

**Minutes of the KenCom Operations Board Meeting  
Held, Wednesday, January 20<sup>th</sup>, 2016  
2:00 p.m.**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Josh Flanders	OFD	X	
Dan Meyers	MPD		X
Harold Martin	KCSO	X	
Tim Fairfield	BKFD	X	
Jonathan Whowell	PPD	X (2:03)	
Larry Hilt	YPD	X	
Joe Severson	Village of Newark		X
Jeff Mathre	NFD	X	
Jeff Spang	LRFFD	X	
Tim Wallace	LSFD		X
Mike Pruski	SFD	X	
Jeff Burgner	OPD		X
Thomas Meyers	MFD	X	
Henry Van Bogaert	ATFD		X

Others Present: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director; Bonnie Walters, KenCom Administrative Assistant; Marsha Helland, KenCom Supervisor; Jennette Welter-Fichtel, KenCom Supervisor, Mike Peters, Kendall County Sheriff's Office; Larry Nelson, Member at Large.

Josh Flanders called the meeting to order and requested a roll call of the membership. Eight of the fourteen members were present which resulted having a quorum for voting purposes.

Flanders called for approval of the agenda. Martin made a motion to approve the agenda as submitted, seconded by Fairfield. All members present voting aye. Motion carried.

Flanders called for Public Comment – None

Flanders called for Correspondence – Bergeron stated Jennette Welter-Fichtel (KenCom Supervisor) had sent her an email recognizing Dianne Vaillancourt (KenCom employee of 25 years) of the actions she took to go above and beyond to locate a suicidal female to send paramedics.

Jonathan Whowell joined the meeting at 2:03 p.m.

Flanders called for approval of the Closed Session Finance Minutes – Martin made a motion to approve the December 9<sup>th</sup>, 2015 Closed Session Operations Committee Meeting minutes but do not release, seconded by Fairfield. All minutes were collected and shredded. All members present voting aye. Motion carried.

Consent Agenda – Bergeron asked for the Treasurer's Report to be removed from the Consent Agenda. Martin made a motion, seconded by Whowell to approve the Consent Agenda; Approving the December 9<sup>th</sup>, 2015 Operation Board Minutes.

Treasurer's Report – Bergeron stated normally the ending balance on the Treasurer's Report balances with the ETSB Fund Balance from the County. The two reports do not balance this month because the Treasurer's Office had to reprint KenCom another copy today to reflect the FY2016 budget balances,

therefore the balance will reflect deposits made to date. Fairfield made a motion to approve the December 2015 Treasurer's Report, seconded by Hilt. All members present voting aye. Motion carried.

Flanders called for the Standing Committee Reports:  
Personnel Committee Report – No Report

Executive Board Report – No Report

Finance Committee Report: Bergeron noted the Auditor has started the audit, and met with KenCom staff on January 14<sup>th</sup>, 2016.

Operation Bills – Spang made a motion to approve the January 2016 bills for payment in the amount of \$286,624.47, seconded by Fairfield. Discussion. A roll call vote was taken with all nine members present voting aye. Motion carried.

Surcharge Bills – Mathre made a motion to approve the January 2016 bills for payment in the amount of \$30,341.91, seconded by T. Meyers. Discussion. A roll call vote was taken with all nine members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the Anticipated Expenses as follows: Cisco Anyconnect Licenses 100 at \$135.00 per 25 licenses for an amount not to exceed \$540.00; KenCom challenge coins for employee merit awards (100) for an amount not to exceed \$500.00. T. Meyers made a motion to approve the anticipated expenses for an amount not to exceed \$1,040.00, seconded by Fairfield. Discussion ensued. A roll call was taken with eight members voting aye, Spang voting nay. Motion carried.

Flanders called for Old Business:  
CAD Group Update – No Report

Village of Somonauk Police – No Report

Somonauk Fire – No Report

Additional Backup Power for the Montgomery Tower – L. Nelson stated there are two options to consider during the process of getting a backup generator for the Montgomery Tower. L. Nelson stated they can either get a new RFP or use the existing in house bid and the Executive Board is looking for a recommendation to move forward from the Operations Board. Discussion ensued. T. Meyers made a motion to use the current RFP as long as the bid is equal or less, if not go out for bid with a new RFP, seconded by Pruski. A roll call was taken with eight members voting aye, Spang voting nay. Motion carried.

Closed Session Written Minutes – Fairfield made a motion to approve all closed session written minutes on file at KenCom, seconded by T. Meyers. This will begin the eighteen month ticker to destroy the audio from the closed session meetings. Discussion. L. Nelson stated any board member can make an appointment and listen to any of the meetings upon request. All members present voting aye. Motion carried.

KenCom Employee Merit Award Policy – Bergeron reviewed the Merit Award Policy. Bergeron mentioned they are forming a committee to review who qualifies for an award and asked if any Operation Board Members would like to volunteer. Tim Fairfield volunteered to be part of the committee. T. Meyers made a motion to approve the KenCom Merit Award Policy, seconded by Fairfield. Discussion ensued. All members present voting aye. Motion carried.

Any Other Old Business – None

Flanders called for New Business:

Policy and Procedures – After discussion, the board would like more time to review the policies. Fairfield made a motion to table the policy and procedures until February's meeting, seconded by T. Meyers. All members present voting aye. Motion carried.

Strategic Plan – No Report

CAD Recommendations – Flanders mentioned a concern about fire agencies deviating from CAD unit recommendations and in return are having dispatchers question the CAD recommendations. Flanders stated in order for the dispatchers not to question they need to keep the CAD up to date and send in changes. Discussion ensued.

Automatic Vehicle Locator – Bergeron stated there was discussion in the Personnel Committee about the automatic vehicle locator in regards to officer safety and CAD recommending closest due and if KenCom's CAD was capable and was asked to bring to the Operations for discussion. Bergeron verified that KenCom's CAD does have the capability to add automatic vehicle locator and is available for both police and fire. After discussion the agencies were interested and Bergeron stated she will reach out to the CAD company and get more information.

Election of Officers – Spang made a motion to nominate Josh Flanders as the chair and Dan Meyers as the vice chair, seconded by Martin. Discussion. A roll call was taken with all nine members voting aye. Motion carried.

Joint Operations/Executive Board Meeting – Bergeron stated there was interest from the Operations and Executive Board to continue having a joint meeting annually. Pruski made a motion to move forward with scheduling a joint meeting for the Operations and Executive Board in February or May, seconded by Whowell. Discussion. All members present voting aye. Motion carried.

Economic Interest Statement – Bergeron reminded the Operations Board when filing their Economic Interest Statement to make sure and put the KenCom Boards on them.

Language Interpretation Service Options – Bergeron reviewed options for language interpretation services. Bergeron stated KenCom currently uses Language Lines, and it is expensive and closely watch each statement for errors. After reviewing the options, staff recommends moving to Voiance for language interpretation needs due to the significant cost savings and optimal service options.

Any Other New Business: Bergeron reviewed two new forms in the packet, CAD Location Notes and an Incident Clarification form, and she is asking the agencies to use the new forms when sending in requests. Bergeron will email the forms out to all Operation Board Members and ask that they share it with their staff.

Staff Report – Bergeron gave a report of Personnel as follows: One new dispatcher continues in training and is expected to be released on January 29<sup>th</sup>, 2016. One new dispatcher has been released from training and is working independently as of January 16<sup>th</sup>, 2016. KenCom is currently short three dispatchers, two of whom did not make it out of training. KenCom placed an employment advertisement in the Blue Line. KenCom will be holding an orientation and testing for applicants that have passed the typing test on January 22<sup>nd</sup>, 2016 at 6:00 p.m. at Oswego Fire Station 1. Training as follows: January's in-house training will be a presentation about special needs callers and TTY. The Director and Assistant Director will be attending the Illinois Public Employer Relations Association 2016 Public Sector Employment Law Seminar on March 4,

2016 in Oak Brook Terrace. Information as follows: Heather Gutierrez, Sarah Berry received a letter from State Representative John Anthony and a recognition certificate. KenCom was recognized, along with the Montgomery Fire District, for run of the quarter in December from Rush Copley. Cheryl Mastrodomenico was the call taker and the fire dispatcher for this incident. KenCom was recognized, along with the Oswego Fire District, for run of the quarter from Rush Copley. Wendy Buri was the call taker and the fire dispatcher for this incident. Sarah Berry was selected for 2015 Telecommunicator of the Year by the Illinois Sheriffs' Association. Sheriff Baird nominated Sarah Berry for the exceptional way in which Sarah handled the Oswego officer involved shooting that took place in August of 2015. Sarah and a guest have been invited to the Illinois Sheriffs' Association award banquet being held on March 7<sup>th</sup> in Peoria. Staff continues with Quality Assurance and Quality Improvement program. Staff has begun receiving their reviews. Staff continues to work on implementing the Power DMS Software. Wireless surcharges are now being dispersed with the Governor signing HB2039. Quarterly shift meetings have been scheduled for Tuesday, February 9<sup>th</sup>. Bergeron stated the December statistics are in the packet for review, and wireless 9-1-1 represents 74% of calls received.

Bergeron stated the new 9-1-1 laws came into place on January 1<sup>st</sup>, 2016 and herself and Stein have been going over the administrative codes and reviewed some highlights of the new law. During discussion Bergeron mention the AT&T 9-1-1 call boxes are being removed from the Plano, Yorkville, Oswego, Lisbon, Newark, and Plattville and do not need to be provided by AT&T under the new law. Discussion ensued.

Closed Session – No Action

Flanders stated the next Operations Board Meeting is Wednesday, February 17<sup>th</sup>, 2016 at 2:00 p.m. at the Public Safety Center, Lower Level, KenCom Conference Room. Martin made a motion to adjourn the meeting, seconded by Fairfield. All members present voting aye. Meeting adjourned at 3:17 p.m.

Meeting Recorded by Bonnie Walters.

Respectively Submitted,

Bonnie Walters  
Recording Secretary