

**Minutes of the Executive Board Meeting
Held Thursday, July 27th, 2017
5:30 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	
Richard Dickson	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	
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 District; Scott Koeppel, Kendall County IT; Harold Martin, Kendall County Sheriff's Office; Michael Hitzemann, Bristol Kendall Fire District; Jeff Burgner, Oswego Police Department.

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

Witek called for a motion to approve the agenda. Baird made a motion to approve the agenda with the removal of 12A, seconded by Gilmour. During discussion Baird stated he is not comfortable bringing 12A forward to vote on, but welcomes discussion. Baird continued that he would like the Kendall County and Montgomery IGA's to be signed together so everyone has the same language. Nelson mentioned the cost savings the Village of Montgomery will have signing the extended agreement. Baird stated he will contact the Village of Montgomery and explain why he asked 12A to be taken off the agenda this month. After discussion Baird amended his motion to item 12A to leave on the agenda and read "Discussion Only" instead of "Consider for Approval", seconded by Gilmour. Gilmour, Baird, Thompson, Dickson, D. Nelson, Perez and Mulliner voting aye. Veseling, L. Nelson and Witek voting nay. Motion carried.

Witek called for Public Comment –None

Witek called for Correspondence – The President and CEO Chairman of the Board for Tyler Technologies sent KenCom a welcome letter as a new customer. Bergeron received an email from Chief Burgner, Sergeant Bond and the Oswego Police Department Team A in regards to a water rescue in the Fox River and the great job done by the dispatchers in communicating the needed information quickly and efficiently.

Staff Report – Bergeron gave a report on Personnel as follows: KenCom hired one new telecommunicator who will be starting on July 31st. A nine year KenCom employee resigned his position at KenCom as of Tuesday (7/18/17), a second employee will be hired. KenCom has two employees currently on FMLA. Both are working intermittently. KenCom held shift meetings on Wednesday, July 12th with all three shifts. Training as follows: KenCom staffed the command van during the July Crisis training on Thursday, July 6th and July 13th. KenCom had two employees participate in the training that lasted from 8 a.m. until approximately 3 p.m. The Director and Assistant Director also attended these training sessions and want to thank both the police and fire agencies for giving KenCom this extremely beneficial training opportunity. Monthly training for July and August consists of a full review of the APCO Emergency Medical Dispatch training manual. On July 25th, the dayshift supervisor will be conducting a full review of the structure fire on Ament Road from June 13th with the dispatch staff that was working the day of the fire. Information as follows: On Saturday, June 24th a fiber cable was severed and Newark, Millington and Lisbon phone exchanges were without 9-1-1 services. KenCom sent dispatchers to the Newark Fire and Lisbon Fire Stations in order to answer their non-emergency phone lines. WSPY was contacted and requested to announce the 9-1-1 outage. The morning of Sunday, June 25th KenCom received notification that 9-1-1 services had been restored. KenCom staff did an amazing job of working as a team during this incident along with the Newark and Lisbon Fire District personnel. Bergeron thanked WSPY for quickly getting the information out to the public about the 9-1-1 outage. Discussion ensued. Motorola has shipped the MCC7500 radio console equipment to Miner Electronics where the equipment will be programmed to KenCom’s specifications. Staff has phone conference meetings every other week with Motorola on the progress of the project. The Challenge Coin Plaque is nearing completion. Ashley Conrad and Bristol Kendall Fire District were awarded Rush Copley’s Cardiac Run of the Quarter on June 15th for an incident that occurred on March 25th, 2017. Rush Copley provided breakfast and awards were presented. Future back-up center rotation dates are contained in the packet. Wireless 9-1-1 statistics for the month of June 2017 represented 78% of calls received.

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 June 22nd, 2017 Executive Board Minutes; Approving the June 2017 Treasurer’s Report. All members present voting aye. Motion carried.

Witek called for the Standing Committee Reports:

Report of Finance Committee – L. Nelson gave a report as follows: July Operation and Surcharge bills that were recommended from the Operations Board were approved. The Finance Committee unanimously approved the recommendation for the Assignment/IGA for the Village of Montgomery’s Tyler/New World Contract to KenCom and the Montgomery Dispatch Agreement 10-Year Extension Amendment.

Report of the Executive Board Chair – No Report

Report of the Operations Board Chair – Flanders gave a report as follows: The Operations Board unanimously approved the Montgomery Dispatch Agreement 10-Year Extension Amendment. The Operations Board is looking forward to the Tyler/New World CAD kickoff on August 22nd and 23rd.

Report of the Personnel Committee – Bergeron stated employee evaluations are being discussed and moving forward. The 360 evaluation was reviewed and will be brought back to next month’s meeting.

Report of the Strategic Planning Committee – L. Nelson stated there have been sub-meetings with vendors from Motorola about the new radio console equipment, Tyler/New World about the new CAD, and Grundy County about the microwave and back-up arrangement with KenCom.

Witek called for the Special Committee Reports:

By-Laws Committee Report – No Report

Witek called for Old Business:

Village of Somonauk/Somonauk Fire Department – L. Nelson stated the Village of Somonauk is still waiting for an answer from the DeKalb County Board.

Tyler/New World CAD – Bergeron stated an email was sent out about the kickoff meetings with Tyler/New World on August 22nd and August 23rd where they will be meeting with the police and fire agencies and dispatch. On the 23rd at 9 a.m. there will be a kickoff meeting that the Executive Board members are encouraged to attend that will give a broad overview of the CAD project ahead.

Any Other Old Business – Hitzemann stated he would like to address the KenCom/Kendall County Assignment Agreement. When the CAD was being purchased it was the desire that the police RMS software the County owns be transferred to KenCom and build off that. The same would go for the Village of Montgomery's police RMS software package coming over to KenCom. This will allow it all to be managed out of central servers at KenCom to make the information sharing go as smoothly and easily as possible. This will also create financial benefits to all which will enhance the service that can be provided. The KenCom/Kendall County Assignment Agreement that is necessary to make this happen has been approved by the County Board and given to KenCom to bring forward. Hitzemann stated the agreement cannot be signed due to misconceptions. Hitzemann proposed for the agreement to be split up into three main pieces: Transfer Assignment (the transfer of the software ownership to KenCom), Security Agreement and Cost Sharing Agreement, and to form a committee to create the bullet points for all three pieces. After the bullet points are agreed on, bring back to the Executive Board to review and send to the appropriate attorneys to draft an agreement. Discussion ensued.

Witek called for New Business:

Assignment/IGA of the Village of Montgomery's Tyler/New World Contract to KenCom – Discussion on the proposed Assignment/IGA for the Village of Montgomery's Tyler/New World Contract to KenCom.

Montgomery Dispatch Agreement 10-Year Extension Amendment – Baird made a motion to approve the Montgomery Dispatch Agreement 10-year Extension Agreement, seconded by L. Nelson. During discussion Witek mentioned the Village of Montgomery has had two meetings since the IGA, Assignment and Amendment have been drafted and those items have not made the agenda for approval and they have remained unchanged. All members present voting aye. Motion carried.

2018 Holiday Closed Schedule – L. Nelson made a motion to approve the 2018 Holiday Schedule, seconded by Gilmour. Discussion ensued. All members present voting aye. Motion carried.

Other business from the floor – Witek created an AdHoc Committee called Tyler/Sharing Structure Committee with the goal of that committee to create user level bullet points for any number of agreements needed and bring back to the August Executive Board Meeting. Jeff Burgner, Josh Flanders, Scott Koepfel, Dwight Baird, Larry Nelson, and Mike Hitzemann volunteered to be on the committee. A meeting is scheduled for Tuesday, August 1st at 1 p.m.

The next scheduled Executive Board Meeting is Thursday, August 24th, 2017 at 5:30 p.m.

D. Nelson made a motion to adjourn the meeting, seconded by Thompson. All members present voted aye. Motion carried. The meeting was adjourned at 6:45 p.m.

Meeting recorded by Bonnie Walters.

Respectfully Submitted,

Dwight Baird
Secretary