. Motion carried. Witek stated the minutes from the Operations Board and Finance Board are contained in the packet behind the minutes of the Executive Board for information purposes.

Witek called for the Finance Committee Report: 
Treasurers Report- Koster reviewed the September 2013 Treasurer’s Report. Dickson made a motion to approve the Treasurer’s Report, seconded by Johnson. Discussion. All members voted aye. Motion carried.

Operation Bills/Surcharge Bills- L. Nelson reviewed the bills to be paid. Witek called for a motion to give a final approval for the paid October 2013 Operations Bills in the amount of $129,439.53 with deposits in the amount of $1,021.68. Johnson made a motion to approve the bills as presented by the Finance Committee in the amount of $129,439.53, seconded by Gilmour. Discussion Ensued. A roll call vote was taken with all eight members present voting aye. Motion carried. Witek reviewed the Accounts Receivable report in the packet.
Surcharge Bills- Witek called for a motion to give a final approval for the paid October 2013 Surcharge Bills in the amount of $13,961.01 with deposits in the amount of $52,454.57. Dickson made a motion to approve the bills as presented by the Finance Committee in the amount of $13,961.01, seconded by Koster. Discussion. A roll call vote was taken with all eight members present voting aye. Motion carried.

Anticipated Expenses- None.
Bergeron stated the mid-year audit was available at the meeting if anyone wanted to review.

Report of the Operations Board Chair: Sikora stated the opt in language was sent out for Everbridge and he did receive a few suggestions back from a few members. Sikora stated it was asked to add a button for each municipality and unincorporated Kendall County for people to opt in to receive announcements or notices, and he is adding that in. Sikora stated he will send a completed copy with the changes requested out to all the Operation and Executive Board members to review. Sikora mentioned he reached out to Everbridge to get information so he could look at other municipal entities that Everbridge services and he has not received that information back. Sikora mentioned he did go online to Boston Police Department because he knew they used Everbridge and reviewed their opt in page for ideas to compare. Sikora stated he did make a request to Everbridge due to our implementation phase being much longer than their normal 30 day phase to ask for an extension on the initial contract date, and has not yet gotten a response back. Sikora stated he will send out an email when he hears back from Everbridge. Sikora stated the Operation Board had decided on their two members for the By-Law Ad Hoc committee which are Chief Hitzemann and Captain Jensen. Sikora stated he had a question brought up by Chief Meyers from Montgomery Police Department about Everbridge and he would be interested to be included in the Everbridge system as a paying partner when the renewal period comes up. Sikora also asked for an update on the Radio System upgrade which was on the agenda for Old Business.

Witek called for Old Business:
Radio System- Phase 2 Upgrade- L. Nelson stated there are two things to look at with the upgrade of the radio system, the microwave system issues and the other is the bands the police and fire use which they need to look at separately. L. Nelson reviewed the planned changes for the upgrade to the radio system. Witek stated the board has already approved the funds for the project and it is moving forward, and the radio licenses have been applied for. Witek stated they are making sure the microwave technology they are using is the best choice, so Farris, Witek, and L. Nelson are working with the vendors. Sikora asked if there was an anticipated date for the system to be up and running. Witek said he could not give a date until all the equipment has been ordered and then a staging date is given by the vendor. L. Nelson stated hopefully after tomorrow’s meeting with the vendor, they should have a better idea.

KenCom/Kane County Agreement & KenCom/TriCom Backup Agreement- L. Nelson stated the agreements are completed and moving forward. L. Nelson stated all Montgomery telephone lines in Kendall County will be changed on our own order and no ICC is needed. L. Nelson stated Aurora will do the backup for KenCom during the interim of adding Montgomery Police on October 29th. Discussion ensued.
Formal Reviews of KenCom Management- Farris stated there is a draft completed and they are still revising the job description.

Bylaws- Witek stated there is a by-laws committee that has been put together of three members of the Executive Board and two members of the Operation Board and their first meeting is November 5th at 5:30 p.m. at KenCom. Witek stated the purpose of the committee was to revise the current operations and executive by-laws and bring recommendations back to the board.

Other Old business- No Action

Witek called for New Business:

FY 13/14 Draft Budget- Witek reviewed the draft budget for 2013/2014 to the board as recommended from the Finance Committee. Discussion began with reviewing the drafted budget line by line. After reviewing the drafted budget, Witek asked for Discussion. Koster stated there are many items that appear to be coming in significantly under for the year and since his organization is going to be paying to fund a large part of these lines, and he does not believe they will be getting a refund for that, he has discussion. Nelson stated since the reserves are low he would recommend as the Chair of the Finance Board, that the overage be carried over instead of refunded to help build the reserve. Koster stated looking out for the Sheriff’s office interest, until the IGA caps are lifted from the cities, he would like to see some of the lines come to the reality of expenditures. Koster mentioned doing a three year average to give a historical amount. Koster reviewed the line items he had questions or concerns about. Koster mentioned there may be good historical reasons for some of the line items being inflated, but it needs to be stated. Discussion continued. Nelson stated the reserves are shallow, he had directed staff to budget on the unexpected so he did not have to come back in the middle of the year for more money. Nelson stated staff can budget the line items tighter, but then he would propose moving the difference down into the general operations reserve. Nelson stated we are still in a financial fragile state with that reserve. Mulliner stated the board needs to come up with a percentage or exact dollar amount for the general reserve fund. Nelson stated the ultimate goal for the general reserve fund is to have 25%. Discussion continued reviewing the proposed budget. Witek stated if he were in Director Farris and Assistant Director Bergeron’s shoes and they were asked to budget for actual, the potential of going over budget in any row is significantly increased if surprises come up. Witek asked the Executive Board for a consensus in changing the budget to reflect the actual; that the board agrees that would increase the potential for going over budget due to surprises. The board agreed with changing the budget to reflect this. Bergeron noted that KenCom has been lucky in keeping their staffing levels without a high turnover rate, and if that changes there could be a substantial increase in those line items. Staff was given guidelines from the board to readjust the current line items closer to actual and to bring back next month.

Approval of 2014 Holiday Schedule- Bergeron reviewed the 2014 Holiday Schedule. Johnson made a motion to approve the 2014 Holiday Schedule as presented for the bargaining personnel and non union employee’s, seconded by Gilmour. Discussion. All members present voted aye. Motion carried.
Witek called for the Director’s Report. Farris stated staff continues to work with the Kane County ETSB on revising the necessary agreements for an updated filing with the Illinois Commerce Commission. Farris stated KenCom will begin dispatching for Montgomery Police on October 29th, 2013. Farris stated the Director will be attending the Annual IPSTA 9-1-1 Conference in Springfield October 20th through the 23rd. Farris stated the wireless 9-1-1 statistics for the month of September 2013 represented 76% of calls received.

Closed Session- Dickson made a motion to move into closed session for the purpose of discussing 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), seconded by Mulliner. A roll call vote was taken with all eight members voting aye. Motion carried. Closed session began at 7:02 p.m.

Open session resumed at 9:31 p.m. All members are the same as before closed session with the exception of Dave Farris, Lynette Bergeron, and Bonnie Walters.

Action After Closed Session: Dickson made a motion to approve the increase of wages for the six non union personnel of an amount of $49,175, seconded by L. Nelson. A roll call was taken with all eight members voting aye. Motion carried.

Witek stated the next meeting is scheduled for November 21st, 2013 at 5:30 p.m. in the same room.

L. Nelson made a motion to adjourn the meeting, seconded by Gilmour. All members present voted aye. Motion carried. The meeting was adjourned at 9:34 p.m.

Meeting recorded by Bonnie Walters.

Respectfully Submitted,

Richard Randall
Secretary