

**Minutes of the KenCom Operations Board Meeting
Held, Wednesday, July 20th, 2016
2:00 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 | |
| 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; Bonnie Walters, KenCom Administrative Assistant; Jennette Welter-Fichtel, KenCom Supervisor; Larry Nelson, Member at Large; Mike Peters, Kendall County Sheriff's Office (2:10 p.m.).

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. Jensen 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 stated there were flowers delivered to KenCom from a parent who lost their child last year, thanking the dispatchers for what they do, acknowledging how important their jobs are and expressing her appreciation.

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 June 2016 Treasurer's Report and the June 15th, 2016 Operation Board Minutes. All members present voting aye. Motion carried.

Flanders called for the Standing Committee Reports:

Personnel Committee Report – Jensen stated they did not meet last month and are meeting tomorrow.

Executive Board Report – No Report

Finance Committee Report

Operation Bills- Koster made a motion to approve the July 2016 bills for payment in the amount of \$271,267.70, seconded by T. Meyers. During discussion Bergeron stated Jill Ferko deposited \$887,500 and

it will reflect on the August Operation Fund Balance. A roll call vote was taken with all ten members present voting aye. Motion carried.

Surcharge Bills – Koster made a motion to approve the July 2016 bills for payment in the amount of \$30,470.05 seconded by Jensen. Discussion. A roll call vote was taken with all ten members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses as follows: A complete preventative maintenance on the radio system in the amount of \$4,000 (quoted from A Beep), and \$1,000 for batteries for various UPS systems. The amount does not include any equipment that needs to be repaired. Bergeron stated going forward she would like to add this into the budget to be done every year. T. Meyers made a motion to approve the anticipated expenses for an amount of \$5,000 and to include any problems that are found based on the Directors decision, seconded by Fairfield. A roll call vote was taken with all ten members present voting aye. Motion carried.

Flanders called for Old Business:

KenCom Backup Agreement with the Aurora Police Department – Bergeron stated the agreement has been signed by Greg Witek (Executive Board Chair) and the Aurora Police Department and she has received the originals. KenCom was waiting on this document in order to file our modification application with the Illinois State Police for KenCom to receive Montgomery’s calls directly in the village limits and changing our alternate routing to Aurora Police Department PSAP.

Backup Power for the Montgomery Water Tower – D. Meyers stated he needs to meet with Nicor about running the natural gas lines and will have an update at next month’s meeting.

Strategic Plan – Bergeron stated they are in need of two volunteers from the Operations Board for the Committee. Bristol Kendall Fire Department volunteered to send a representative and Jonathan Whowell from Plano Police Department volunteered.

Any Other Old Business – None

Flanders called for New Business:

Policy and Procedures – Bergeron reviewed the new Kendall County Health Department Communications Test policy contained in the packet. T. Meyers made a motion to approve the Kendall County Health Department Communications Test policy, seconded by Jensen. Discussion. All ten members present voting aye. Motion carried. Bergeron noted there are a packet of fire procedures to review and approve at next month’s meeting.

Bergeron mentioned there was discussion between herself and Stein and they would like to implement a policy for an hourly status check roll call on the top of every hour on midnight shift from 2am to 6 am. After discussion it was agreed to do an hourly status check seven days a week from 2am to 6am and to implement immediately. Bergeron will bring a policy back next month for approval.

Treasurer Resignation – Flanders stated there is a letter from Chief Deputy Koster contained in the packet stating due to his pending retirement, he is resigning his positions as a member of the KenCom Operations Board, alternate member of the KenCom Executive Board and Treasurer effective Friday, July 22, 2016. Flanders thanked Chief Deputy Koster for his dedication to the dispatch center and the time he spent on the KenCom Boards.

Budget Discussion – Bergeron stated herself and Stein are collectively beginning to get items ready for the budget and reviewed items they would like included in the budget next year. Bergeron stated two large items

included are new radio console equipment and a new CAD system. Jensen asked Bergeron and Stein to see if there is any grant money available for either one of the projects. Discussion ensued.

Any Other New Business – Flanders reminded the Fire Agencies to turn in the MABAS surveys and Stein has the surveys for the two agencies that did not receive them yet.

Staff Report – Bergeron gave a report on Personnel as follows: Tyler Giannotti was on a military leave of absence for 11 days from June 19th through July 3rd. He has taken a total of 22 days of military leave for training (6 events) since January 1st of 2016 and has four more days (2 events) scheduled in August and September. Dave Steinhoff (KenCom trainee) has tendered his resignation with KenCom effective July 11th, 2016. One trainee was released from training on July 16th. KenCom is currently in the hiring process for two telecommunicators to fill the vacant positions and orientation is scheduled for August 4th. Training as follows: APCO Fall training Seminar on the demographics of today and tomorrow will be held on September 15th in Woodridge. The Director, Assistant Director and Supervisors will be attending. August monthly training will cover ILEAS and fire special teams. Jen Stein completed her recertification on the updated version of APCO Public Safety Telecommunicator Instructor Course. Stein also received her recertification for Fire Service Communications and Emergency Medical Dispatch Instructor courses. Information as follows: KenCom is requesting agencies provide an updated list of radio MDC identifiers. Bergeron stated she received an email from Rush Copley announcing Oswego Fire and KenCom have been voted for the Cardiac Run of the Quarter. Congratulations Wendy Buri and Cheryl Mastrodomenico. Rush Copley will be hosting a breakfast for those involved. On Wednesday, July 7th the Newark, Legion Road, WSPY and the Minooka radio towers went into fail. A Beep had a very quick response time and was able to restore all tower sites. It was discovered the microwave radio at Legion Road that was pointed at the Grande Reserve tower needed to be rebooted. A Beep stated the transmitters only were down at these sites and receivers were still operational. Due to the receivers being functional, the microwave path did not reverse itself as it was designed to do. A Beep made some adjustments to hopefully alleviate this from occurring in the future. Badge numbers have been created to allow KenCom to put riders (interns) on duty with the primary officer for safety purposes. When a unit goes on duty they can advise KenCom they have riders, which will be logged into CAD. Just a reminder that the designated police and fire radio line phone numbers should not be given out to the public. These calls are the lowest in the answering priority and do not roll to other lines when busy. The second quarter of the Quality Assurance/Quality Improvement Program resulted in 106 full reviews of 9-1-1 calls and 301 reviews were completed for compliance with the location verification policy. Wireless 9-1-1 statistics for the month of June 2016 represented 76% of calls received.

Flanders stated the next Operations Board Meeting is Wednesday, August 17th, 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 Fairfield. All members present voting aye. Meeting adjourned at 2:56 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary