

**Minutes of the Executive Board Meeting
Held Thursday, February 23rd, 2017
5:30 p.m.**

Member	Agency	Present	Absent
Judy Gilmour	Kendall County Board	X	
Dwight Baird	Kendall County Sheriff's Office		X
Floyd Dierzen /David Thompson	Newark Fire District	X	
Richard Dickson/Michael Hitzemann	Bristol Kendall Fire District	X	
Darald Nelson/ Jim Davis	Village of Newark	X	
Mike Veseling/ Diek Kuhn	Oswego Fire District	X	
Jim Horton /Tom Fletcher	Lisbon Seward Fire District		X
Larry Nelson	Member at Large	X	
Don Brummel /Greg Witek	Little Rock Fox Fire District	X	
Gary Golinski /Chris Funkhouser	City of Yorkville		X
Luis Perez/ Gail Johnson	Village of Oswego	X	
Bob Hausler /Scott Mulliner	City of Plano	X	

Others present were: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director; Bonnie Walters, Administrative Assistant; Josh Flanders, Oswego Fire Department; Michael Hitzemann, Bristol Kendall Fire Department.

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

Witek introduced Luis Perez as a new primary member for the Village of Oswego and Gail Johnson will be the alternate member.

Witek called for a motion to approve the agenda. Gilmour made a motion to approve the agenda, seconded by Veseling. All members present voting aye. Motion carried.

Witek called for Public Comment –None

Witek called for Correspondence – None

Consent Agenda – Witek called for approval of the consent agenda. Thompson made a motion, seconded by D. Nelson to approve the Consent Agenda; Approving the October 27th, 2016 Executive Board Minutes; Approving the October 2016, November 2016, December 2016, and January 2017 Treasurer's

Reports; Approving the appointment of Patrick Pope to replace Randy Rehberg as the Operation Board Alternate Member for the Lisbon Seward Fire District. All members present voting aye. Motion carried.

Witek called for the Standing Committee Reports:
Report of Finance Committee – No Report

Report of the Executive Board Chair – No Report

Report of the Operations Board Chair – Flanders stated there have been many updated policies from staff that have been approved. The Operations Board had a NetMotion, Enroute, and NewWorld demonstration and meetings prior to the demos for them to prepare. Flanders stated it has been very busy and staff has been doing great and everything is moving along, as the Operations Board Chair he appreciates their hard work.

Report of the Personnel Committee – Nelson stated they have been approving new policies, revisions, goals and objectives for management. Witek mentioned they are working on a management review process for the Director and Assistant Director.

Report of the Strategic Planning Committee – Nelson stated they are working on two large projects, replacing the radio consoles and a new CAD. They are in the process of negotiating the contract with the radio console project and are looking to sign within the next sixty days. Along with the radio console equipment they are looking at the possibility of redefining the backup location to be Grundy County (Morris) instead of Bristol Kendall Fire Station 1. Nelson mentioned Grundy County is looking at the same radio console equipment and that would give them the capability to be each other's backup. Nelson discussed the options of how KenCom and Grundy County could connect. Nelson stated they are looking at new CAD systems and plan to enter into a contract this year and the project will take about a year and half to complete. Discussion ensued.

Witek called for the Special Committee Reports:
By-Laws Committee Report – No Report

Witek called for Old Business:
Village of Somonauk – L. Nelson gave an update.

Somonauk Fire Department – No Report

Executive Board Treasurer – L. Nelson made a motion to nominate Mike Hitzemann as the Executive Board Treasurer, seconded by Gilmour. Discussion. All members present voting aye. Motion carried.

2017 Revised Executive Board Meeting Calendar – Veseling made a motion to approve the 2017 Revised Executive Board Calendar, seconded by Mulliner. Discussion. All members present voting aye. Motion carried.

Any Other Old Business – None

Witek called for New Business:
Employee Handbook Revisions – No Report.

Daily Meals/Lodging for Conferences and Training Resolution – Veseling made a motion to approve the Daily Meals/Lodging for Conferences and Training Resolution Number 17-01, seconded by Thompson. Discussion. All members present voting aye. Motion carried.

Travel Policy – L. Nelson made a motion to approve the Travel Policy and form, seconded by Gilmour. Discussion. All members present voting aye. Motion carried.

NetMotion System and Server not to exceed \$48,000 – L. Nelson made a motion to approve the purchase of the NetMotion and Server not to exceed \$48,000 and will come out of the Capital Surcharge Budget, seconded by Gilmour. Discussion ensued. A roll call was taken with all nine members present voting aye. Motion carried.

CAD Discussion – Bergeron gave an update on the CAD demonstrations they have had with Enroute and NewWorld. There will be a follow up demonstrations with NewWorld on March 2nd at Bristol Kendall Fire Station 1 at 9 a.m. Intergraph CAD will be giving their demonstration on March 15th at Oswego Fire Station 1 at 9 a.m.

Staffing for CAD implementation – Witek stated there was a recommendation from Personnel and Finance that the new CAD system is going to be complex and they would like included in the costs of buying a new CAD the cost for one full time employee, which would be a capital expense. The additional personnel would be temporary during the implementation of the CAD. Discussion ensued. Thompson made a motion to approve additional staffing during the CAD implementation and the personnel costs be included in the CAD purchase, seconded by Veseling. Discussion. All members present voting aye. Motion carried.

Other Business from the floor – None

Staff Report – Bergeron gave a report on Personnel as follows: KenCom's two new employees are both in phase three of KenCom's training program. One trainee was released from training on Saturday, February 18th and the second will be released early March. KenCom has two employees on intermittent FMLA. Training as follows: Supervisor Pamela Hurtig just completed the APCO Communications Center Supervisor on-line training course that began on December 14th. Admin and Supervisors are continuing the DVD training series presented by Gordon Graham on Risk Management. Monthly training for January included PSTC DVD training on Locations, and APCO PST Liability Issues. Training for February included an overview of EMD protocol. Training recertification through ICRMT for Sexual Harassment Prevention, Unlawful Harassment Prevention and Workplace Bullying has begun for employees. Supervisor Pamela Hurtig and Dispatcher Mike Hoffer attended the MABAS Conference in Bloomington Feb 8-10th, 2017. March's monthly training will cover suicidal callers and include an APCO training video. Information as follows: Tyler/New World CAD presented their CAD demo on January 25th at Oswego Fire Station #1. Lynette and Jen attended a Hexagon Intergraph CAD demo presented to Northwest Central Dispatch on Feb 8th at the Embassy Suites in Schaumburg. The Intergraph CAD demo for KenCom is scheduled for March 15th at 9 a.m. at Oswego Fire Station 1. KenCom successfully worked out of the back-up center on Thursday, February 9th from 1400-2200 hours. Future back-up center rotation dates are included in the packet. Lynette Bergeron attended an Emergency Management Committee meeting for Yorkville School District 115 on Monday, February 13th. KenCom met with the auditors on Thursday, January 26th. National Telecommunicator's Week is April 9th –April 15th this year. KenCom will be hosting our annual banquet April 13th from 6-8p.m. at Kennedy Pointe Restaurant. Wireless 9-1-1 statistics for the month of January 2017 represented 74% of calls received.

The next scheduled Executive Board Meeting is Thursday, March 23rd, 2017 at 5:30 p.m.

D. Nelson made a motion to adjourn the meeting, seconded by Gilmour. All members present voted aye. Motion carried. The meeting was adjourned at 6:18 p.m.

Meeting recorded by Bonnie Walters.

Respectfully Submitted,

Dwight Baird
Secretary