

**Minutes of the KenCom Operations Board Meeting
Held, Wednesday, February 17th, 2016
2:00 p.m.**

| Member | Agency | Present | Absent |
|-------------------|-------------------|----------------|---------------|
| Josh Flanders | OFD | X | |
| Dan Meyers | MPD | X | |
| Harold Martin | KCSO | X | |
| Tim Fairfield | BKFD | X | |
| Jonathan Whowell | PPD | X | |
| 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 |
| James Jensen | OPD | X | |
| Thomas Meyers | MFD | X | |
| Henry Van Bogaert | ATFD | | X |

Others Present: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director; Sheila Roberts, KenCom Administrative Assistant; Pamela Higgins, KenCom Supervisor; Mike Peters, Kendall County Sheriff's Office; Larry Nelson, Member at Large; Gene Morton, Plano Police ; Jeff Bergner, Chief of Oswego Police Department.

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

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

Flanders called for Public Comment – None

Flanders called for Correspondence – Bergeron mentioned Neely Zuhn's email regarding the Little Rock Fox District's Fire and how everyone worked well together and as a team. Spang said there was great cooperation and that if it wasn't for the great team effort, a lot would have been lost.

Consent Agenda – Flanders called for approval of consent agenda. Martin made a motion, seconded by Jensen to approve the Consent Agenda; Approving the January 20th, 2016 Operation Board Minutes and approving the January 2016 Treasurer's Report. All members present voting aye. Motion carried.

Flanders called for the Standing Committee Reports:

Personnel Committee Report – Jensen reported they have not met yet. However, updating goals for 2016 and sending out a new survey to the staff was discussed. Bergeron stated from last year's survey the lighting issue was addressed and other quick fixes. The same survey was sent to the employees and we are waiting for the responses. Jensen stated that Bergeron mentioned employees will be attending ALICE Training in Oswego.

Executive Board Report – No Report

Finance Committee Report

Operation Bills – Spang made a motion to approve the February 2016 bills for payment in the amount of \$162,717.15, seconded by Martin. Discussion. A roll call vote was taken with all ten members present voting aye. Motion carried.

Surcharge Bills – Martin made a motion to approve the February 2016 bills for payment in the amount of \$5,335.65, seconded by Fairfield. Discussion. A roll call vote was taken with all ten members present voting aye. Motion carried.

Anticipated Expenses –None

Flanders called for Old Business:

Village of Somonauk Police – No Report

Somonauk Fire – No Report

Additional Backup Power for the Montgomery Tower – Bergeron stated she sent out an RFP requesting bids for one generator. We received no RFP responses. She faxed and emailed to six electric companies. Had another company come out to look at site and they never followed up. Discussion ensued regarding who the packets went out to and that it was also published in the Record for two weeks. Pierro Electric was who installed it before. They have not responded yet whether they wanted the job or not. Martin made a motion to send out for more bids for the generator job, seconded by Jensen. A roll call was taken with ten members voting aye. Motion carried.

Discussion on Automatic Vehicle Locator- Bergeron needs to look into this further and continue with this next month.

Strategic Plan- None

Any Other Old Business – None

Flanders called for New Business:

Policy and Procedures – Bergeron stated that last month she handed out a large packet of policies and procedures and changing format. Jensen made a motion to approve the policy and procedures, seconded by Fairfield. All members present voting aye. Motion carried.

Stein created new Re-routing of CDC Policy. Flanders asked for motion to approve. Jensen motioned to approve the new policy, seconded by Fairfield. Discussion. . All members present voting aye. Motion carried.

Panic/Hold-Up Alarm procedures – Bergeron received an email from Montgomery Police regarding panic alarms. KenCom currently does not have a panic/hold-up alarm policy. Only special protocols for bank alarms. Discussion ensued on which direction KenCom should take, on creating the policy. The board is looking for feedback to be brought back next month. It was determined the Kendall Chief's Communications Committee would work on this and bring back to the board.

3SI Tracking Discussion- Bergeron explained 3SI was originally installed for bank monitoring only. The two banks that were being monitored are no longer in business. 3SI is now marketing to retail stores for their tracking tool to be installed on merchandise. Bergeron is expressed her concerns with KenCom now monitoring retail alarms. Discussion ensued regarding KenCom's association with 3SI. Bergeron stated

there is no contract with this company. It was determined there was no motion needed on this. Bergeron will be sending a certified letter to 3SI notifying them KenCom will be removing their software and will no longer be monitoring their website.

Any Other New Business - Bergeron stated during the recent staff meetings it was requested that agencies send KenCom updated business information, such as keyholder and new business information. Bergeron said there is some pretty old information in the CAD and it makes it problematic when KenCom is trying to contact keyholders. Bergeron requested if agencies could please send us any updated information they have so the CAD can be updated.

Staff Report– Bergeron gave a report of Personnel as follows: Both trainees have been released on their own and working independently. We have narrowed down applicants to three people. We are currently in the process of background checks. We will offer positions pending results. Two have dispatcher experience and the other one we feel is a really strong candidate. Brief discussion ensued on the impact of hiring with the consolidation of other 911 dispatch centers, due to the new 911 laws. Discussion ensued over training process. March in house Training - There will be a presentation on fire special teams, ILEAS and a demonstration on the use of fire extinguishers, which will be given by the Oswego Fire Department. Due to the new 911 Laws, once a year KenCom has to be trained on how to use a fire extinguisher. ALICE training will also be done at the Oswego Fire Department. Wendy Buri and Levi Gotte will be going to the MABAS Conference next week, down in Bloomington. Bergeron and Stein will be attending the IPELRA Public Sector Employment Law Seminar on March 4th. Quarterly shift meetings were held last Tuesday and they went well. Oswego Call box has been removed and all that is left to be taken out are Platteville, Lisbon and Newark. KenCom's Challenge coins have been ordered and will arrive at the end of the February. Bergeron stated the January statistics are in the packet for review and wireless 9-1-1 represents 74% of calls received. Bergeron and Stein stated that the Kendall County Police Chief Association has added Investigator of the year, Civilian Employee of the year and Telecommunication of the year award, to their list. Also, Sarah Berry was nominated for Telecommunicator of the year award by the Illinois Sheriff's Association. This is throughout the state of Illinois.

Closed Session – No Action

Flanders stated the next Operations Board Meeting is Wednesday, March 16th, 2016 at 2:00 p.m. at the Public Safety Center, Lower Level, KenCom Conference Room. Spang made a motion to adjourn the meeting, seconded by Martin. All members present voting aye. Meeting adjourned at 2:40 p.m.

Meeting Recorded by Sheila Roberts.

Respectively Submitted,

Sheila Roberts
Recording Secretary