Drafted Minutes of the KenCom Operations Board Meeting  
Held, Wednesday, July 17th, 2013  
2:00 p.m.

<table>
<thead>
<tr>
<th>Member</th>
<th>Agency</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nick Sikora</td>
<td>OPD</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Josh Flanders</td>
<td>OFD</td>
<td></td>
<td>X</td>
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<tr>
<td>Scott Koster</td>
<td>KCSO</td>
<td></td>
<td>X</td>
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<tr>
<td>Mike Hitzemann</td>
<td>BKFD</td>
<td></td>
<td>X</td>
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<tr>
<td>Jonathan Whowell</td>
<td>PPD</td>
<td></td>
<td>X</td>
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<tr>
<td>Larry Hilt</td>
<td>YPD</td>
<td></td>
<td>X</td>
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<tr>
<td>Joe Severson</td>
<td>Village of Newark</td>
<td></td>
<td>X</td>
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<tr>
<td>Jeff Mathre</td>
<td>NFD</td>
<td></td>
<td>X</td>
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<tr>
<td>Jeff Spang</td>
<td>LRFFD</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Pat Pope</td>
<td>LSFD</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Brian Boyd</td>
<td>SFD</td>
<td></td>
<td>X</td>
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<tr>
<td>Armando Sanders</td>
<td>MPD</td>
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<td>X</td>
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Others Present: Lynette Bergeron, KenCom Assistant Director; Bonnie Walters, KenCom Recording Secretary; Jen Stein, KenCom Supervisor; Brian Jahp, Kendall County Sheriff’s Office; Tom Meyers, Montgomery Fire Department; Henry VanBogaert, Aurora Township Fire Department.

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

Sikora called for approval of the agenda. Koster made a motion to approve the agenda, seconded by Flanders. All members present voted aye. Motion carried.

Public Comment- None

Sikora called for Correspondence- None

Sikora called for a motion to approve the June 19th, 2013 Operation Board Minutes. Whowell made a motion to approve the minutes, seconded by Mathre. Discussion ensued. All members present voted aye, motion carried.

Sikora called for the Treasurer’s Report. Koster reviewed the June 2013 Treasurer’s Report. Flanders made a motion to approve the June 2013 Treasurer’s Report, seconded by Whowell. All members present voted aye. Motion carried.

Review of Bills:  
Sikora called for the Operations Bills- Sikora reviewed the bills for payment in the amount of $109,470.45, and deposits in the amount of $26,296.30. Koster made a motion to approve the bills for payment, seconded by Whowell. Discussion. A roll call vote was taken with all eight members present voting aye. Motion carried.

Sikora called for the Surcharge Bills- Sikora reviewed the bills for payment in the amount of $41,786.82, and deposits in the amount of 57,321.30. Koster made a motion to approve the bills for payment, seconded by Spang. Discussion. Spang asked for an explanation on the $34,315.32 voucher for A Beep for the Montgomery test site. Discussion ensued. Hitzemann made a recommendation that the Executive Board pay all the bills except the $34,315.32. Koster amended his motion to pay all bills except for
$34,315.32, seconded by Spang. A roll call vote was taken with all eight members present voting aye. Motion carried. Sikora mentioned once the Montgomery site is up and running, the board agrees to pay the A Beep expense.

Sikora called for Old Business:
Operation Board by-laws- Sikora reminded the board that if they have reviewed the By-Laws and if they have any changes to email any changes to Lynette.

Emergency Notification System Implementation- Sikora stated KenCom has found a serious glitch in what Everbridge had done when they sorted the data to try to help with the missing information from the 25% of the AT&T data that would not transfer into the system. Sikora stated what was discovered when they did the sort was that they did not keep the telephone column attached to everything else as they were sorting, so when a test was done they found that the address and telephone numbers were not matching do to the sorting they did. Sikora stated the error has been found and corrected, but this has pushed back the implementation. Sikora stated that his staff is currently inputting all of the missing zip codes, and we can move forward once that is completed. Sikora mentioned anything that is entered on the opt in side will not affect the AT&T record, because they are entered into the system separate. Discussion Ensued.
Sikora mentioned if a person does not have a traditional phone line, they need to go into the opt in and fill out all their information to make sure they are getting updates. Discussion Ensued. Brian Jahp mentioned when he is pulling up his groups on Everbridge it is pulling up 911 data in those groups, and that is a problem. Discussion Ensued. Sikora is going to look into this issue and contact the implementation representative.

Radio System Coverage- Bergeron mentioned there is a memo in the packet from Director Farris stating we are in the process of installing a test transmit and receive site on the Montgomery Water Tower. Bergeron stated the vendor does have all the material for the installation, and we are waiting for the Village of Montgomery to give authorization to move forward. Discussion Ensued.

Policy & Procedure:
Fire Radio Procedures- Bergeron stated she did not have an updated Fire Radio Procedure from Director Farris, so this will have to be brought back next month.

Other Old Business-Hitzemann wanted to express some thoughts after last month’s fire procedures discussion and the vote that was taken. First, Hitzemann mentioned the meeting itself was in question if it was even legal, because Montgomery Police Department was sitting in the meeting and they were influential in the vote that was made and their agreement was not even completely signed yet. Second, Hitzemann mentioned that he would like all the police agencies to know with the vote that was taken on the fire side the door has been open to allow Montgomery Police Department to make their numbers what they want. Discussion Ensued. Hitzemann also mentioned another concern is Montgomery Fire went to the Executive Board to try to get them to change their Intergovernmental Agreement stating they never had to change their numbers, and the Executive Board did not allow that to happen. Hitzemann stated he is not comfortable with the decision that was made last month with the vehicle numbering and he believes they made a big mistake. Sikora agreed that looking back he now believes that Montgomery Police Department should not have been allowed to cast a vote because the contract had not been signed by both individuals, even though at the time Sikora thought they had been. Sikora mentioned he did go back and look at the vote and even with removing Montgomery Police Departments vote, the outcome would have remained the same. Koster agreed with Hitzemann in regards to the appropriateness and legality of the vote, and given that the vote itself may not have been valid a revote with all members present could have changed that outcome. Hitzemann made another observation that he did not find it appropriate that Greg Witek is the alternate for LLFD on the operation board, and primary on the executive board and he believes that is wrong.
Sikora called for New Business:
Anticipated Expenses- Bergeron reviewed the Anticipated Expenses. The item discussed was for an increase in the amount of $150 from a previous approved amount from June for Portable radio Batteries and Chargers for a total amount not to exceed $1,150. Hitzemann made a motion to move the anticipated expenses for an increase in the amount of $150 to the Finance Committee, seconded by Mathre. Discussion. A roll call was taken with all eight members present voting aye. Motion carried.

Policy & Procedure:
Dispatching Mutual Aid-Bergeron mentioned that mutual aid only sets off still tones and they have had some discussion with some of the fire departments that still tones will not activate the proper tones and if it will pull any of the on call people, and there needs to be one way of doing it. Discussion Ensued. It was agreed to keep the procedure as is.

Any Other New Business- No Action

Closed Session: No Action

Sikora called for the Director’s Report – Bergeron reviewed the Directors Report is in the packet. Bergeron stated that KenCom continues to solicit applications for employment and are still looking to fill one dispatch position. Bergeron stated staff continues to work with Kane County ETSB on revising the necessary agreements for an updated filing with the Illinois Commerce Commission. Sikora asked what the time frame in on the filing, and Bergeron stated she did not know but it will take awhile. Bergeron stated staff met with a representative of FEMA regarding reimbursement for overtime expenses from the April flood/storm event. Farris stated the June 2013 9-1-1 cellular call was at 69%, and the newsletter is attached. Discussion Ensued in regards to the application and hiring process, and how we are soliciting for that position. Bergeron stated she will reach out to the Record and the Beacon with an advertisement to get it out to a wider audience. Sanders stated he has lost many dispatchers, and asked what the time frame for on boarding Montgomery Police Department. Discussion Ensued. Bergeron stated that she did have applications from many qualified Montgomery dispatchers, but because of how long it took to sign the contract she could not offer them the position until it was signed and by the time it was said and done they had already taken other jobs. Discussion Ensued.

Sikora stated the next Operations Board Meeting is Wednesday, August 14th, 2013 at 2:00 p.m. Koster made a motion to adjourn the meeting, seconded by Mathre. All members present voted aye. Meeting adjourned at 3:07 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary