

Minutes of the KenCom Operations Board Meeting
Held, Wednesday, May 26th, 2016
5:30 p.m.

Member	Agency	Present	Absent
Josh Flanders	OFD	X	
Daniel Meyers	MPD		X
Scott Koster	KCSO	X	
Tim Fairfield	BKFD	X	
Jonathan Whowell	PPD	X	
Terry Klingel	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; Judy Gilmour, Kendall County Board; Dwight Baird, Kendall County Sheriff; David Thompson, Newark Fire District; Michael Hitzemann, Bristol-Kendall Fire District; Darald Nelson, Village of Newark; Mike Vesseling, Oswego Fire District; Larry Nelson, Member At Large; Greg Witek, Little Rock Fire District; Chris Funkhouser, City of Yorkville; Scott Mulliner, City of Plano.

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

Flanders called for approval of the agenda. Spang 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 received an email from Tim Fairfield, Bristol Kendall Fire, stating the dispatchers had done a great job the night before handling many fire calls.

Approval of Closed Session Minutes – Jensen made a motion to approve the April 20th, 2016 Closed Session Minutes but do not release, seconded by Koster. All members present voting aye. Motion carried.

Consent Agenda – Flanders called for approval of the consent agenda. Koster made a motion, seconded by Klingel to approve the consent agenda which includes approval of the April 2016 Treasurer’s Report and the April 20th, 2016 Operation Board Minutes. Fairfield noted there was an amendment to the Operation Board Minutes. Koster and Klingel amended their motions to reflect the change in the minutes. All members present voting aye. Motion carried.

Flanders called for the Standing Committee Reports:

Personnel Committee Report – Jensen gave a report as follows: As a Personnel Committee they are extremely happy with the way that Director Bergeron and Assistant Director Stein are working with KenCom

and staff. Retaining staff has been a challenge in the last year and KenCom has been able to bring in some experienced dispatchers and there has been continual training. Bergeron and Stein have worked on the employee evaluation process and the evaluation tool, and are almost ready to roll out to the Director and Assistant Director first then the supervisory staff and remainder of KenCom staff to follow. The employee survey was completed. They will be talking more about the ten year long range plan for equipment and staffing to get an idea of financial impact in the future.

Executive Board Report – No Report

Finance Committee Report

Operation Bills- Koster made a motion to approve the May 2016 bills for payment in the amount of \$193,327.70, seconded by Fairfield. Discussion. A roll call vote was taken with all eight members present voting aye. Motion carried.

Surcharge Bills – Koster made a motion to approve the May 2016 bills for payment in the amount of \$58,353.74, seconded by Fairfield. Discussion. A roll call vote was taken with all eight members present voting aye. Motion carried.

Anticipated Expenses –None

Flanders called for Old Business:

KenCom Backup Agreement – Bergeron received the agreement KenCom had sent to Aurora Police Department with some minor changes and sees KenCom moving forward quickly to get the agreement signed.

Strategic Plan – No report

Any Other Old Business – None

Flanders called for New Business:

Policy and Procedures – Stein reviewed the new and revised policies contained in the packet (Activating Fire Tones, Auto Aid for Sugar Grove Fire Areas, MABAS 13 HAZMAT, and Call Transferring). Jensen made a motion to approve the following polices: Activating Fire Tones, Auto Aid for Sugar Grove Fire Areas, MABAS 13 HAZMAT, and Call Transferring, seconded by Koster. All members present voting aye. Motion carried.

Any Other New Business – Bergeron noted that Ashley Conrad received Telecommunicator of the Year Award from the Kendall County Chiefs of Police Association and the Oswego Optimist Club (Sarah Berry and Ashley Conrad were nominated). The award was presented at the annual Respect for Law Enforcement Banquet. Flanders stated previously Nick Sikora was the lead contact for Everbridge and he is no longer with the Oswego Police Department and is looking for volunteers to step up and be lead contact and Jonathan Whowell and Brian Jahp volunteered to be the point of contact for the other agencies. Flanders stated Bergeron is exploring a possibility for the dispatch center assigning fire ground channels in an effort to leave Fire 1 open for dispatch, and will have a policy to present at next month's meeting.

Staff Report – Contained in the packet and will be discussed during the Executive Board meeting to follow.

Closed Session – None

Action After Closed Session – None

Flanders stated the next Operations Board Meeting is Thursday, June 15th, 2016 at 2:00 p.m. at the Public Safety Center, Lower Level, KenCom Conference Room. Jensen made a motion to adjourn the meeting, seconded by Klingel. All members present voting aye. Meeting adjourned at 5:47 p.m.

Meeting Recorded by Jennifer Stein.

Respectively Submitted,

Bonnie Walters
Recording Secretary