

**Minutes of the KenCom Operations Board Meeting  
Held, Wednesday, September 14<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	
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 VanBogaert	ATFD		X

Others Present: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director; Bonnie Walters, KenCom Administrative Assistant; Larry Nelson, Member at Large.

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. Jensen made a motion to approve the agenda as submitted, seconded by Fairfield. All members present voting aye. Motion carried.

Flanders called for Public Comment – None

Flanders called for Correspondence – Bergeron received an email from Chief Watermann from the Aurora Township Fire Department stating Henry VanBogaert will no longer be a member on the Operations Board, and will let us know when he has a replacement. Bergeron stated she received a thank you note from Sandwich Fire for the “End of Watch” dispatch announcement on July 12, 2016 for retiring Fire Chief Don Rimgale.

Consent Agenda – Flanders called for approval of the consent agenda. Jensen made a motion, seconded by Fairfield to approve the consent agenda which includes approval of the August 2016 Treasurer’s Report and the August 17<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 – Jensen made a motion to approve the September 2016 bills for payment in the amount of \$160,655.32 seconded by Hilt. Discussion. A roll call vote was taken with all eight members present voting aye. Motion carried.

Surcharge Bills – Spang made a motion to approve the September 2016 bills for payment in the amount of \$3,592.73 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:

Backup Power for the Montgomery Water Tower – No report.

Strategic Plan – Bergeron stated the Executive Board appointed three members which will make a total of five members (two from the Operations Board) and will be coordinating a meeting soon.

Budget Discussion – Bergeron stated discussion continues at the Finance Committee. Bergeron noted KenCom is currently under budget for the current fiscal year but will go over budget because the employee raises were not included due to pending negotiations. This will result in a bump in personnel wages to include two years of raises. Bergeron stated County IT has brought a proposal to KenCom of possible cost sharing for half of an IT position, and they would be onsite. Discussion ensued.

9-1-1 Modification Plan – Bergeron stated she received a phone call from AT&T and they are scheduled to move over the ESN's and change the backup on September 28<sup>th</sup>.

Any Other Old Business – Flanders mentioned there was discussion at the Executive Board Meeting about the process that would occur with Aurora Dispatch being our backup and when the calls are transferred to them how Aurora would contact the police and fire agencies. Flanders stated the police can use IREACH to communicate with Aurora Dispatch but what would the fire agencies use? Discussion ensued.

Spang mentioned KenCom is doing a great job assigning fire grounds. Discussion ensued on the process of assigning fire grounds.

Flanders called for New Business:

Policy and Procedures – Stein reviewed the new policies contained in the packet. Jensen made a motion to approve the new policies (Correctional Emergency Response Team, Dispatch of Criminal Sexual Assaults, Dissemination of Concealed Carry License, Change of Quarters, IMAT, MABAS Division 14 Task Force Callout, MABAS Division 14 Technical Rescue Team), seconded by Fairfield. Discussion ensued. All members present voting aye. Motion carried.

Any Other New Business – None

Staff Report – Bergeron gave a report on Personnel as follows: KenCom has hired two new telecommunicators who will begin on Monday, October 3<sup>rd</sup>. Training as follows: APCO Fall Training Seminar on the demographics of today and tomorrow will be held on September 15 in Woodridge. The Assistant Director and two Supervisors will be attending. The Oswego Fire District provided in-house training and certificates on the use of fire extinguishers on Wednesday, August 31<sup>st</sup>. In-house training was held on August 29<sup>th</sup>, 30<sup>th</sup>, and September 1<sup>st</sup> on KenCom's new fire policies. Fire policies were implemented on Friday September 2<sup>nd</sup>. Three employees will be attending the APCO Active Shooter for Public Safety Communications course on September 19<sup>th</sup> at the Lemont Police Department. 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. Lynette Bergeron, Jen Stein, and dispatcher Ashley Conrad will be attending the IPSTA conference November 6<sup>th</sup>-9<sup>th</sup> in Springfield. KenCom will be attending a debriefing on September 27<sup>th</sup> with the Bristol Kendall Fire Department, Yorkville Police Department and the EMS Coordinator for Rush Copley regarding a recent pediatric EMS call. Information as follows: Bergeron discussed equipment issues with the phone system and new county firewall. KenCom was asked to attend an EMS Leadership Meeting with 911, EMS and hospital staff on Wednesday September 14<sup>th</sup> to discuss pre-arrival protocols for chest pain calls. Wireless 9-1-1 statistics for the month of August 2016 represented 75% of calls received.

Flanders stated the next Operations Board Meeting is Wednesday, October 19<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 2:33 p.m.

Respectively Submitted,

Bonnie Walters  
Recording Secretary