Dan Meyers called the meeting to order and requested a roll call of the membership. Eleven of the fourteen members were present which resulted in having a quorum for voting purposes.

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

D. Meyers called for Public Comment- None

D. Meyers called for Correspondence- None

Report of the Finance Committee- T. Meyers mentioned that he believes the new position of the Operations Board on the Finance Committee is a good thing to keep open communications between the boards. T. Meyers stated as of July 17, 2014 there has not been any communication from Minooka Police, and KenCom is currently working on an agreement for Somonauk Police Department. T. Meyers stated there was discussion of the hiring of additional dispatchers and it was relayed to Director Farris to come up with a proposal and justification on the needs of the positions for budget discussion. T. Meyers stated the communication has been better and everyone needs to send any concerns or problems (in detail) to Director Farris by the email addresses he has provided to the board.

D. Meyers called for a motion to approve the July 2014 Operation Board Minutes. Koster made a motion to approve the minutes, seconded by Whowell. Discussion. All members present voted aye. Motion carried.

D. Meyers called for the July 2014 Treasurer’s Report. T. Meyers made a motion to approve the July 2014 Treasurer’s Report as submitted, seconded by Jensen. Discussion. All members present voted aye. Motion carried.
Pay Bills:
D. Meyers called for the Operation Bills- Whowell made a motion to approve the August 2014 bills for payment in the amount of $213,371.22, seconded by Spang. Discussion. A roll call vote was taken with all eleven members present voting aye. Motion carried.

D. Meyers called for the Surcharge Bills- Spang made a motion to approve the August 2014 bills in the amount of $32,128.44 for payment, seconded by Jensen. Discussion. Farris stated there were two bills that came in after the agenda was posted and are not part of the bills being approved, and will go to the Finance Committee. Farris reviewed the radio project update and mentioned he is in the final phase of the project and everything is operating properly. Farris stated with the exception of a few spots to be filled in, he would consider the project a success. Discussion continued on the project update. Schiradelly mentioned some radio issues in Oswego Fire District, and Jensen asked that a solution be done before the final bill is paid. Farris stated as long as it is an issue within the current designed system, if an additional receive site needs to be added that will have to be handled separately. T. Meyers mentioned any radio issues need to be reported to Director Farris. A roll call vote was taken with all eleven members present voting aye. Motion carried.

Anticipated Expenses- Farris reviewed the anticipated expenses as follows: A replacement control station radio for KenCom operating on 800 mhz not to exceed $2,000; and a three-way console to console bridge with Grundy County 9-1-1, Wescom and Kencom, that would allow instant communications between the three dispatch centers without the use of telephone lines or circuits not to exceed $400. Discussion ensued. Spang made a motion to approve the anticipated expenses not to exceed $2,400, seconded by T. Meyers. A roll call was taken with all eleven members present voting aye. Motion carried.

D. Meyers called for Old Business:
Report of the Bylaws Committee – No Action

Radio Infrastructure Upgrade Phase II – Farris reviewed in 8a.

Other Old Business – No Action

D. Meyers called for New Business:
KenCom Employee Handbook- Farris stated the handbook had been sent out to the board to review. Farris stated the handbook has been through staff, the attorney, and the Finance Committee and is being brought back for adoption. After discussion, the board agreed to send changes to staff and the handbook will be brought back next month for a vote.

2015 Operations Budget Discussion/Recommend Hiring Additional Staff- Farris discussed anticipated adjustments to the Operation Budget. Discussion ensued. Farris stated there is a memo attached recommending additional staffing. Farris is recommending hiring two additional dispatchers on the five busiest days and hours of the week, to allow supervisory staff to provide the much needed supervision of their shift to ensure quality service delivery. Farris is also recommending a part-time (20 hours/week) Operations Support position to deliver and maintain a quality training program for Police, Fire, and EMD dispatch, and to develop a training program to create a quality review process, along with many other miscellaneous duties. Farris stated the approximate additional cost for all three positions would be $160,000. Discussion ensued. L. Nelson stated the Finance Committee is going to begin the budget without the additional staffing and will add as the recommendation comes forward. Koster stated the Sheriff’s office will support the recommendation and he will move it forward to the County Board with any documentation presented. Discussion continued. After a lengthy discussion, the board asked Director Farris to send out more information/detail including projections for the future, to justify the need of the additional positions and to bring back to the board next month. L. Nelson stated the recommendation needs to come out of the Operations Board.
Rich Hart left the meeting at 2:45.
Records Retention Policy- D. Meyers stated there is a letter in the packet from Eric Weis summarizing the meeting he had with Dwight Baird and Josh Flanders, and there is also a memo in the packet from Director Farris in regards to Weis’s memo from August 8th, 2014. Baird stated the letter from Weis accurately reflects what happened at the meeting, and there were some additional clarifications. Farris stated staff was not part of the meeting with the States Attorney and the purpose of the memo in the packet was to clarify some of the issues and lays out a timeline. Farris reviewed the memo in the packet. Discussion ensued. Farris discussed the new Cloud delivery system for audio requests to the agencies, and he proposed to the board that they use the cloud as it was originally intended for six months to see if it works for everybody to see if modifications need to be done at that time. Gene Leopold left the meeting at 3:21 p.m. Discussion continued. Jensen mentioned Oswego Police has been using the cloud and it has been working for them and this option has significantly decreased their time spent on tape requests. Farris stated electronic delivery is the most efficient way to send audio and he would like to stop burning any cd’s. Discussion continued. Koster left the meeting at 3:42 p.m and Brian Jahp took over as the representative from the Sheriff’s office. Discussion ensued on the concerns of the 90 day tape retention and the need for tapes to be kept up to two years. Jahp stated even if KenCom went back to a three year retention period, the amount of requests from the Sheriff’s department will not decrease, Whowell agreed. Discussion continued. After a lengthy discussion a recommendation was made to reach out to Eric Weis and invite him to the next meeting, and add the retention policy on the agenda for next month as an action item. The board agreed to move forward with the cloud system delivery.

Any Other New Business- No Action

Closed Session: No Action

D. Meyers called for the Director’s Report – Farris reviewed the Directors Report in the packet as follows: One supervisor was terminated, effective July 28, 2014; One Dispatcher has been promoted to supervisor; KenCom has one Supervisor position to be filled; One former supervisor who resigned has returned part-time; There is anticipation that 2 employees will be taking FMLA(one immediately, and a second in December/January); A new EMnet terminal has been delivered and installed; Included in the packet is an article regarding Text to 9-1-1; The director will be out of town from the 28th of August through the 14th of September. The wireless 9-1-1 statistics for the month of July 2014 represented 74% of calls received, and the statistics for July are attached.

D. Meyers stated the next Operations Board Meeting is Wednesday, September 17th, 2014 at 2:00 p.m. Spang made a motion to adjourn the meeting, seconded by Schiradelly. All members present voted aye. Meeting adjourned at 4:23 p.m.

Respectfully Submitted,

Bonnie Walters
Recording Secretary