Drafted Minutes of the KenCom Operations Board Meeting  
Held, Wednesday, March 13th, 2013  
2:00 p.m.

Present were: Chairman Nick Sikora, Oswego Police Department; Vice Chairman Josh Flanders, Oswego Fire District; Treasurer Scott Koster, Kendall County Sheriff’s Office; Mike Hitzemann, Bristol Kendall Fire District; Jonathan Whowell, Plano Police Department; Larry Hilt, Yorkville Police Department; Jeff Spang, Little Rock Fire District; Pat Pope, Lisbon Seward Fire Department; Brian Boyd, Sandwich Fire Department.

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.

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

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

Sikora called for Correspondence. No Action

Sikora called for a motion to approve the February 13th, 2013 Operation Board Minutes. Koster made a motion to approve the minutes, seconded by Boyd. All members present voted aye, motion carried.

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


Sikora called for Old Business:
Fire CAD Update- Bergeron stated her portion is completed and she has started testing run cards to locations and so far everything is looking good. Farris stated he expected the mapping from Bill Perkins either late this week or early next week. Farris stated Perkins has offered to continue helping KenCom with minor changes if necessary, but for any large changes he asks to be compensated. Farris stated Perkins has asked to be provided with a copy of Map Info for him to use while maintaining the mapping. Farris stated he believed that was a reasonable request considering he is doing the work free of charge. Hitzemann made a motion to make a recommendation to the Finance Board to purchase the mapping needed for Bill Perkins, seconded by Koster. A roll call was taken with all members voting aye. Motion carried.

Policy & Procedure- Bergeron stated that the policy and procedure manual has been split between supervisors and they are in the process of cleaning up policies and procedures. Bergeron reviewed the policy changes to the board. The policies Bergeron reviewed are as follows: Alarm Board Operation, Pager Tone Tests, Bank Alarms, LEADS, Kendall County Facility Alarms, Assigning Incidents to Police Units, MDC Emergency Procedure, Towing Policy, ISPERN Broadcasts. Discussion Ensued. Flanders made a motion to accept the policy and procedure changes as amended, seconded by Hilt. All members present voted aye, motion carried.
Other Old Business:
Frequency of meetings- Sikora mentioned last month there was discussion of changing the meeting frequency from monthly. Discussion Ensued. The board decided to keep the meeting frequency monthly, and look to revisit in the future.

Agency Radio Coverage- Sikora mentioned the concern from the February meeting in regards to the portable radio coverage and asked the board to continue forwarding messages to Director Farris as issue areas are found. Farris stated there is a new email set up for radio coverage issues only and asked for everyone to start using this email and give as much detail as possible. Farris reviewed the current progress being made with resolving the radio coverage issues. Discussion Ensued.

Sikora called for New Business:
Operation Board By-Laws- Sikora reviewed the by-laws in the packet. Sikora stated that the next election will be in January 2014. Sikora stated the day and time are incorrect in the by-laws. Bergeron stated she would find the meeting minutes when the amendment was made and attach with the by-laws. Farris asked the board to review the by-laws and contact Bergeron with any changes and Bergeron will bring back an amended copy to the April meeting. Discussion Ensued.

Emergency Notification System Implementation- Koster stated the Executive Board approved the contract and executed the agreement to Everbridge. Koster is receiving account information and training information from Everbridge, and within the next week Koster should be getting together an implementation plan. Koster said that the sheriff’s office plans on taking a leading role in assisting the other entities with training and guidance. Koster stated there is no onsite training from Everbridge, only web based training. Bergeron stated the Executive Board asked that the Operations Board take over the implementation of Everbridge. Discussion Ensued.

Other New Business:
Montgomery- Flanders asked if KenCom was going to discuss with the Operations Board about bringing in new agencies. Bergeron stated Montgomery Police has approached KenCom about coming in and it was directed at their board to continue moving forward with KenCom. Bergeron stated it is still in preliminary stages. Bergeron stated at the last Executive Board meeting in January it was directed that Greg Witek and Larry Nelson move forward with negotiating a contract with Montgomery Police Department. Farris stated KenCom also has the possibility of gaining Montgomery Fire and Aurora Township Fire. Sikora stated in the past, agencies that wanted to join KenCom were brought to the Operation Board first and then was given a recommendation to the Executive Board. Sikora stated this was not done with Montgomery Police Department and that is a concern. Discussion Ensued. Sikora stated he was approached by his officers asking how KenCom is going to handle the police frequencies and if KenCom is going to add dispatchers. Farris stated the Executive Board has already stated they will look at the Operations Board for the implementation of adding Montgomery Police. Farris stated in order for KenCom to operate two police frequencies they would need to increase staff by two dispatchers. Discussion Ensued. Sikora stated he does not feel that the Operations Board is being looked at like they used to by the Executive Board as the users of the system. Discussion Ensued. Farris recommended operation board members to attend the Finance and Executive meetings and voice their concerns. Farris mentioned putting together a subcommittee for the operation board and a subcommittee for the executive board to work out roles and responsibilities of each board.

Closed Session: No Action

Jeff Spang left the meeting at 3:13 p.m.
Sikora called for the Director’s Report - Farris reviewed the Directors Report. Farris stated the installation of the new virtual siren controller is now complete and the old controller will be removed from the second floor once the new controller is verified to be working. Farris stated the re-installation of the equipment at the backup center continues and is anticipated to be completed by the end of March. Farris stated staff continues to work with the radio vendor to assess coverage issues reported, the telephone equipment vendors came to fix an issue of transferring calls internally, and staff is assessing the potential of receiving text to 9-1-1 calls with our telephone system vendor. Farris stated staff continues to work with the Village of Montgomery Police regarding the potential of extending service to several entities. Farris stated the February 2013 9-1-1 cellular call was at 72%.

Sikora stated the next Operations Board Meeting is Wednesday, April 10th, 2013 at 2:00 p.m. Koster made a motion to adjourn the meeting, seconded by Boyd. All members present voted aye. Meeting adjourned at 3:16 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary