Drafted Minutes of the KenCom Operations Board Meeting  
Held, Wednesday, February 13th, 2013  
2:00 p.m.

Present were: Chairman, Nick Sikora; Josh Flanders, Vice Chairman; Treasurer, Scott Koster, Kendall County Sheriff’s Office; Mike Hitzemann, Bristol Kendall Fire District; Jonathan Whowell, Plano Police Department; Larry Hilt, Yorkville Police Department; Jeff Mathre, Newark Fire Department; Pat Pope, Lisbon Seward Fire Department; Brian Boyd, Sandwich Fire Department.

Others Present: Lynette Bergeron, KenCom Assistant Director; Bonnie Walters, KenCom Recording Secretary; Jennette Fichtel, KenCom Supervisor; Brian Jahp, Kendall County Sheriff’s Office.

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.

Sikora called for a motion to approve the agenda. Sikora mentioned a change in the agenda under item 7, instead of pay bills it should be review bills. Koster made a motion to approve the amended agenda, seconded by Whowell. All members present voted aye, motion carried.

Sikora called for Correspondence. No Action

Sikora called for a motion to approve the January 9th, 2013 Operations Board Minutes. Sikora mentioned a correction that the minutes stated November’s Treasurer’s Report and should read December Treasurer’s Report. Mathre made a motion to approve the amended minutes, seconded by Koster. All members present voted aye, motion carried.

Sikora called for the Treasurer’s Report. Koster reviewed the Treasurer’s Report. Bergeron stated that KenCom is going to continue the current Treasurer’s Report. Bergeron mentioned she had spoken to Jill Ferko and Jill does not have a separate report that generates balances throughout the month. Hitzemann made a motion to approve the Treasurer’s Report, seconded by Pope. All members present voted aye, motion carried.

Review of Bills- Sikora reviewed the Operation and Surcharge Bills that were in the packet. Sikora mentioned that the bills are to be reviewed only by the Operations Committee and paid in the Finance Committee Meeting. Any questions or concerns of bills will be forwarded to the Finance Committee. Discussion Ensued. Bergeron also mentioned that going forward bills will only be paid once a month.

Sikora called for Old Business:
Fire CAD Update: Bergeron stated she has completed inputting run cards. Bergeron stated that Farris is in contact with Bill Perkins and he is almost done with the mapping. Bergeron stated once the mapping is done, she can begin testing on the test CAD. Bergeron will have each agency come in and make sure everything looks good before going live in the CAD. Discussion Ensued.

Code Red Ad Hoc: Koster stated there will be a vote at the February Executive Meeting. Koster asked the agencies to make sure their representatives were prepared to vote at the Executive Meeting. Koster made a motion to disband the Code Red Ad Hoc committee from the agenda, seconded by Whowell. All members present voted aye, motion carried. The committee thanked Scott Koster for all of his hard work.

Policy & Procedure: No Action
Other Old Business:
Organizational By-Laws: Sikora asked Bergeron if Dave had found the Operations Board By-Laws. Sikora would like the committee to review the bylaws at the March meeting. Bergeron said she would find the bylaws and have them for the next meeting.

Sikora called for New Business:
Review Executive Session Meeting Minutes: Sikora stated that the minutes were available if anyone wanted to see them. Sikora asked the committee if there was any need for discussion. Koster made a motion at the recommendation of the Director to keep the Closed Session Executive Minutes closed, seconded by Whowell. All members present voted aye, motion carried.

Other New Business: Bergeron mentioned dispatchers had come to her with multiple units going in route on fire ground red. Bergeron stated the dispatchers cannot acknowledge the units on fire ground red, so as a reminder to make sure they are going enroute on Fire 1.

Station Alerting- Bergeron asked Hitzemann how the station alerting was working. Hitzemann mentioned it was working, and will get better when the new run cards are in. Hitzemann also mentioned that there is a procedural problem that the dispatchers need to be reminded of. The dispatchers need to complete the CAD ticket before toning. Discussion Ensued.

Scott Koster introduced Deputy Commander Brian Jahp. Jahp is a committee member for the Chiefs of Police Communications Committee and will be attending many of the operations meetings in the future.

Sikora asked the committee to consider changing the meetings and not to meet monthly. Sikora stated with all the changes that have been made, he did not believe that it is necessary to meet monthly. He asked that all the members consider this change and discuss with their Executive Board Members and come prepared to discuss at the March meeting. Discussion Ensued.

Closed Session: No Action

Sikora called for the Director’s Report. Bergeron reviewed the Directors Report. Bergeron mentioned that Bristol Kendall Fire has completed the backup center renovations, and KenCom will begin installing the equipment and be completed in the next 30 days. The second Floor KenCom has been stripped of all equipment with the exception of the siren controller. Bergeron is waiting on Fulton Electronics to come and program the equipment. On February 4th all the 9-1-1 call boxes were tested. Bergeron stated the January 2013 9-1-1 cellular call went down to 71%.

Mathre asked Bergeron if all the repeaters were all up and running because they are still having many issues. Hitzemann stated he had spoken to Dave and they are still having problems with reception and toning. Sikora mentioned there might be a need to add more receive and/or repeater sites to get the coverage to where it needs to be. Discussion Ensued. Hitzemann mentioned they are having a problem talking back to KenCom on IREACH. Discussion Ensued. Bergeron stated she would do some IREACH radio checks.

Sikora stated the next Operations Board Meeting is Wednesday, March 13th, 2013 at 2:00 p.m. Pope made a motion to adjourn the meeting, seconded by Boyd. All members present voted aye. Meeting adjourned at 3:10 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary