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

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

Sikora called for the September 2013 Treasurer’s Report. Koster reviewed the report. Leopold made a motion to approve the September 2013 Treasurer’s Report, seconded by Hitzemann. All members present voted aye. Motion carried.

Sikora called for a motion to approve the September 18th, 2013 Operation Board Minutes. T Meyers made a motion to approve the minutes, seconded by Flanders. Discussion ensued. All members present voted aye. Motion carried.

Sikora called for the September 2013 Treasurer’s Report. Koster reviewed the report. Leopold made a motion to approve the September 2013 Treasurer’s Report, seconded by Hitzemann. All members present voted aye. Motion carried.

Review of Bills:
Sikora called for the Operation Bills. The board reviewed the October 2013 bills for payment in the amount of $85,652.81, and deposits in the amount of $1,021.68. Spang made a motion to approve the October 2013 bills for payment in the amount of $85,652.81, seconded by Koster. Discussion. A roll call vote was taken with all ten members present voting aye. Motion carried.

Sikora called for the Surcharge Bills. The board reviewed the October 2013 bills for payment in the amount of $13,702.12, and deposits in the amount of $52,454.57. Spang made a motion to approve the October 2013 bills in the amount of $13,702.12 for payment, seconded by Koster. Discussion. Koster noted the total
amount on the bill list is different than the agenda. Bergeron stated two bills in the amount of $7,041.72 came in after the agenda had been posted. A roll call vote was taken with all ten members present voting aye. Motion carried.

Anticipated Expenses- Farris reviewed the Anticipated Expenses for a total of $359.00. Farris stated a two-line Multitech Fax Modem replacing the dispatch fax machine had already been purchased due to continual jam issues in the amount of $1,264.99. Farris stated the new anticipated expense is for an APCO Communications Public Safety Telecommunicator Basic Course for Ashley Conrad which is required before the dispatcher can be EMD certified. Discussion Ensued. Hitzemann made a motion to approve the total anticipated expenses in the amount of $359.00, seconded by Flanders. All members present voting aye. Motion carried.

Sikora called for Old Business:
Operation Board by-laws- Sikora stated he needs two members from the Operations Board to step up. The Executive Board has already appointed three people to operate on a committee to review the Operation Board by-laws and look at any needed changes, and amendments and move forward with an updated set of by-laws. Sikora stated they have requested two members from this board to work with them and go through the process of updating the by-laws. Sikora mentioned he would like to have one representative from fire and one from police. Discussion Ensued. Mike Hitzemann and Jim Jensen volunteered for the committee. Koster made a motion to appoint Mike Hitzemann and Jim Jensen to represent the Operations Board, seconded by Leopold. Discussion. Flanders commented that he is disappointed that the Executive Board has three members on the committee but only two Operation Board members to update the Operation Board by-laws. Discussion Ensued. All members present voting aye. Motion carried.

Emergency Notification System Implementation- Sikora stated he sent out the link for the opt in page to the members of the Operations Board and the Executive Board, and received some feedback. Sikora stated he asked Everbridge for an opportunity to view a couple of other opt in pages as suggested by the Executive Board Chairman, and they have not been supplied yet and he is not certain if he will be able to view other pages and he will follow up. Discussion Ensued. Sikora mentioned he also discussed with Everbridge the ability to create a new category for the dispatcher to make it easier for the dispatcher to send emergency notifications, and he will need a list of emails of dispatchers to create the group. Bergeron stated she thought that was already completed and she will verify with Jillian. Sikora mentioned another suggestion discussed was to add in a jurisdictional title for each entity including unincorporated Kendall County and the Fire Districts to add an icon to give the capability for each entity to add what they want specific to their entity. Sikora also mentioned the concern Bergeron had brought up in regards to the ability for the administrators to see the 911 data. Sikora stated he did put in a request to have a change made at the user level to not have that available. Sikora stated currently there is not an option to create a user level for our own entities not to be able to see or change the 911 data. Sikora stated he did receive a confirmation that they have our request for the change to be made, but does not know when the change will be made. Discussion Ensued. Sikora stated as soon as he gets the completed feedback on the opt in page he will release for everyone to put on their own websites. Sikora stated he did not receive any feedback on the letter he wrote and mentioned that it did include any customers not using traditional phone lines need to opt in on the webpage in order to receive notifications. Sikora stated if anyone has any other feedback to please get to him.

Radio Infrastructure Upgrade Phase II- Farris stated he is meeting with A Beep to go over the proposal, and he will have more information after that.

FOIA Requests- Bergeron stated she reached out to other multi jurisdictional agencies to see how they handle their FOIA requests. Bergeron stated the only one that is similar to us that does not have public access is WesCom, and she stated when someone needs to physically turn in a FOIA request they go in the Plainfield PD to records and they strongly request all their departments to refer people to the website to fill out the form. Discussion Ensued. Farris stated we are not open to the public and do not have anywhere for
someone to sit and fill out a request so we cannot buzz people down to KenCom. Sikora mentioned KenCom is their own entity so the requests need to be directed to KenCom and not accepted by any other agency. Discussion Ensued. Sikora stated after discussion the board agreed that the FOIA request procedure stays as it has been and they come directly to KenCom.

Policy & Procedure:
IREACH Procedure and Fire Procedure- Bergeron stated the changes are in the packet for informational purposes from the discussion last month.

Other Old Business- Sikora stated the Kendall County Chiefs Association met to discuss items as it pertains to bringing on Montgomery PD and the split of the police frequencies after receiving different suggestions of changes to be made. Bergeron handed out a list of suggested changes to the board. Sikora stated in regards to the police agencies, he would like them to review the list handed out and do a 90 day trial period after the split of the frequencies and meet back to get feedback on how it is working. Discussion Ensued. Bergeron stated these are recommended changes that will help make the splitting of the frequencies successful, so she is asking that everyone begins implementing the changes as soon as possible. Discussion Ensued.

Joe Gillespie left the meeting at 2:55 p.m.

Sikora called for New Business:
Police Frequency Assignment October 29, 2013- Farris stated that as each day shift comes on for the agencies they will go to their new frequency. Farris stated Kendall County Sheriff and Oswego Police will remain on Police 1, and Yorkville, Plano and Montgomery will move to Police 3 for operations. Farris stated they will do a role call that morning with the frequency they should be on. Discussion Ensued.

Any Other New Business- No Action

Closed Session: No Action

Sikora called for the Director’s Report – Farris reviewed the Directors Report in the packet. 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 Montgomery Police on October 29th, 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 September 2013 9-1-1 cellular call was at 76%, and the September statistics are attached for your review.

Sikora stated the next Operations Board Meeting is Wednesday, November 20th, 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 3:09 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary