

Minutes of the KenCom Operations Board Meeting
Held, Wednesday, June 15th, 2016
2:00 p.m.

Member	Agency	Present	Absent
Dan Schiradelly	OFD	X	
Daniel Meyers	MPD	X	
Scott Koster	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; Norman Allison, Plano Police Department; Levi Gotte, KenCom Supervisor.

Daniel Meyers 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.

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

D. Meyers called for Public Comment – None

D. Meyers called for Correspondence – None

Consent Agenda – D. Meyers called for approval of the consent agenda. Koster made a motion, seconded by Jensen to approve the consent agenda which includes approval of the May 2016 Treasurer’s Report and the May 26th, 2016 Operation Board Minutes. All members present voting aye. Motion carried.

Amended April 20th, 2016 Minutes – Spang made a motion to approve the Amended April 20th, 2016 Operations Board Meeting minutes, seconded by Mathre. All members present voting aye. Motion carried.

D. Meyers called for the Standing Committee Reports:
 Personnel Committee Report – Jensen noted there will not be a June meeting.

Executive Board Report – No Report

Finance Committee Report
 Operation Bills- Koster made a motion to approve the June 2016 bills for payment in the amount of \$170,209.45, 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 June 2016 bills for payment in the amount of \$5,473.69 seconded by Jensen. During discussion Bergeron noted KenCom received January and February's payment from the state with the new calculation (previously KenCom was six months behind). A roll call vote was taken with all ten members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expense for a Mikro Tik Router for the Legion Road tower. Spang made a motion to approve the anticipated expenses for an amount not to exceed \$499.30, seconded by Fairfield. During discussion Koster noted he does not think that budgeted items need to come to the board prior and should be purchased and submitted with the monthly bills. The Operations Board concurred with Koster. A roll call vote was taken with all ten members present voting aye. Motion carried.

D. Meyers called for Old Business:

KenCom Backup Agreement with the Aurora Police Department – Bergeron stated Aurora Police Department has agreed to be KenCom's backup. Bergeron sent an agreement which has come back with minor changes. Greg Witek, the Executive Board Chair, will sign the agreement at the Finance meeting tomorrow and then will be able to move forward with the modification plan of Montgomery calls being received by KenCom.

Backup Power for the Montgomery Water Tower – D. Meyers will bring an update to next month's meeting.

Strategic Plan – Bergeron noted they are waiting for a member from the fire agencies to volunteer to be a part of the strategic plan; the police already have a volunteer. D. Meyers asked for any fire agency volunteers, none were heard. Fairfield stated he possibly could and would let staff know in the next week.

Any Other Old Business – None

D. Meyers called for New Business:

Policy and Procedures – Bergeron reviewed the new and revised policies contained in the packet (Panic and Hold-up Alarm, Title Hit Inquiries, Flash Dispatch, General Dispatches). Koster made a motion to approve the revised policies (flash dispatch and general dispatch) and new policies (Panic and Hold-up Alarm and Title Hit Inquiries), and could revisit flash dispatch if based on their mutual aid agreement they find any discrepancies, seconded by Jensen. Discussion ensued. Nine members present voting aye, Spang voting nay. Motion carried.

Portable Radios – Bergeron stated two weeks ago Witek came to her about a call Little Rock Fox Fire was on and KenCom was unable to hear them on their portables. Bergeron and Witek did a test at the crash site with two different portable radios, one KenCom could not hear and the other one KenCom could hear very well. Witek made an adjustment on his antenna on the radio that was not working and Kencom could then hear him. Bergeron wanted to share if agencies are having problems with their portable radios to check the antenna's first to see if it helps for the safety of the fireman and officers. Discussion ensued.

Any Other New Business – None

Staff Report – Bergeron gave a report on Personnel as follows: Two trainees continue in the training program. KenCom advertised for a telecommunicator in the Blue Line. Heather Gutierrez was selected as KenCom's Assistant LEADS Coordinator. Training as follows: Fifteen staff members completed their EMD Certification Training. Jen Stein recertified for her instructor training. Information as follows: The Hollenback Road generator did not perform its weekly exercise and it was discovered to have a bad control panel. The mobile link we installed is what alerted KenCom it did not complete its exercise. Grainco FS

will be moving the propane tank at the Legion Road tower site (approximately three to four feet). This was due to the propane tank being partially on private property. Bergeron thanked the Kendall County Sheriff's Office for having inmates go and clear weeds at both the Newark and Legion Road tower sites (in the past KenCom has hired landscaping companies). KenCom is getting ready to send a modification for Montgomery down to the Illinois State Police for KenCom to receive Montgomery's calls. Currently KenCom only has two wireless trunks and initially wanted to make one of the landline trunks to accept wireless and unfortunately it is all or nothing. If you take one that opens up all the 630 landline trunks to be wireless, and Bergeron is hesitant to do that. Currently KenCom has four 630 trunks, three 815 trunks and two wireless trunks. Bergeron would like to take one of the 630 trunks and convert it to a wireless trunk. AT&T is currently doing a call load study. Bergeron will be out of the office from June 16th through June 27th. Wireless 9-1-1 statistics for the month of May 2016 represented 74% of calls received.

Closed Session – None

Action After Closed Session – None

D. Meyers stated the next Operations Board Meeting is Wednesday, July 20th, 2016 at 2:00 p.m. at the Public Safety Center, Lower Level, KenCom Conference Room. 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