

**Amended Minutes of the KenCom Operations Board Meeting  
Held, Wednesday, April 20th, 2016  
2:00 p.m.**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Josh Flanders	OFD	X	
Daniel Meyers	MPD	X	
Scott Koster	KCSO	X	
Michael Kalina	BKFD	X	
Jonathan Whowell	PPD	X	
Larry Hilt	YPD	X	
Joe Severson	Village of Newark		X
Dave Kellogg	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; 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. Ten of the fourteen members were present which resulted in a quorum for voting purposes.

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

Flanders called for Public Comment – None

Flanders called for Correspondence – Bergeron reported that Battalion Chief Josh Walters from Oswego Fire Department contacted herself and Jen Stein about a great job the day shift employees (Melissa Lardi, Cheryl Mastrodomenico, Dianne Vaillancourt, Wendy Buri, Karla Maurer) did with multiple Oswego Fire calls going on at the same time. Bergeron noted that the Kendall County Chief of Police Association added a category for telecommunicator of the year and KenCom nominated two of their dispatchers (Sarah Berry for the officer involved shooting, and Ashley Conrad for the male suicidal subject). The dinner is on May 6<sup>th</sup> and the winner will be announced that night. Bergeron stated that there was an approval for the Mobile Link Monitoring for the generator sites and a question had been asked if they can get notifications via email when they do the weekly exercises, Bergeron confirmed that they could.

Consent Agenda – Flanders called for approval of the consent agenda. Koster made a motion, seconded by Jensen to approve the consent agenda which includes approval of the March 16<sup>th</sup>, 2016, 2016 Operation Board Minutes and the March 2016 Treasurer's Report. All members present voting aye. Motion carried.

Flanders called for the Standing Committee Reports:

Personnel Committee Report – Bergeron stated the employee evaluations for the Director, Assistant Director, and Supervisor's were reviewed and the committee will continue working on them.

Executive Board Report – No Report

Finance Committee Report

Operation Bills- Koster made a motion to approve the April 2016 bills for payment in the amount of \$168,500.54, seconded by Jensen. Discussion. A roll call vote was taken with all ten members present voting aye. Motion carried.

Surcharge Bills – Koster made a motion to approve the April 2016 bills for payment in the amount of \$36,053.78, seconded by Jensen. During discussion Koster asked how the implementation of the contract for the Isidore Group (KenCom’s IT Company) was and how they were working out. Bergeron gave an update. 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 – Larry Nelson stated they are ready to go with the quote and are waiting on the possibility to get natural gas versus propane. Discussion ensued.

Discussion on Automatic Vehicle Locator - Bergeron stated she received more detailed information from Enroute for both police and fire and reviewed the documentation and quote contained in the packet to the board.

Strategic Plan- Bergeron stated that she is looking to put together a committee to work on the strategic plan and is still looking for another member to volunteer from the fire side.

Panic/Hold-Up Alarm procedures- Bergeron stated the procedures were discussed at the Kendall County Chiefs meeting and they will be setting up a meeting to work on. Bergeron hopes to bring back to the board for approval at the meeting next month.

Any Other Old Business – None

Flanders called for New Business:

Policy and Procedures- Bergeron reviewed the ILEAS Policy contained in the packet. Koster made a motion to approve the ILEAS Policy contained in the packet, seconded by Jensen. All members present voting aye. Motion carried.

Destruction/Recycling of old equipment – Bergeron stated herself and Stein went through all the old equipment upstairs in the generator/boiler room and the Sheriff’s Office has asked them to condense the old equipment. Bergeron mentioned an inventory list was made of the old equipment for the board to review and are looking for direction from the board on what to do with the equipment. Discussion ensued. Koster made a motion to authorize staff to dispose of the unused equipment, priority to donating to any other government agency that can make use of it and subsequent to that recycle or destroy, seconded by Jensen. All members present voting aye. Motion carried.

Closed Session Minutes Semi-Annual Review – To be discussed in Closed Session.

## Any Other New Business – No Report

Staff Report– Bergeron gave a report on Personnel as follows: KenCom has three new employees in training who began practical training on the dispatch floor April 15<sup>th</sup>. Training as follows: Several staff members attended the A.L.I.C.E. training at Oswego Village Hall. All staff found this training to be extremely beneficial, both from an employee’s perspective, as well as a 9-1-1 dispatcher’s perspective and Bergeron thanked James Jensen at Oswego Police Department for inviting KenCom. On April 18, Gail Johnson trained KenCom administrative staff on how to perform employee evaluations. CPR training is scheduled for April 25<sup>th</sup> and 29<sup>th</sup> for 15 staff members. Information as follows: Telecommunicator week was April 10<sup>th</sup> through April 16<sup>th</sup>. Bergeron thanked all of the agencies that provided meals throughout the week in celebration of Telecommunicator week (Montgomery Police Department, Kendall County Sheriff’s Office, Oswego Police Department). KenCom’s Employee Recognition and Appreciation dinner was Wednesday, April 13<sup>th</sup> at Kennedy Pointe Restaurant with a total of 26 guests in attendance (16 of which were KenCom employees). Chris Walat was voted KenCom’s Telecommunicator of the Year and received an award. Jennette Welter-Fichtel was presented with a 20 year service award. Pamela Higgins was presented with a 10 year service award. Jaymee Goodspeed (who was not present) received her 5 year service award. The Aurora Police Department has agreed to be KenCom’s 9-1-1 telephone backup. Wireless 9-1-1 statistics for the month of March 2016 represented 71% of calls received.

Bergeron noted KenCom has not received their first check from the State of Illinois under the new January formula which includes the deductions from AT&T and Frontier. Bergeron stated 71% of calls are wireless, and currently seven of the lines coming in are wireline and two are wireless. This is causing rollover to other agencies. Bergeron would like to come back to the board next month with a recommendation for additional wireless lines. Discussion ensued.

Closed Session – Koster made a motion to move into closed session for the discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes of semi-annual review of the minutes as mandated by Section 2.06 5 ILCS 120/2(c)(21), seconded by T. Meyers. A roll call vote was taken with all ten members voting aye. Motion carried. Closed session began at 2:32 p.m.

Open session resumes at 2:36 p.m.

Action After Closed Session – Koster made a motion to keep the closed session minutes closed, seconded by Jensen. Discussion. All members present voting aye. Motion carried.

Flanders stated the next Operations Board Meeting is Thursday, May 26<sup>th</sup>, 2016 at 5:30 p.m. at the Kennedy Pointe Restaurant, 2245 Kennedy Road, Bristol, IL. Koster made a motion to adjourn the meeting, seconded by Jensen. All members present voting aye. Meeting adjourned at 2:39 p.m.

Meeting Recorded by Jennifer Stein.

Respectively Submitted,

Bonnie Walters  
Recording Secretary