**Drafted Minutes of the KenCom Operations Board Meeting**  
**Held, Wednesday, May 15th, 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>X</td>
<td></td>
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<tr>
<td>Josh Flanders</td>
<td>OFD</td>
<td>X</td>
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<tr>
<td>Scott Koster</td>
<td>KCSO</td>
<td>X</td>
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<td>Mike Hitzemann</td>
<td>BKFD</td>
<td>X</td>
<td></td>
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<tr>
<td>Jonathan Whowell</td>
<td>PPD</td>
<td>X</td>
<td></td>
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<tr>
<td>Larry Hilt</td>
<td>YPD</td>
<td>X</td>
<td></td>
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<tr>
<td>Joe Severson</td>
<td>Village of Newark</td>
<td>X</td>
<td></td>
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<tr>
<td>Jeff Mathre</td>
<td>NFD</td>
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<tr>
<td>Greg Witek</td>
<td>LRFFD</td>
<td>X</td>
<td></td>
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<tr>
<td>Pat Pope</td>
<td>LSFD</td>
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<tr>
<td>Brian Boyd</td>
<td>SFD</td>
<td>X</td>
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Others Present: Dave Farris, KenCom Director; Lynette Bergeron, KenCom Assistant Director; Bonnie Walters, KenCom Recording Secretary; Jennette Fichtel, KenCom Supervisor; Brian Jahp, Kendall County Sheriff’s Office; Rick Zakanas, Montgomery Fire Department; Tom Meyers, Montgomery Fire Department; Gene Morton, Plano Police Department.

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

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

Public Comment- None

Sikora called for Correspondence- None

Sikora called for a motion to approve the April 10th, 2013 Operation Board Minutes. Koster made a motion to approve the minutes, seconded by Whowell. Discussion Ensued. All members present voted aye, motion carried.

Sikora called for the Treasurer’s Report. Koster reviewed the April 2013 Treasurer’s Report. Flanders made a motion to approve the April 2013 Treasurer’s Report, seconded by Hilt. 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 $79,801.16. Hitzemann made a motion to approve the bills for payment, seconded by Flanders. 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 $20,682.23. 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 Old Business:
Fire CAD Update- Farris stated he sent David Jessamy the fire layer and David will be snapping the it to all of the other map layers and should be back to KenCom by next week. Farris stated once he receives that back they can begin with in-house testing on all new CAD applied to the new fire map. Farris stated as long as everything goes smooth, KenCom should be able to go live with the new fire CAD within a reasonable amount of time. Farris stated his goal is to be live no later than July 1st, 2013. Bergeron stated she would like each fire department to come in and test with the new mapping layer before it is live.

Operation Board By-Laws- Sikora mentioned holding off on any by-law changes for now. Sikora asked all of the members to review the by-laws and note any changes that need to be made. Witek mentioned that the Executive Board would like a list of the Operations Board members and delegates by next Thursday’s meeting. Sikora reminded all members to make sure the Economic Interest form has been filled out and filed with the Kendall County Clerk’s office. Discussion Ensued.

Emergency Notification System Implementation- Sikora stated he met with Jillian and Lynette from KenCom before the meeting to review the progress. Sikora stated he has a status meeting with the implementation representative from Everbridge to review what has been done and the continuation of the program. Sikora reminded all agencies to make sure their representative is in and going through the Everbridge University classes. Sikora stated this will help to teach each agency to build groups and subgroups. Sikora stated Jillian from KenCom is working through the classes and hopefully within the next week will be at the point that they can do the mass notification upload. Sikora stated after the data is uploaded, a public notice and press release needs to be sent out so the public can opt in with their information. Sikora stated he is working with the implementation representative and received sample press releases, and hopes to have notices sent out and mass notifications set up by the beginning of June. Brian Jahp mentioned if there had been any discussion on what the title of the page is going to be. Discussion Ensued. Farris mentioned to name the page KenCom 9-1-1. Discussion ensued in regards to possible groups that can be formed with Everbrige. Sikora mentioned to make sure each agency talks to their IT people to make sure that the emails from Everbridge are on the white list to avoid it going to spam. Sikora also mentioned as each agency is building their contacts and group lists to make sure you are using the contact upload in the specific format.

Policy & Procedure- Bergeron reviewed the policies and procedures presented in the packet. The three procedures reviewed were MDC Mobile Data Procedure, Emergency Radio Alarm Activation Procedure, and Severe Weather Procedure. Koster made a motion to approve the policies changes and corrections as presented, seconded by Whowell. All members present voted aye. Motion carried.

Other Old Business: None.

Sikora called for New Business:

Ad Hoc Committee Report- Flanders stated at their first meeting on the implementation of Montgomery they identified the areas they were going to work on which are staffing, the possibility of splitting police frequencies, and updated policies. Koster reviewed a report that was handed out with the recommendations from a meeting with all the police agencies in order to successfully on board Montgomery Police Department. Koster stated the report recommends the splitting of the police frequencies and reviews the recommendations that need to be done in order to make it successful. Discussion ensued. Flanders stated the committee is still working on a recommendation for staffing. Discussion ensued. Koster made a motion to accept the current recommendations, seconded by Whowell. All members present voting aye. Motion carried.

Radio System Coverage- Farris stated they have identified the potential use of the Route 34 and Hill Avenue water tower as a simulcast site as an additional or replacement of the Oswego Station 3. Farris stated they are waiting to execute a contract with Montgomery before they can move forward. Discussion
Ensued. Witek stated the problem areas have been triaged and the board is aware there are many other problems areas and are being addressed, but they have to start with the area with the highest amount of calls which is the northeast portion of the county. Discussion Ensued.

Fire Radio Procedures- Farris reviewed the current Fire Radio Procedures contained in the packet and the changes he recommends. Farris asks the members to review the procedure and bring back any questions to the next meeting. Hitzemann asked Chief Meyers to address the board with his request in regards to vehicle numbering. Chief Meyers stated the coverage area in his area is great, and agreed with the police agencies on splitting police frequencies. Chief Meyers stated they have single digit vehicle numbering and he is asking the board to allow Montgomery Fire to continue their current vehicle numbering. Chief Meyers stated he is aware of the concern with other fire departments and KenCom, and he has reviewed the policies and had a discussion with his department about stating Montgomery before each vehicle number. Chief Meyers is asking to try his current vehicle numbering and if it becomes a problem he can make that change down the road. Discussion Ensued.

Any Other New Business: Koster mentioned that during the flood in April KenCom had some water leakage and flooding issues. Koster stated the Sheriff has addressed this with the Kendall County Public Safety Committee and is planning on bringing it to the board to fix the problems. Discussion Ensued.

Closed Session: No Action

Sikora called for the Director’s Report - Farris reviewed the Directors Report. Farris stated that the equipment reinstallation at the 9-1-1 backup center is completed. Farris stated that a temporary test radio transmit site is planned for a water tower at Route 34 and Hill Avenue to improve coverage on the East side of the County. Farris stated the KenCom Executive Board continues to work with the Village of Montgomery to finalize a contract for providing service to their Police Department. Farris stated the April 2013 9-1-1 cellular call was at 76%, and the newsletter is attached.

Sikora stated the next Operations Board Meeting is Wednesday, June 19th, 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 3:36 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary