

**Minutes of the Executive Board Meeting
Held Thursday, October 25th, 2018
5:32 p.m.**

Member	Agency	Present	Absent
Judy Gilmour	Kendall County Board		X
Dwight Baird	Kendall County Sheriff's Office	X	
David Thompson	Newark Fire District	X	
James Bateman	Bristol Kendall Fire District	X	
Darald Nelson	Village of Newark	X	
Mike Veseling	Oswego Fire District		X
Jim Horton	Lisbon Seward Fire District		X
Larry Nelson	Member at Large	X	
Greg Witek	Little Rock Fox Fire District	X	
Joel Frieders	City of Yorkville		X
Luis Perez	Village of Oswego	X(5:34pm)	
Scott Mulliner	City of Plano	X	

Others present were: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director; Bonnie Walters, Executive Assistant.

Greg Witek called the meeting to order and requested a roll call of the membership. Seven of the Twelve members were present creating the necessary quorum for voting purposes.

Witek called for a motion to approve the agenda. Bergeron requested closed session (13) to be moved after 12B. Baird made a motion to approve the amended agenda, seconded by D. Nelson. Discussion. All members present voting aye. Motion carried.

Witek called for Public Comment –None

Witek called for Correspondence – None

Staff Report – Bergeron gave a report on Personnel as follows: We have one employee currently on FMLA leave. Training as follows: Lynette and Jen attended “In Honor of the Charleston 9”, a training seminar, at the Oswego Fire Station on September 7th. Heather Gutierrez and Chris Walat took a CPR class hosted by the Oswego Fire Department on September 8th. Information as follows: KenCom received notification from the state announcing the final grant awards. They are in the process in submitting acceptance along with monthly performance reports, quarterly financial reports and reimbursement requests. The grant will fund a new telephone viper system that will connect Grundy and Kendall County and make them nodes of each other. This will allow both Grundy and Kendall County the ability to dispatch and take phone calls and each other’s center for backup. CAD Project Updates: Tyler installed the ESO interface the week of September 20th. Tyler installed the NCIC interface the week of September 24th. Tyler was on site for the functional review of Field Based Reporting the week of October 1st. Fire Mobile Messaging Train-the Trainer is scheduled for October 16th-18th. The review of

Corrections for the upgrade from V11.4 to V2017.2 occurred on October 16th. The LERMS review will be rescheduled, date to be determined. Law Mobile Messaging Train-the-Trainer is scheduled for the week of October 29th. Tyler will be performing a Mock Migration of MSP data moving to new pre-production environment on Friday, October 19th. Fire RMS Train the Trainer is scheduled for November 12th-16th. The final CAD build week was August 21st through 23rd. Fire agencies have been given a list of information needed to complete the build of fire response plans. This should be returned to KenCom as soon as possible. Sophos will be down Wednesday, October 24th from 8 -10am for the networking to the backup center. Wireless 9-1-1 statistics for the month of September 2018 represented 80% of 9-1-1 calls received.

Luis Perez joined the meeting at 5:34 p.m.

Closed Session Minutes – Perez made a motion to approve the closed session meeting minutes from August 23rd, 2018 and do not release, seconded by L. Nelson. All members present voting aye. Motion carried.

Consent Agenda – Witek called for approval of the consent agenda. Thompson made a motion, seconded by Perez to approve the consent agenda as follows:

- August 23rd, 2018 Executive Board Minutes
- August 2018 and September 2018 Treasurer's Reports
- Approval of Phil Smith to be appointed to the Strategic Planning Committee
- Approval of James Bateman to be appointed as an alternate to the Executive Board

All members present voting aye. Motion carried.

Witek called for the Standing Committee Reports:

Report of Finance Committee – L. Nelson noted they are within budget and will be presenting the 2018/2019 Operations and Surcharge budgets.

Report of the Executive Board Chair – No Report

Report of the Operations Board Chair – No Report

Report of the Personnel Committee – L. Nelson noted there was discussion and approval for an extended leave for an employee.

Report of the Strategic Planning Committee – L. Nelson gave a report as follows: They are working with A Beep in converting Police 5 to a tactical channel and to have the ability for encryption when needed. They are working to add an additional receive site in Montgomery to improve radio reception. There was an update that they are moving forward with the backup generator at the Montgomery tower. Redundant backup options for the tower sites were also presented to eliminate the single point of failure at the Public Safety Center tower site.

Witek called for the Special Committee Reports:

By-Laws Committee Report – No Report

Witek called for Old Business:

Village of Somonauk/Somonauk Fire Department – Nelson stated the Frontier line is now coming into KenCom's viper system which will allow KenCom to receive ANI/ALI for calls that are transferred from DeKalb County.

Grundy County 9-1-1 Backup/Microwave/Fiber Radio Expansion – Discussed in the Strategic Planning Committee report.

Microwave Radio Expansion(Montgomery)- Discussed in the Strategic Planning Committee report.

Other Old Business – None

Witek called for New Business:

2019 Holiday Schedule – Perez made a motion to approve the 2019 employee holiday schedule, seconded by Thompson. Discussion. All members present voting aye. Motion carried.

2019 Executive Board Meeting Calendar – Perez made a motion to approve the 2019 Executive Board meeting calendar, seconded by D. Nelson. Discussion. All members present voting aye. Motion carried.

Closed Session – Baird made a motion to move into closed session at 5:51 p.m. for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Section 2.06 5 ILCS 120/2(c)(1), seconded by L. Nelson. A roll call vote was taken with all eight members voting aye. Motion carried. Closed session began at 5:51 p.m.

Open session resumes at 6:04 p.m. The same members are present as before closed session.

Action After Closed Session – None

2018/2019 Surcharge Budget – Bergeron reviewed the draft 2018/2019 Surcharge Budget to the Board. Discussion ensued.

2018/2019 Operations Budget – Bergeron reviewed the draft 2018/2019 Operations Budget to the Board. Discussion ensued. Bergeron will email out both draft budgets to the Executive board members to review before the November Executive Board meeting.

Transfer \$500,000 to the Capital Equipment Fund – Baird made a motion to approve the transfer of \$500,000 from the ETSB general fund to the ETSB capital equipment fund, seconded by L. Nelson. Discussion. All members present voting aye. Motion carried.

Transfer \$100,000 to the Building Fund – Baird made a motion to approve the transfer of \$100,000 from the ETSB general fund to the ETSB building fund, seconded by L. Nelson. Discussion. All members present voting aye. Motion carried.

Semi-Annual Closed Session Review – Perez made a motion for the Executive Board closed session meeting minutes to remain closed, seconded by L. Nelson. All members present voting aye. Motion carried.

Other business from the floor – None

The next scheduled Executive Board Meeting is Thursday, November 29th, 2018 at 5:30 p.m.

Thompson made a motion to adjourn the meeting, seconded by D. Nelson. All members present voted aye. Motion carried. The meeting was adjourned at 6:51 p.m.

Meeting recorded by Bonnie Walters.

Respectfully Submitted,

Dwight Baird
Secretary