Nick Sikora called the meeting to order and requested a roll call of the membership. Seven of the fourteen members were present which resulted in not having a quorum for voting purposes. Sikora did state that two members were on their way.

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

Sikora called for Public Comment- None

Sikora called for Correspondence- Farris mentioned he received a letter from Bristol Kendall Fire Department thanking KenCom for being a part of their open house. Supervisor Jillian McMillan attended.

Sikora called for a motion to approve the October 16th, 2013 Operation Board Minutes. Mathre made a motion to approve the minutes, seconded by T. Meyers. Discussion Ensued. All members present voted aye. Motion carried.

Sikora called for the October 2013 Treasurer’s Report. Smith reviewed the report. T. Meyers made a motion to approve the October 2013 Treasurer’s Report, seconded by Pruski. All members present voted aye. Motion carried.

Terry Klingel from YPD arrived at 2:10 p.m. which resulted in a quorum for voting purposes.

Review of Bills:
Sikora called for the Operation Bills- The board reviewed the November 2013 bills for payment in the amount of $99,272.23, and a deposit in the amount of $1,878.18 for a flood reimbursement from FEMA from April. Smith made a motion to approve the November 2013 bills for payment in the amount of $99,272.23,
seconded by Flanders. Discussion. A roll call vote was taken with all eight members present voting aye. Motion carried. Bergeron noted the deposit on the operation fund balance from Sandwich Fire Department for month to date shows $11,001.68 and that was an error by the Treasurer’s office it should have been for $1,001.68. Bergeron stated this has been fixed by the Treasurer’s office and will send out an updated fund balance sheet to reflect the correct amount when received by the Treasurer’s office.

Sikora called for the Surcharge Bills- The board reviewed the November 2013 bills for payment in the amount of $6,237.82, and deposits in the amount of $56,101.69. Mathre made a motion to approve the November 2013 bills in the amount of $6,237.82 for payment, seconded by Smith. Discussion. A roll call vote was taken with all eight members present voting aye. Motion carried.

Anticipated Expenses- None.

Jonathan Whowell joined the meeting and Phil Smith left at 2:24 p.m.

Sikora called for Old Business:
Report from the Operation Board By-Laws Committee- Captain Jensen gave an update from the meeting. Jensen stated the committee did review and get through all the by-laws and made recommendations for changes. Jensen stated one of the main items they discussed was to give Director Farris the authority by the Operations Board to spend money for Operational purposes without having to get approval. Jensen stated that the committee worked very well together in reviewing the by-laws and making the necessary changes. Jensen mentioned there were two positions they would like to add to the by-laws, a finance liaison and a technology liaison. Farris stated the idea of the finance liaison is to oversee the finance of the Operations Board and to manage and review to make sure he is staying within budget. Farris mentioned the Operations Board would create a policy to give guidelines to what he could expend out of the budget without having to go back for approval. Jensen mentioned the budget Farris would be working from is already approved by the Executive Board. Discussion ensued. Farris stated the purpose of the technology liaison would be for any type of radio expansion, upgrades, or anything that would involve the technology and to keep a member at the Operations Board level actively involved in it. Farris mentioned the revised by-laws draft has been completed and will be sent out for review shortly and another meeting will be set up after that. Jensen mentioned the last item discussed was the future of growth, and the Operations Board will be working with the Executive Board to make decisions.

Emergency Notification System Implementation- Sikora mentioned he is moving forward and has received many comments from the Operations and Executive Board on the draft he sent out for the opt in page. Sikora stated most of the comments he received involved cutting down what was in the initial draft so people are more likely to use it without getting overwhelmed. Sikora mentioned he did add in a tab for each one of the member organizations for people to check which organization they would like to get notices from. Sikora stated he is working on shorting up the subscription list and he is going to reword the opening letter. Sikora stated his anticipation is to finish up everything by next week and send out to everyone for final review, and then release it to the public so people can begin opting in. Discussion ensued. Jahp mentioned he would like to see some more options adding in there for specific jurisdictions so people can decide on alerts they would like to get but not ones they don’t want to get. Jahp mentioned if they start getting everything people might not want to use it. Discussion ensued. Sikora mentioned from the other feedback he had gotten most people wanted the opt in page shortened to make it an easy read and easy process. Discussion continued. D. Meyers asked the board when Montgomery Police Department could join the Everbridge System. Flanders mentioned if it is not going to cost more money and 50% of their population is in Oswego Fire’s fire district, why Montgomery Police Department can’t be added to the Everybridge system now. Sikora mentioned he could bring that up to the Executive Board level for discussion. Sikora mentioned he believes the renewal date is April but he will check and get back to him. Sikora stated he did reach out to Everbridge about the renewal date considering the implementation phase took much longer than unusual, because we were not aware of the complexity of this system. Everbridge has given us a four month
extension which he sent forward to the Executive Board. Sikora stated Everbridge has suggested instead of extending our current contract by four months they would like to extend the renewal by four months. Everbridge believes this would be beneficial, because it would extend the current locked in amount paid by four months. Discussion continued of the expectations of KenCom and the agencies using the system once Everbridge is up and running.

Radio Infrastructure Upgrade Phase II- Farris stated he just received and email that they filed for a special temporary authorization to add the additional transmitter sites. Farris stated he has the microwave coordination in progress and he should know shortly on that. Farris stated they are also looking at issues in north Oswego, south Montgomery, and trying to install temporary receivers to give better reception until they can move forward with the upgrade. Farris stated he was meeting with A Beep this week to go over the final quote they produced for the expansions. Sikora asked if they are confident that A Beep can figure out the issues and get this project done, and Farris said they are confident they can complete the project. Farris reviewed the projected upgrade to the radio infrastructure and what areas they are changing or adding. Discussion ensued.

Other Old Business- None

Sikora called for New Business:

Ambulance/Fire Dispatch Procedure- Bergeron stated there is a memo in the packet in reference to Montgomery Fire in regards to dispatching ambulances when the subject is no longer on scene. Montgomery Fire also raised the issue of dispatching fire apparatus to automatic alarms even though dispatch, while still on the phone with the alarm company, receives a request from the alarm company to disregard the alarm due to proper pass code verification from the premise and before fire tones have been activated. Bergeron stated both those issues are contrary to current procedure so she brought them before the board. Bergeron explained what the current procedures are in these situations. Bergeron did ask if the board decided to change this procedure to make it the same for all agencies. Discussion ensued. It was decided to table any further discussion until December’s board meeting since the board was missing three fire agencies and their input is necessary.

Appliance Fire Nature Code- Bergeron stated Oswego Fire has asked if KenCom can create a nature code for Appliance Fire. The board decided to table to December’s meeting when all the fire agencies are present.

Any Other New Business- Sikora relayed info on a new system that is in place with Oswego School District of lockdown notification. Sikora asked if other school districts are looking into this. Discussion ensued. Sikora asked each agency to go back and have discussion to see if this is something that their schools are looking into.

Other New Business- Klingel mentioned he was aware they are still working on the bugs of the new split frequencies, but he wanted to know if KenCom has anything in place if a call is being handled by county but is in the city limits. Klingel stated when county has a car pulled over or if they are on a call, on the old frequencies he would hear it over the radio and were able to backup county or just be aware of what is going on. With the split frequencies his officers do not know what is going on in Yorkville if a county car is taking care of it. Klingel asked if there is anything set in place so they can receive updates. Discussion ensued. Jensen mentioned this needs to be handled between the agencies with good communication in case help is needed. Bergeron also mentioned the CAD ticket should continue to be updated as the dispatchers receive information, so the officers can always go back and look at any hot calls in progress in the CAD.

Closed Session: No Action

Sikora called for the Director’s Report – Farris reviewed the Directors Report in the packet. Farris stated KenCom started dispatching for Montgomery Police on October 29th, 2013. Farris mentioned since moving
to the new dispatch facility. KenCom staff has been continually working with our phone and radio recording vendor to correct issues. KenCom has discussed replacing the equipment with a different manufacturer’s equipment because of all the issues KenCom has had with the current system Revcord. Farris stated staff has discussed these issues with the Word Systems (the vendor) who has been extremely responsive to the issues and has worked diligently to resolve the outstanding items. Farris stated they have offered full credit toward the purchase of a different recording system manufactured by Nice. Farris mentioned these are the same recording systems currently deployed at Will and Grundy Counties. T. Meyers made a motion to purchase the new recording system Nice, seconded by D. Meyers to support the director’s recommendation and move to the Executive Board. All members present voted aye. Motion Carried. Farris stated the October 2013 9-1-1 cellular call was at 75%, and the October statistics are attached for your review.

Sikora reminded the board that the elections are coming up in January, so everyone should start thinking if they are wanting to run for a position or if they have someone in mind.

Sikora stated the next Operations Board Meeting is Wednesday, December 18th, 2013 at 2:00 p.m. Flanders made a motion to adjourn the meeting, seconded by Flanders. All members present voted aye. Meeting adjourned at 3:31 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary