Minutes of the KenCom Operations Board Meeting  
Held, Wednesday, June 19th, 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>
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<tr>
<td>Josh Flanders</td>
<td>OFD</td>
<td>X</td>
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<td>Scott Koster</td>
<td>KCSO</td>
<td>X</td>
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<td>Mike Hitzemann</td>
<td>BKFD</td>
<td>X</td>
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<td>Jonathan Whowell</td>
<td>PPD</td>
<td></td>
<td>X</td>
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<td>Larry Hilt</td>
<td>YPD</td>
<td>X</td>
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<tr>
<td>Joe Severson</td>
<td>Village of Newark</td>
<td>X</td>
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<td>Jeff Mathre</td>
<td>NFD</td>
<td>X</td>
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<td>Greg Witek</td>
<td>LRFFD</td>
<td>X</td>
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<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>
<td></td>
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<tr>
<td>Dan Meyers</td>
<td>MPD</td>
<td>X</td>
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Others Present: Dave Farris, KenCom Director; Bonnie Walters, KenCom Recording Secretary; Jillian McMillin, KenCom Supervisor; Brian Jahp, Kendall County Sheriff’s Office; Armando Sanders, Montgomery Police Department; Tom Meyers, Montgomery Fire Department; Norm Allison, Plano Police Department.

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

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

Public Comment- None

Sikora called for Correspondence- None

Sikora called for a motion to approve the May 15th, 2013 Operation Board Minutes. Hitzemann made a motion to approve the minutes, seconded by Hilt. Discussion Ensued. All members present voted aye, motion carried.

Sikora called for the Treasurer’s Report. Koster reviewed the May 2013 Treasurer’s Report. Pope made a motion to approve the May 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 $138,239.83. Koster made a motion to approve the bills for payment, seconded by Witek. Discussion. 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 $37,628.84. Boyd made a motion to approve the bills for payment, seconded by Hitzemann. Discussion. A roll call vote was taken with all ten members present voting aye. Motion carried.

Sikora called for Old Business:
Fire CAD Update- Farris stated Fire CAD is live for the last couple of weeks. Farris stated there were a few issues identified and fixed. Farris stated if any department is having any issues make sure to send an email as quick as possible to get the problem fixed.

Operation Board By-Laws- No Action.

Emergency Notification System Implementation- Sikora stated he had received an email from Everbridge after having problems loading the AT&T database, and they took care of it but there were many errors. Sikora stated himself and Jillian McMillian will meet again tomorrow. Sikora stated they found out that 25% of the database from AT&T is not properly loaded. Sikora stated it seems to be a simple fix, and will hopefully have a public notice out very soon for public opt in. Discussion Ensued. Witek mentioned that AT&T should be required to fix the incorrect address in the database so staff will not have to redo in the future. Discussion Ensued.

Radio System Coverage- Farris stated the vendor was given the go ahead to get the materials for the test site. Farris stated as of yesterday most of the materials were in for the test site and they were going to schedule the installation of the site within the next few weeks. Farris stated he had met with the vendor about the radio issues from last week. Farris stated currently the testing is to install for Fire VHF only, and if successful the intent is to have a complete set of receivers and transmitters at the new site and leave a receive site at Oswego Station 3. Discussion Ensued.

Fire Radio Procedures- Farris reviewed the updated draft in the packet. Discussion Ensued. Witek made a motion to change the fire dispatch procedure for all agencies to re-tone from 5 minutes to 3 minutes, seconded by Flanders. All members present voting aye. Motion carried. Sikora mentioned to bring back a clean policy with changes to the meeting next month to be voted on.

Ad Hoc Committee Report- Flanders reviewed the recommendation from the last meeting. Flanders stated the first recommendation was for staffing to increase by two dispatchers and for the dispatchers to be trained and ready before the switching of the new agencies. Farris stated one new dispatcher has already been hired and still needs to hire the second dispatcher. Flanders stated the second recommendation to the Operation Board for a serious commitment be made to hire a new technology person in the near future due to the recognized need. Discussion Ensued. Meyers asked Farris what the training of new dispatchers was and how long it would take to train a new dispatcher. Farris mentioned the additional dispatchers were necessary in adding on Montgomery Police, but the fire agencies can come with no additional dispatchers needed. Discussion Ensued. Flanders stated the next item to be discussed was Unique Unit Identifier Recommendation. Sikora stated both the police and fire Unit Identifiers need to be discussed. Sikora started with the police Unique Unit Identifier. Sikora mentioned that all of the numbers were allocated at this time, and there needs to be a change for Montgomery Police. Meyers stated he is open to the change and he will conform to what the board recommends. Discussion Ensued about what is necessary if KenCom brings on new agencies in the future and how will they be numbered to make it a Unique Identifier. Farris stated he will do some research and talk to Enroute and present suggestions in an email format within the next week. Koster left the meeting at 3:27. Sikora mentioned the next discussion is in regards to the Unique Unit Identifier for the Fire Agencies. Sikora stated it is necessary to make sure the decision made does not limit the possibility of new agencies in the future. Sikora mentioned the three unit identifiers are maxed out and need to discuss other options with the on boarding of the new fire agencies. Discussion Ensued. Hitzemann stated that he does not agree with having common numbers on vehicles for safety reasons and thinks when the three unit numbers are maxed you move onto four digit unit identifiers. Hitzemann stated the recommendation that came out of the Ad Hoc Committee was that Hitzemann recommended bringing forward to the Operations Board to recommend a new policy for every agency to have a unique unit numbers preceded by the agency identifier, and the apparatus type. Discussion Ensued. Hitzemann made a motion to create a new policy
for every agency to have unique unit numbers preceded by the agency identifier and apparatus type and to go back to the original numbering scheme for any new agencies; Oswego Fire would be grandfathered in, seconded by Boyd. Discussion Ensued. Farris stated he believes that unique is using the three digit numbering system and he strongly disagrees with Montgomery Fire Department being able to keep their current numbering system due to safety. Boyd stated he likes the three digit identifier and when Sandwich Fire came to KenCom they had to adapt to the program the way it was being done, and Sandwich had to change their vehicle numbering. Witek stated the policy does not require this unique numbering and that Montgomery is following the policy that was given to them. Discussion Ensued. Witek stated he agrees with Chief Hitzemann and Director Farris that there needs to be a numbering scheme, but mistakes were made, so they need to either change the current policy or allow agencies coming in to follow the current policy. Sikora asked Chief Meyers from Montgomery Fire Department about surrounding departments that they run calls with and what their numbering system is. Chief Meyers stated he understands where Hitzemann is coming from with the agency numbering, but they work with surrounding areas with different numbering systems and there have not been any problems with knowing who is coming. Discussion Ensued. Chief Meyers asked that they give their current numbering a try, and if it turns into a problem they can change it down the road. Chief Meyers mentioned he was given a copy of the policies and needs to know if these are the policies for him to follow or will they change? Discussion Ensued. Witek stated that if we are going to require a unique identifier for safety factor then they should require Oswego Fire to conform to the numbering system. Discussion Ensued. The motion offered by Hitzemann failed as follows: To create a new policy for every agency to have a unique unit numbers proceeded by the agency identifier and apparatus type and to go back to the original numbering scheme for any new agencies; Oswego Fire would be grandfathered in. Voting in the affirmative: Hitzemann, Pope, and Boyd. Voting in the negative: Sikora, Flanders, Hilt, Witek, and Meyers. Voting abstained: Mathre. Sikora stated due to the motion failing the current policy remains unchanged.

Policy & Procedure- None

Other Old Business- Sikora stated he was contacted by Chief Eves that he did not support and wanted to change the vote from last month’s meeting in regards to how the police frequencies were split. Sikora stated that vote has already been passed and cannot be changed unless another motion is made at a future meeting to have the motion changed with an appropriate representative from Plano Police.

Sikora called for New Business:
Anticipated Expenses- Farris reviewed Anticipated Expenses. The three items discussed were: Document Shredding expenses in the amount not to exceed $500, Portable radio Batteries and Charger in the amount not to exceed $1,000, and Mapping Services from David Jessamy in the amount not to exceed $7,000, and a software package to add a weather station which the county already owns with real time weather capabilities not to exceed $1,000. Farris stated he received a letter from the Illinois Terrorism Task Force that as of the end of this year they are discontinuing the free EMnet service and if you wish to keep our terminals up and running it will be $588 per terminal per year and recommends moving forward to the Finance Committee. The board concurred to keep the expense in next year’s budgeting process. Discussion ensued. Hitzemann made a motion to move the anticipated expenses not to exceed $9,500 to the Finance Committee, seconded by Mathre. All members present voting aye, motion carried.

Any Other New Business- Farris stated a proposal from Intrado is contained in the packet in regards to text to 9-1-1 for informational purposes. Farris stated the Incident Investigation Summary is also contained in the packet.

Sikora mentioned an update on the presentation on the notification pursuant to the Bishop Protocol from Kendall County Court Services on the mandated tracking ankle bracelet violators of orders of protection.
Sikora stated they had the presentation at the Kendall Chiefs meeting and they did take a vote and it was accepted to move forward with it for implementation countywide. Discussion Ensued.

Closed Session: No Action

Sikora called for the Director’s Report – Farris stated the Directors Report is in the packet for review. Farris stated the May 2013 9-1-1 cellular call was at 78%, and the newsletter is attached.

Sikora stated the next Operations Board Meeting is Wednesday, July 17th, 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 4:40 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary