Minutes of the KenCom Operations Board Meeting  
Held, Wednesday, April 10th, 2013  
2:00 p.m.

<table>
<thead>
<tr>
<th>Member</th>
<th>Agency</th>
<th>Present</th>
<th>Absent</th>
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</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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<tr>
<td>Mike Hitzemann</td>
<td>BKFD</td>
<td>X</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>
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<tr>
<td>Joe Sverson</td>
<td>Village of Newark</td>
<td>X</td>
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<tr>
<td>Jeff Mathre</td>
<td>NFD</td>
<td>X</td>
<td></td>
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<tr>
<td>Jeff Spang</td>
<td>LRFFD</td>
<td>X</td>
<td></td>
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<tr>
<td>Pat Pope</td>
<td>LSFD</td>
<td>X</td>
<td></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; Jen Stein, KenCom Supervisor; Brian Jahp, Kendall County Sheriff’s Office; Greg Witek, Executive Board Member; Larry Nelson, Executive Board Member; Gene Morton, Plano Police Department.

Nick Sikora called the meeting to order and requested a roll call of the membership. Ten of the eleven 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 Pope. Discussion. Koster mentioned adding a line on the agenda after approval of the agenda for Public Comment. Koster made a motion to approve the amended agenda, seconded by Pope. All members present voted aye. Motion carried.

Public Comment- None

Sikora called for Correspondence:
Item for the Executive Board- Sikora introduced Greg Witek and Larry Nelson from the Executive Board. Witek stated it had been brought to the attention of the Executive board that the Operations board had concerns of the role they play and Witek thought it was important to address the questions at the meeting. Witek stated he believed the main problem between both the Executive and the Operations Board is extremely poor communication. Witek apologized to the Operations Board for the lack of contentment in responding to concerns and misunderstandings that were being brought to his attention. Witek stated the model of the intergovernmental agreement states the Operations Board takes care of the day to day operations which include making and implementing policy and operational procedures to the extent that it doesn’t impact financials, and review and authorize payment of the bills. Witek stated the model has not been changed and needs to be done at the Operations Board level. Witek stated the Finance Board is designed to send the bills out the door after they have been reviewed and looked at by the Operations Board, and the Executive Board approves the paid bills. Witek reassured the Operations Board that it was never the intent of the Executive Board to take these functions away. Witek mentioned changing the Operations meeting to the Wednesday before the 3rd Thursday of each month. Witek stated all of the billing cycles have been adjusted so they are all paid out once a month. Witek stated moving the Operations meeting to the day before the Finance Meeting would give the opportunity for the Operations Board to review the entire list of bills to be paid. Witek stated that the Executive Board would like to go back to quarterly meetings, but is waiting to do so until the Montgomery deal is completed. Witek stated
once the paperwork is signed from Montgomery, the Operations Board will be responsible for implementation. Larry Nelson stated many large changes happened for KenCom over the last year in becoming an independent entity and the financial situation has changed. Discussion Ensued. Whowell mentioned getting the Operations and the Executive Boards together once or twice a year to keep the lines of communication open. Discussion Ensued. Farris mentioned the By-Laws of the Operations board states that the chairman of the board should be attending the Executive Board meetings. L Nelson stated it is important and made a request that Sikora start attending the Executive Meetings as a conduit for the Operations Board. Sikora stated in the future, the Operations Board asks that any new agencies added are passed through the Operations Board prior to making a contract so it can be reviewed and given recommendations. Discussion Ensued. Witek asked the Operations Board if they had any concerns in regards to adding Montgomery to KenCom because the operation of the current agencies comes first. Discussion Ensued. Sikora stated a big concern is if the staff could handle the increase of calls they will be getting from Montgomery and if there was a plan to increase staff. Sikora stated he would like to give a recommendation that the hiring and training of new dispatchers needs to happen before Montgomery calls are sent to KenCom. Bergeron stated in her opinion on the fire side they should be good with the increase of calls, but on the police side she recommends splitting the police frequencies which would require two new telecommunicators. Discussion Ensued. Witek mentioned creating an implementation team from the Operations Board to bring Montgomery to KenCom and for the hiring process of two new telecommunicators. L Nelson stated that applications are being accepted and KenCom’s website has been updated. Hitzemann mentioned the need for technical help with adding Montgomery. Discussion Ensued. Farris stated there has been discussion with a small group from the Executive board in regards to increasing staff.

Sikora called for a motion to approve the March 13th, 2013 Operation Board Minutes. Koster made a motion to approve the minutes, seconded by Boyd. Discussion Ensued. All members present voted aye, motion carried.

Sikora called for the Treasurer’s Report. Koster reviewed the March 2013 Treasurer’s Report. Koster stated there was one change to the Treasurer’s Report in regards to feedback from the Finance Committee. Koster stated what was previously stated as reserve fund has been changed to capital funds. Whowell made a motion to approve the March 2013 Treasurer’s Report, seconded by Mathre. 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 $73,891.13. Boyd made a motion to approve the bills for payment, seconded by Hilt. A roll call vote was taken with all ten members present voting aye. Motion carried.

Sikora called for the Surcharge Bills- Sikora reviewed the bills for payment in the amount of $13,129.41. Spang made a motion to approve the bills for payment, seconded by Hitzemann. A roll call vote was taken with all ten members present voting aye. Motion carried.

Sikora called for Old Business:
Fire CAD Update- Bergeron stated Bill Perkins has the maps and will soon give to Jennette to add to KenCom’s mapping system. Bergeron stated she has been testing on the test CAD and made minor corrections and everything is looking good. Bergeron stated each fire department will sit with her to do a final review that everything looks good. Flanders stated he had not received his maps yet from Bill Perkins. Bergeron stated she will contact Perkins and get the maps to Flanders.
Operation Board By-Laws- Sikora asked the board by the next meeting to review the current by-laws and to send Bergeron an email of any changes. Discussion Ensued. Bergeron stated she will bring the changes to the next Operation meeting.

Emergency Notification System Implementation- Sikora stated he had spoken to the implementation representative in regards to training and implementation. Sikora stated the first step will be a webinar presentation, and it is recommended that an individual from each agency to participate in the one hour webinar. Sikora stated after the webinar there will be a task list each agency will have to complete before being able to complete implementation and go live with Everbridge. Sikora asked each agency to email him within the next week who will be the representative for their agency. Sikora stated he will contact the implementation representative and setup the webinar and each agency is responsible in making sure they have a representative in attendance for the training.

Policy & Procedure- Bergeron reviewed the policies and procedures presented. Bergeron stated she will bring back the bomb threat and MDC procedure to the next meeting in May after all members have more time to review. Mathre made a motion to approve the policies and procedures as presented withdrawing the bomb threat and MDC procedures, seconded by Hitzemann. All members present voted aye. Motion carried. Lynette stated she was contact by Benjamin Rogers from the courthouse in regards to the Bishop Law, and they are going to be contracting with a company to track the GPS in which some offenders with orders of protections. Bergeron stated if the GPS goes off the alarm company will contact KenCom to let them know the offender has violated and within the radius they should not be and to send an officer.

Other Old Business: None.

Sikora called for New Business:

Radio System Coverage- Farris stated there is a memo in the packet that provides two email addresses to report problems with the radio system or MDC changes.

Police Channel Closure Procedure- Farris stated there is an existing procedure in place if they receive a hot call, and currently the agency that receives the hot call is the moving party and would switch to police 3. Farris asked the board if they would like to change this and have the agency with the hot call stay on the current channel and the rest of the traffic move to police 3. Discussion Ensued. The board agreed to leave the existing procedure as is.

Fire Radio Procedures- No Action. Farris stated he will have ready for the May meeting.

Any Other New Business:
Change of Meeting Date- Sikora mentioned the request to change the meeting date to the Wednesday before the 3rd Thursday of each month. Discussion Ensued. Hitzemann made a motion to change the meeting date, seconded by Flanders. All members present voting aye. Motion carried.

Adhoc Committee- Sikora mentioned creating an Adhoc committee to work on the implementation and expansion of Montgomery and to keep the communication open. Witek stated the contracts from Montgomery are not signed yet, but once they are things will move quickly and having an Adhoc committee formed to begin implementation. L. Nelson stated KenCom is currently accepting applications for the need to add two new employees and needs to begin the interview process now. Sikora asked for a representative from both police and fire to step forward to create the committee. Hitzemann, Koster, Whowell, and Flanders volunteered to be on the committee with Flanders chairing the committee. Koster made a motion to create an Adhoc committee for the implementation of adding new agencies, seconded by Boyd. All members present voted aye. Motion carried.

Closed Session: No Action
Sikora called for the Director’s Report - Farris reviewed the Directors Report. Farris stated the week of April 14th through the 20th is National Public Safety Telecommunications Week, and KenCom is planning a number of activities to celebrate. Farris stated the new virtual siren controller was tested and is now complete, and the existing controller will be removed and relocated to the backup dispatch center. Farris stated the Backup 9-1-1 Center renovations are nearly complete, and is now operational. Farris stated the March 2013 9-1-1 cellular call was at 75%, and the newsletter is attached.

Sikora stated the next Operations Board Meeting is Wednesday, May 15th, 2013 at 2:00 p.m. Pope made a motion to adjourn the meeting, seconded by Hilt. All members present voted aye. Meeting adjourned at 4:16 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary