CALL TO ORDER
Chairman Davidson called the Facilities Management Committee meeting to be in session; located in the Courthouse Jury Assembly Room to order at 4:00 p.m.

1) Roll Call – Chairman Davidson asked Suzette to call roll call for attendance. Present were Chairman Davidson, Vice-Chair Koukol, Member Gilmour, Member Wehrli & Member Prochaska. All committee members were present to form a quorum of the committee. County Board Chairman Shaw & Facilities Management Director Smiley were also present.

2) Approval of the February meeting minutes - Member Prochaska made a motion to approve the February meeting minutes. Member Wehrli 2nd the motion. All members voted aye via voice vote. Motion approved.

3) Public Comment - No members of the public were present at the meeting.

OLD BUSINESS/PROJECTS

1) COB Security System Improvements
   • Electronic door handles have been installed. Once Jim meets with each department head or elected official the programming of the key fobs will be completed. Then the key fobs will be handed out to each person and County Board members. We currently are using the automatic open and close timed feature on the door handles for each department.

2) PSC Comcast Line for Oswego Police
   • Jim met with Technology Services and the underground contractor for Comcast last week. The contractor outlined the route and Jim told everyone that he arranged for a private location service to mark Kendall County’s private fiber and copper lines in the pathway of the project. Due to the continued cold weather they put off the start until the 24th. The installation of the conduit is planned to be completed this week. After the conduit is completed Comcast will be scheduling the installation of the fiber into the PSC computer room.

3) K.A.T. Space Needs for Expansion
   • Jim met with Chairman Davidson, Jeff Wilkins & Paul LaLonde to go over the drawings Jim had put together. The group determined that it did not make sense to plan to setup part of the boiler room for K.A.T. But it made sense to see if the area could be rearranged to allow the Forest Preserve to setup some shelves in the boiler room so the current lower level storeroom could be used by K.A.T. for a break and file room. We talked about flip flopping the current uses of the two rooms and to build an office for Paul in one room, an office for the Operations Manager and an area for training. Jim is going to revise the drawings and go over them with Paul to finalize a proposed design. Once approved Jim will get pricing to create the new layout. Paul and Jeff said it might be possible to cover the cost in a grant that K.A.T. uses for operations.

Report from meeting
Vice-Chair Koukol mentioned that the HR Admin committee discussed the program being short by around $50,000. Dan feels we need to look at funding more before we move forward with a remodeling project. Chairman Davidson said he is not planning to ask the County to pay for the remodeling.

4) ComEd – National Safety Council – Community Safety Program Grants
   • Jim finished the grant application with the suggested use of the grant being to setup a backup generator at the Historic Courthouse.

NEW BUSINESS/PROJECTS

1) Chairman’s Report
   • Report on last month’s activities.
NEW BUSINESS/PROJECTS CONTINUED

2) Approve 3 Year Contract with Call One for Pri-T1 and T1 Circuits estimated to be $1,876.90 per month based on usage
   - Jim created an RFP and it was reviewed by the States Attorney’s office before publishing. The bid results show incumbent vendor, Call One to be the low bidder.

Report from meeting
Member Wehrli made a motion to approve and send to the County Board the FM Committee’s recommendation to form a three year contract with Call One for the PRIT1 and T1 circuits for the estimated cost of $1,876.90 per month based on usage. Vice-Chair Koukol 2nd the motion. All members voted aye via a voice vote. Motion Approved.

3) Approve 3 Year Contract with Call One for Analog Lines and LD use on these circuits estimated to be $2,014.64 per month based on usage
   - Jim created an RFP and it was reviewed by the States Attorney’s office before publishing.
   - The bid results show incumbent vendor, Call One to be the low bidder.

Report from meeting
Member Wehrli made a motion to approve and send to the County Board the FM Committee’s recommendation to form a three year contract with Call One for Analog lines and LD services for the estimated costs of $2,014.64 per month based on usage. Member Prochaska 2nd the motion. All members voted aye via a voice vote. Motion Approved.

4) Approve 3 Year Contract with Call One for Centrex Lines and LD use on these circuits estimated to be $2,405.78 per month based on usage
   - Jim created an RFP and it was reviewed by the States Attorney’s office before publishing.
   - The bid results show incumbent vendor, Call One to be the low bidder.

Report from meeting
Member Wehrli made a motion to approve and send to the County Board the FM Committee’s recommendation to form a three year contract with Call One for Centrex lines and LD services for the estimated costs of $2,405.78 based on usage. Member Gilmour 2nd the motion. All members voted aye via a voice vote. Motion Approved.

5) Annual Backflow Device Inspections
   - Testing was completed at all facilities. All devices tested to be in good working order.
   - Project complete.

6) Historic Courthouse and County Office Building Camera Replacements
   - Three cameras at the Historic Courthouse were blurry and the video was not usable. One camera in the computer room at the County Office building was in slightly better condition but still blurry. These cameras were part of the original installations at each facility. The cameras were replaced and set back up on the upgraded video server. All cameras are working properly now.
   - Project complete.

7) Public Safety Center Generator Transfer Switch Repair
   - Last Thursday during routine weekly testing the transfer switch failed to transfer and sparks flew out from the bottom of the cabinet. Jim notified Dave Farris in KenCom and Scott Koster in the Sheriff’s office that we were operating with only the utility service and the U.P.S. system until the transfer switch was fixed. Jim evaluated the situation and called out our Generator/Transfer switch PM vendor to determine what happened. Our vendor Lionheart determined that at some point water infiltrated the switch and caused corrosion on the terminals, wiring and components.
   - This caused the switching apparatus components to burn up. No replacement parts could be sourced locally and the original manufacturer did not respond to inquiries to replacement parts, we assume due to the age of the equipment. Jim advised Chairman Davidson, Co-Chair Koukol and Jeff Wilkins of the findings and told them we needed to source a replacement transfer switch. Chairman Davidson told Jim to proceed and do what needs to be done to get the system repaired.
7) Public Safety Center Generator Transfer Switch Repair Continued

- The new switch was planned to be installed starting at 7p.m after meeting with Sheriff Baird, Chief Scott Koster, D.C. Gillespie and Dave Farris. Everything went well until the last connection was being made to the new switch. At that time moving the wire in place caused existing spray foam in the conduit to break loose and built up water that we did not know about, started pouring into the new switch. We tried to block the water and blow it out and it kept coming in. So, the new equipment was removed. The vendor suggested having them go out and pickup a new oversized transfer switch they had in their shop to connect temporarily up to get us back to “normal” for now.
- This switch was connected and up and running around 5:30a.m. The system was tested and transferred the load to generator and back to utility successfully.
- Jim met Chairman Davidson and an electrician onsite on Friday to plan a solution to get a permanent solution in place without having the water infiltrate the equipment again, since these conduits run under part of the jail and evidence areas of the Sheriff’s office.
- Jim is waiting for pricing from the electrician and a determination if the replacement switch is usable and would be warranted still.

Report from meeting
County Board Chair Shaw said that he was glad everyone stuck with the situation to get the systems protected in this facility again

EXECUTIVE SESSION
Executive session was not required.

ADJOURNMENT
- Chairman Davidson asked for a motion to adjourn the meeting. Vice-Chair Koukol made a motion to close the meeting at 4:45 p.m. Member Prochaska 2nd the motion. All members voted aye via voice vote. Motion approved. Meeting adjourned by Chairman Davidson at 4:45 p.m.

Submitted by,
Jim Smiley
Facilities Management Director