

**Minutes of the KenCom Operations Board Meeting**  
**Held, Wednesday, August 17<sup>th</sup>, 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
Mike Peters	KCSO	X	
Tim Fairfield	BKFD	X	
Norman Allison	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; Pamela Higgins, KenCom Supervisor; Larry Nelson, Member at Large; Scott McCarty, Bristol Kendall Fire 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 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 Jensen. All members present voting aye. Motion carried.

Flanders called for Public Comment – None

Flanders called for Correspondence – Bergeron stated that Wendy Buri and Cheryl Mastrodomenico along with the Oswego Fire Department received cardiac run of the year from Rush Copley. They will be attending a dinner held September 16<sup>th</sup> at Rush Copley where they will be given awards. Bergeron stated a Deputy called KenCom and spoke with a supervisor stating Neely Zuhn did a great job on July 31<sup>st</sup> with her performance during her shift above the normal work load. Bergeron stated A Beep completed the radio inspection and she reviewed their findings. Bergeron mentioned there is interest in putting ISTATUS in the ER at Rush Copley, in a secure area in the EMS report writing room, and would like feedback from the Operations Board. Discussion ensued. The fire agencies agreed if ISTATUS is set up at Rush Copley to have the computer set up to time out after a period of time and the password cannot be stored.

Consent Agenda – Flanders called for approval of the consent agenda. Spang made a motion, seconded by Jensen to approve the consent agenda which includes approval of the July 2016 Treasurer’s Report and the July 20<sup>th</sup>, 2016 Operation Board Minutes. All members present voting aye. Motion carried.

Flanders called for the Standing Committee Reports:  
 Personnel Committee Report – No Report

## Executive Board Report – No Report

### Finance Committee Report

Operation Bills- T. Meyers made a motion to approve the August 2016 bills for payment in the amount of \$183,621.48, seconded by Fairfield. Discussion. A roll call vote was taken with all ten members present voting aye. Motion carried.

Surcharge Bills – Jensen made a motion to approve the August 2016 bills for payment in the amount of \$7,058.54 seconded by Spang. Discussion. A roll call vote was taken with all ten members present voting aye. Motion carried.

### Anticipated Expenses – None

#### Flanders called for Old Business:

Backup Power for the Montgomery Water Tower – No report.

Strategic Plan – Flanders stated they have the two volunteers from the Operations Board and it will be taken to the Executive Board meeting on August 25<sup>th</sup> for volunteers.

Budget Discussion – Bergeron stated they are in the process of creating the budgets. Due to many issues occurring, the top priority needs to be the replacement of the console radio equipment (hardware and software). Bergeron reviewed a verbal quote she received from Motorola which includes a redundant system for the backup center for radio console equipment. Bergeron stated they would like to move forward with their CAD project and staff would like to explore the Enroute SQL CAD for the first demo due to the significant cost savings to KenCom with the CAD system and the ongoing support costs. Bergeron noted with these two large projects she is expecting them to overlap two fiscal years. During discussion Nelson stated when looking at options for radio consoles and CADs to keep in mind if it exceeds the amount budgeted for the projects a surcharge may be needed to get both projects completed. Nelson stated the Finance Committee can come up with a budget for the Operations Board for the projects and if able to stay within the budget then a surcharge will not be needed.

### Any Other Old Business – None

#### Flanders called for New Business:

Policy and Procedures – Stein reviewed the new Fire Policies contained in the packet. Spang made a motion to approve the new Fire Policies, seconded by T. Meyers. Discussion ensued. All ten members present voting aye. Motion carried. Bergeron noted there are additional policies as a separate handout to review and approve at next month's meeting.

Bergeron reviewed the revised Police Status Check Policy contained in the packet. Jensen made a motion to approve the revised Police Status Check Policy, seconded by Hilt. Discussion. All members present voting aye. Motion carried.

9-1-1 Modification Plan – Bergeron stated it was filed on July 27<sup>th</sup> to the Illinois State Police. The modification plan is for KenCom to start receiving all the Village of Montgomery's 911 calls as well as putting in place the IGA between Kane County and Kendall County and Aurora Police becoming KenCom's backup.

Any Other New Business – Flanders mentioned on significant fire incidents he would like to begin monthly reviews of the incidents that occurred the month before and bring back the discussion to the agencies. After discussion, it was agreed to bring these incidents to the MABAS meeting for discussion.

Staff Report – Bergeron gave a report on Personnel as follows: KenCom is currently in the hiring process for two telecommunicators to fill the vacant positions. KenCom received 50 applicants; of the 50 applications 36 were scheduled for a typing test, 32 performed the typing test, 25 passed and moved on to orientation and testing; of the 25, 10 passed the written exam. Orientation and testing was held on Thursday, August 4<sup>th</sup>. Bergeron thanked the Oswego Fire Department for the use of their training room. KenCom has held interviews with those that passed the written exam and is currently completing background checks. Training as follows: APCO Fall Training Seminar on the demographics of today and tomorrow will be held on September 15<sup>th</sup> in Woodridge. The Director, Assistant Director and two supervisors will be attending. The Oswego Fire District will be providing in-house training and certification on the use of fire extinguishers on Wednesday, August 31<sup>st</sup>. The Kendall County Sheriff’s Office will be providing in-house training on domestic violence on September 28<sup>th</sup>. Two of our supervisors will be completing the on-line APCO Communications Center Supervisor Course beginning on October 12<sup>th</sup>, 2016. The Director and Assistant Director have interest in completing APCO’s Registered Public Safety Leader (RPL) Course. Information as follows: A Beep has completed the preventative maintenance on our radio system. The VHF antennae needed to be replaced at the Hill and Rt. 34 tower after it was damaged due to a lightning strike. KenCom successfully ran out of the backup center the morning of July 27<sup>th</sup> while the additional memory was installed on the recording server. On August 4<sup>th</sup>, KenCom experienced a malfunction on P3 where there appeared to be an open key that made P3 unusable. After trouble shooting it was discovered that a radio console issue caused the Legion Road comparator to lock up. The comparator was cleared and the issue of the “open key” was resolved, however KenCom could still not hear or talk over P3. After the P3 BIM card was reseated all operations on P3 resumed to normal. Wireless 9-1-1 statistics for the month of July 2016 represented 75% of calls received.

Flanders stated the next Operations Board Meeting is Wednesday, September 14<sup>th</sup>, 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 Spang. All members present voting aye. Meeting adjourned at 2:40 p.m.

Respectively Submitted,

Bonnie Walters  
Recording Secretary