

**Minutes of the KenCom Operations Board Meeting
Held, Wednesday, December 14th, 2016
2:08 p.m.**

Member	Agency	Present	Absent
Josh Flanders	OFD	X	
Armando Sanders	MPD	X (2:05)	
Mike Peters	KCSO	X	
Tim Fairfield	BKFD	X	
Jonathan Whowell	PPD	X (2:05)	
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
Dave Kunkel	ATFD		X

Others Present: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director; Bonnie Walters, KenCom Administrative Assistant; Levi Gotte, KenCom Supervisor; Larry Nelson (2:08 p.m.), Finance Committee Chair.

Josh Flanders called the meeting to order and requested a roll call of the membership. Six of the fourteen members were present which resulted in not having a quorum for voting purposes.

Flanders called for approval of the agenda. Fairfield 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 she received a phone call from a sergeant from the Sheriff's Office about a job well done by Cheryl Gianfrancisco who went above and beyond to help a caller. A Yorkville resident stopped into KenCom with a thank you note and a box of candy to thank the Yorkville Police Department and KenCom for the help she received during the snow storm after the Yorkville Police Department shoveled her driveway due to a snow plow pushed the snow back onto her driveway.

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 November 2016 Treasurer's Report, the November 16th, 2016 Operation Board Minutes, and the November 18th, 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 – Fairfield made a motion to approve the December 2016 bills for payment in the amount of \$212,709.67 seconded by Jensen. Discussion. A roll call vote was taken with all six members present voting aye. Motion carried.

Surcharge Bills – Fairfield made a motion to approve the December 2016 bills for payment in the amount of \$103,912.80 seconded by Jensen. Discussion. A roll call vote was taken with all six members present voting aye. Motion carried.

Armando Sanders and Jonathan Whowell joined the meeting at 2:05 p.m. which resulted in having a quorum for voting purposes.

Anticipated Expenses – Bergeron reviewed the anticipated expenses as follows: APC UPS SMT1500RM2U for replacement of the UPS at KenCom's Bristol Kendall Station 3 site for an amount not to exceed \$795.00; Microsoft Surface Pro 4, Keyboard and three-year accident protection for an amount not to exceed \$1,100.00. Jensen made a motion, seconded by Whowell to approve the anticipated expenses not to exceed \$1,895.00. Discussion. A roll call was taken with all eight members voting aye. Motion carried.

Flanders called for Old Business:

Backup Power for the Montgomery Water Tower – No report

Strategic Plan – Bergeron stated the committee had met the day before and Miner Electronics gave a presentation of the proposal for the radio console equipment. Larry Nelson was appointed as the chairman of the Strategic Planning Committee and the next meeting date is scheduled for January 17th at 2 p.m. Bergeron stated they also met with Zetron for a quote of their radio console equipment for comparison.

Any Other Old Business – Bergeron mentioned the quarterly shift meetings for staff are on Friday and midnight shift has reported problems with officers going off shift and not notifying KenCom. This becomes extremely problematic when the hourly roll calls begin and KenCom is trying to locate them. KenCom is asking that reminders about notifying KenCom when they are going off shift be sent out.

Flanders called for New Business:

Policy and Procedures – Stein reviewed the new policy contained in the packet. Fairfield made a motion to approve the new Corner Notification Policy, seconded by Jensen. Discussion. All members present voting aye. Motion carried. Stein reviewed the revised policies contained in the packet. Jensen made a motion to approve the revised policies in the packet (Major Crimes Task Force Notifications, Making Notifications for Agencies, Severe Weather, Radio Pager Test, Towing Policy, Handling a Request for Court Dates, LEADS, LEADS NCIC Discipline, LEADS Warrant Quashes, and Traffic Signs Down), seconded by Fairfield. Discussion. All members present voting aye. Motion carried.

OMA Training – Bergeron gave a reminder to all board members to make sure they are taking their annual Open Meetings Act training.

Any Other New Business – Bergeron stated KenCom's amount for LEADS connectivity is going to increase substantially which was not figured into the budget due to not having the information. The State of Illinois wants to do away with how KenCom currently connects through a T1 line and move into ICN LEADS access which has a much higher monthly amount (almost double). Bergeron will bring back more information as she receives it, but they have to make the switch by June 2017.

Bergeron stated the Oswego Police Department along with the Plano Police Department have been working on digiticket and they contacted KenCom's CAD company and came back with a quote of (\$2,100.00) to create the interface. Bergeron stated the Circuit Clerk is going to purchase the interface because it will help the court system with their workload. There will be no cost to any agency that wanted to use the interface and no money will be coming out of KenCom's budget. There was a consensus from the board for the Director to move forward with KenCom's CAD company to get the digiticket interface. Discussion ensued.

Staff Report – Bergeron gave a report on Personnel as follows: KenCom's two new employees completed the APCO EMD Course and will begin Phase II of the training program this month. Applications will be sent to IDPH for EMD Licensing upon receiving the certificate from APCO. Training as follows: Supervisor, Levi Gotte, and dispatchers, Melissa Lardi and Ashley Conrad, attended the Breach Point Training for First Responders. Information as follows: A New World CAD discovery meeting is scheduled with the fire agencies at 9 a.m. on January 24th at KenCom. The New World CAD demo is scheduled for 9 a.m. on January 25th at Oswego Fire Station #1. Jen Stein and Lynette Bergeron attended the Southern Fox Valley EMS System Chiefs and Coordinators end of the year meeting on Thursday, December 8, 2016 in Geneva. The KenCom Strategic Planning Committee met on Tuesday, December 13th. Mindi Jahp along with the Oswego Fire Department received Cardiac Run of the Quarter and attended a breakfast at the Oswego Fire Station One on Wednesday November 9th. KenCom's quarterly shift meetings are scheduled for Friday, December 16, 2016. An email request was sent out by Supervisor Helland to collect maps for schools, theaters, waterpark or any large business agencies may have. Bergeron asked all the agencies to make sure their MDC radio Identifiers are up to date and to send KenCom any changes throughout the year. Wireless 9-1-1 statistics for the month of November 2016 represented 73% of calls received.

Flanders stated the next Operations Board Meeting is Friday, January 18th, 2017 at 2:00 p.m. at the Public Safety Center, Lower Level, KenCom Conference Room. Fairfield made a motion to adjourn the meeting, seconded by Jensen. All members present voting aye. Meeting adjourned at 2:36 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary