Amended Minutes of the KenCom Operations Board Meeting
Held, Wednesday, January 9th, 2013
2:00 p.m.

Present were: Chairman, Nick Sikora; Josh Flanders, Oswego Fire District; Treasurer, Scott Koster, Kendall County Sheriff’s Office; Mike Hitzemann, Bristol Kendall Fire District; Larry Hilt, Yorkville Police Department; Jeff Mathe, Newark Fire Department; Jeff Spang, Little Rock Fox Fire District; Tim Wallace, Lisbon Seward Fire Department; Brian Boyd, Sandwich Fire Department.

Others Present: Dave Farris, KenCom Director; Lynette Bergeron, KenCom Assistant Director; Bonnie Walters, KenCom Recording Secretary; Jennifer Stein, KenCom Supervisor.

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

Nick Sikora called for a motion to approve the agenda. Koster made a motion to approve the agenda, seconded by Boyd. All members present voted aye, motion carried.

Nick Sikora called for Correspondence. Farris mentioned that in the packet there was an email from Restoration Techs and they are asking how we go about adding companies to the board up list. Farris asked the agencies how they wanted him to handle adding companies to the list. Discussion ensued. The board decided to leave the list as a directory that KenCom holds, and each agency decides if they would like to add a company and which company they would like to use.

Other Correspondence-Sikora mentioned that there was a letter from Upper Allen Township Police included in the packet that came to Oswego Police Department. It is a thank you letter for a call that came into KenCom for Oswego Police. The letter mentioned the great job done by both the dispatchers and the police officers. An arrest was done at the Walmart in Oswego and many guns were found. The situation could have turned out much worse, but the good communication by both the dispatchers and the Oswego Police Department made for a good outcome.

Nick Sikora called for a motion to approve the December 12th, 2012 Operations Board Minutes. Koster made a motion to approve the minutes, seconded by Boyd. All members present voted aye, motion carried.

Sikora called for the December Treasurer’s Report. Koster mentioned that the Executive and Finance Committee have been working together to revamp how the bill pay will be done. Koster stated that this will be the last meeting that bills will be paid at the Operation Meeting. Kendall County is streamlining bill pay and will have a separate voucher system for KenCom. Koster reviewed the Treasurer’s Report. Hitzemann made a motion to approve the Treasurer’s Report, seconded by Mathe. All members present voted aye, motion carried.

Sikora called for the Operations Bills. Sikora reviewed the bills for payment in the amount of $2,121.19. Boyd made a motion to approve the bills for payment, seconded by Hilt. A roll call vote was taken with all nine members present voting aye. Motion carried.

Sikora called for the Surcharge Bills. Sikora reviewed the bills for payment in the amount of $6,063.03. Discussion ensued. Flanders made a motion to approve the bills for payment, seconded by Boyd. A roll call vote was taken with all nine members present voting aye. Motion carried.
Sikora called for Old Business:
Fire CAD Update: Bergeron stated she is half way through Sandwich, and will only have Little Rock Fox left. Farris mentioned that Bill Perkins is almost done with the mapping and will hopefully have to Farris within the next week.
Code Red Ad Hoc: Koster passed out a sheet with the direction from the Executive Board. It had a breakdown of the cost sharing based on CAD ticket count for each agency. The Executive Board was unsure of the idea and how it should be paid for and had no direction from the agencies. Koster stated his recommendation of the cost sharing should be by CAD ticket count. The Executive Board did not feel comfortable making a decision and making it part of KenCom’s budget. The recommendation from the Executive Board was to come back to the Operations Board and see how the agencies felt by paying for out of their existing agency budgets. Discussion Ensued. Sikora encouraged the agencies to go back to their Executive representatives and have a discussion with them on the importance of Everbridge ENS and help them to make an informed decision at the January Executive meeting. The Executive Board will make the final decision. Koster encouraged all members if possible to attend the next Executive Meeting and support the position of Everybridge ENS and the importance of it.
Policy & Procedure: No Action
Other Old Business: No Action

Sikora called for New Business: Sikora mentioned he noticed that dispatchers have been asking units to re identify themselves. He questioned if there are problems with the identifiers coming across for KenCom or is it a training issue. Discussion Ensued. Sikora recommended agencies with shared portables give KenCom a list per shift with which officer is assigned to which car as a quick reference. Farris asked that KenCom only get lists from agencies who do not assign portables or someone who is using a shared portable. Bergeron stated she will work with the dispatchers on more training.
Other New Business: Farris mentioned he had looked at the old radios that were turned in by many of the agencies. He stressed to all agencies to keep up with their equipment and repair it if needed. Farris also mentioned issues with the VHF Fire repeaters and currently Fire 1 is the only repeater that is working. This should help with coverage and Farris asked that each fire agency go back and to give feedback if there are any problems hearing KenCom. Discussion Ensued.
Closed Session: No Action

Sikora called for the Director’s Report. Farris reviewed the Director’s Report. KenCom has one employee who will be gone for at least a week with a non work related injury. Farris also mentioned they have a list of equipment from the old KenCom and hope to start taking items out by the end of the month. Farris told the agencies if they would like anything for the old center to send an email and will send to the executive board for approval.

Sikora stated the next Operations Board Meeting is Wednesday, February 13th, 2013 at 2:00 p.m. Koster made a motion to adjourn the meeting, seconded by Flanders. All members present voted aye. Meeting adjourned at 3:12 p.m.

Respectfully Submitted,

Bonnie Walters
Recording Secretary