Others Present: Dave Farris, KenCom Director; Lynette Bergeron, KenCom Assistant Director; Bonnie Walters, KenCom Recording Secretary; Jillian McMillin, KenCom Supervisor; Brian Jahp, Kendall County Sheriff’s Office; Brian Voelkel, Sandwich Fire Department.

Josh Flanders called the meeting to order and requested a roll call of the membership. Nine of the fourteen members were present creating the necessary quorum for voting purposes.

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

Public Comment- None

Flanders called for Correspondence- None

Flanders called for a motion to approve the August 14th, 2013 Operation Board Minutes. Smith made a motion to approve the minutes, seconded by Pruski. Discussion Ensued. All members present voted aye. Motion carried.

Flanders called for the August 2013 Treasurer’s Report. T Meyers made a motion to approve the August 2013 Treasurer’s Report as submitted, seconded by Jensen. All members present voted aye. Motion carried.

Review of Bills:
Flanders called for the Operation Bills- The board reviewed the September 2013 bills for payment in the amount of $91,776.42, and deposits in the amount of $1,001.68. Smith made a motion to approve the September 2013 bills for payment, seconded by Clausen. Discussion. A roll call vote was taken with all nine members present voting aye. Motion carried.

Flanders called for the Surcharge Bills- The board reviewed the September 2013 bills for payment in the amount of $32,909.96, and deposits in the amount of $106,802.04. Pruski made a motion to approve the September 2013 bills in the amount of $32,909.96 for payment, seconded by Clausen. Discussion. A roll call vote was taken with all nine members present voting aye. Motion carried.
Anticipated Expenses- Bergeron reviewed the Anticipated Expenses for a total of $1,733.00 which Bergeron stated was well within the $6,000 budget for training: APCO Communications Officer Training for two new trainers in the amount of $399 each; Crisis Call Taking training for two dispatchers in the amount of $135 each; Domestic Violence Reporting training for two dispatcher in the amount of $135 each; and APCO/Nena Conference for Director Farris in the amount of $125.00. Smith made a motion to approve the total anticipated expenses in the amount of $1,733, seconded by T Meyers. A role call was taken with all nine members voting aye. Motion carried.

Flanders called for Old Business:
Operation Board by-laws- Flanders stated Bergeron had sent out the by-laws for everyone to review, and the changes were sent to Bergeron. Flanders stated Hitzemann had brought up a good point that in section 1.2 of the by-laws it talks about the Executive Board delegating the responsibility of the planning and design of the operation of the 911 system. Flanders stated before the board moves forward on the by-laws he believes it would be prudent to back track and trace where the Operations Board was created and what authority they were given. Flanders mentioned to table the by-laws for this month and bring back next month with more information. Discussion Ensued. Farris mentioned having both the Operation and Executive Board come together and form a sub-committee since the power of the Operation board comes from the Executive board that the next draft of the Operations Board by-laws is worked on by both committees and approved. Discussion Ensued. Smith made a motion to provide a recommendation to the Executive Board that an Ad Hoc committee be created for the purpose of revising both the Executive Board and the Operations Board by-laws so no conflicts are created, seconded by Jensen. All members present voted aye. Motion carried. Jensen made a motion to table any further action on the by-laws until a recommendation comes back from the Ad Hoc Committee, seconded by Klingel. All members present voted aye. Motion carried.

Emergency Notification System Implementation- Flanders reviewed the update from Nick Sikora who is the project manager. Flanders stated Everbridge has reloaded the 911 data and it appears that things have been cleaned up and we have a good database. Sikora asked to encourage all agencies to work on their private call lists. Sikora has completed the training on the opt in and hopes to have the pages done this month after he returns from training. Flanders stated we have to talk at the next meeting about future AT&T updates and the system as it is related to ongoing use, and Sikora asked to be at the meeting for that discussion. Bergeron stated that everyone that has administrative rights can see all of the 9-1-1 data and can also edit that data. Bergeron stated this is a problem and Everbridge is going to have to change that. Discussion Ensued.

Radio System Coverage- Farris stated we are still waiting on additional information from A Beep on the expansion. Farris stated that Oswego Fire has reported changes in the system both desirable and undesirable and those concerns have been forwarded, and at this point he is waiting to hear back from A Beep for a solution. Discussion Ensued. Farris stated that he has been waiting on a proposal from A Beep to add additional sites and he also recommended to A Beep that they bring the Tate engineers in to look at the problems of the radio system before any more money is spent. Discussion Ensued. Flanders reviewed the radio issues Oswego Fire is having. Farris encouraged all fire departments to consider putting in fixed radios in their stations tied to a rooftop antenna tied to the PA system for alerting the guys on duty. Discussion Ensued.

Policy & Procedure:
Fire Radio Procedures- Bergeron stated she sent out an email to all the fire and police agencies in regards to the question about IREACH. Bergeron reviewed the changes that were made. Discussion ensued in regards to the section on the IREACH policy. Bergeron mentioned KenCom went live with these procedures the beginning of September, and these changes were some concerns the dispatchers had asked for. The board agreed to amend the IREACH procedure. Jensen made a motion to the amended fire procedures, seconded by Klingel. All members present voted aye. Motion carried.
Fire Investigator Team- Bergeron reviewed the Fire Investigator Team Policy in the packet. Smith made a motion to approve the Fire Investigator Team Policy, seconded by Klingel. All members present voted aye. Motion carried.

Other Old Business- None

Flanders called for New Business:
Review Closed Session Meeting Minutes- Bergeron stated the list of the closed session meeting minutes are in the packet. Director Farris included a memo in the packet stating it is his recommendation to keep the closed session minutes closed due to personnel issues and contract negotiations. Discussion. T Meyers made a motion to keep the closed session minutes closed, seconded by Klingel. All members present voted aye. Motion carried.

Policy & Procedure: Bergeron stated there have been some recent concerns in dispatch along with other agencies in doing an IREACH to an accident with injuries, especially in the municipality limits. Bergeron stated years ago this was important because of possible ETA and delays, and is not finding this necessary as much today. Bergeron stated there has been a lot of discussion in regards to reviewing the policy for IREACH accident with injuries. Discussion Ensued. Jensen made a motion to review the current IREACH procedures specific to law enforcement and utilize the Kendall Chiefs Communications Committee to do that, seconded by Smith. All members present voted aye. Motion carried.

FOIA Requests- Farris reviewed the new FOIA policy that was created. Discussion Ensued. Farris agreed to check with other dispatch agencies to see how they handle FOIA requests before making a decision how to handle FOIA requests when someone is at a local police department requesting information from KenCom. Discussion Ensued. The board agreed to bring the FOIA request policy back next month.

Radio Infrastructure Upgrade Phase II- covered in Old Business.

Any Other New Business- No Action

Closed Session: No Action

Flanders called for the Director’s Report – Farris reviewed the Directors Report in the packet. Farris stated KenCom has filled the remaining dispatcher position. Farris stated staff continues to work with Kane County ETSB on revising the necessary agreements for an updated filing with the Illinois Commerce Commission. Farris stated KenCom will start dispatching for Aurora Township Fire on Tuesday, September 24th, 2013. Farris stated the Director will be attending the Annual IPSTA 9-1-1 Conference in Springfield October 20th through the 23rd. Farris stated the August 2013 9-1-1 cellular call was at 78%, and the August statistics are attached for your review.

Flanders stated the next Operations Board Meeting is Wednesday, October 16th, 2013 at 2:00 p.m. Smith made a motion to adjourn the meeting, seconded by Jensen. All members present voted aye. Meeting adjourned at 3:06 p.m.

Respectfully Submitted,

Bonnie Walters
Recording Secretary