

**Minutes of the Executive Board Meeting  
Held Thursday, November 30<sup>th</sup>, 2017  
5:30 p.m.**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Judy Gilmour	Kendall County Board	X	
Harold Martin	Kendall County Sheriff's Office	X	
David Thompson	Newark Fire District	X	
Michael Hitzemann	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.

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 called for a motion to approve the agenda. Martin made a motion to approve the agenda with the change to item number 7 (Approval of Closed Session Minutes) from none to include November 2, 2017 closed session minutes for approval, seconded by Gilmour. 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: KenCom has one employee on a six-week FMLA leave that began on October 12<sup>th</sup>, 2017. KenCom had a second employee begin FMLA leave on November 5<sup>th</sup> for an undetermined amount of time. KenCom promoted Heather Gutierrez to the vacant supervisor's position on Tuesday, October 31<sup>st</sup>, 2017. KenCom received 77 applications for the open telecommunicators position. Orientation and testing will be scheduled in December for the applicants. The two employees in training are working in Phase 2 of 3 of the training program. KenCom will be interviewing for the Assistant LEADS Coordinator position that was previously held by Supervisor Gutierrez. Training as follows: Director Bergeron, Assistant Director Stein, Supervisor Gutierrez and Telecommunicator Lardi all attended the IPSTA 9-1-1 Conference held in Springfield November 5<sup>th</sup> through the 8<sup>th</sup>. The next in-house training will cover TTY Communications and Instruction on the DCloud Software. In-house training will be combined with quarterly shift meetings. KenCom had 9

employees participate in a live fire training exercise with the Bristol Kendall Fire District held October 30<sup>th</sup> – November 1<sup>st</sup>. Supervisor Welter-Fichtel did a site visit to Elgin Dispatch, along with County GIS, to review their Tyler/New World GIS mapping. Information as follows: An update was given on the radio console equipment. The Challenge Coin Plaque inscription plates were received and plate installation is in progress. Illinois Century Network completed a site visit on October 31<sup>st</sup>, 2017 in order to move forward with the fiber connection for LEADS, internet and direct link to Grundy. Beverly Harmes and Bristol Kendall Medic 143 received Rush Copley's cardiac run for the first quarter. Wireless 9-1-1 statistics for the month of October 2017 represented 75% of calls received.

Closed Session Minutes – Martin made a motion to approve the closed session meeting minutes from November 2<sup>nd</sup>, 2017 but do not release, seconded by Perez. All members present voting aye. Motion carried.

Consent Agenda – Witek called for approval of the consent agenda. L. Nelson made a motion, seconded by Veseling to approve the Consent Agenda; Approving the November 2<sup>nd</sup>, 2017 Executive Board Minutes; Approving the October 2017 Treasurer's Report. All members present voting aye. Motion carried.

Witek called for the Standing Committee Reports:

Report of Finance Committee – Deferred to the Fiscal Year 2018 budget approval.

Report of the Executive Board Chair – No Report

Report of the Operations Board Chair – Witek noted he is pleased with the KenCom Boards and Committees as the different working mechanisms between them are functioning great.

Report of the Personnel Committee – No Report

Report of the Strategic Planning Committee – No Report

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 after meeting with the 9-1-1 telephone vendor (West) it was learned that it can handle receiving the ALI and ANI information directly from the Frontier router with a purchased module that can be plugged into KenCom's telephone system. Nelson stated they received the quote back from Frontier and sent it to the state which has been approved. They were told to order the line and the state will pay for the reoccurring charges on the phone line. There is a onetime install fee of \$522 which KenCom will have to pay.

Tyler/New World CAD – Bergeron gave an update and stated the servers have been ordered and County IT will begin working on them next week. Staff did receive a complete project schedule to look over and will send out to everyone once it is confirmed. There is a tentative go live date of December 10, 2018.

Fiscal Year 2018 Surcharge Budget – Bergeron reviewed the final Fiscal Year 2018 Surcharge Budget. Veseling made a motion to approve the final Fiscal Year 2018 Surcharge Budget with the modification of correcting the income adding \$86,966, seconded by Martin. Discussion. A roll call was taken with all nine members present voting aye. Motion carried.

Fiscal Year 2018 Operating Budget – Bergeron reviewed the final Fiscal Year 2018 Operations Budget. L. Nelson made a motion to approve the final Fiscal Year 2018 Operating Budget, seconded by Gilmour. Discussion. A roll call was taken with all nine members present voting aye. Motion carried. Witek noted this is the first year that staff of KenCom have produced all the numbers in the budget by themselves without any outside financial help and that is great.

Police and Fire Records Management – Martin made a motion to approve the KenCom Police and Fire Records Management, (Kendall County Assignment, Security Agreement, Licensing and Fees Agreement, Cost Sharing Attachment LERMS, Cost Sharing Attachment FRMS) with each of the subscribing and contracted agencies, seconded by L. Nelson. A roll call was taken with all nine members present voting aye. Motion carried. Witek thanked the members on the Tyler Sharing Structure Adhoc Committee (Dwight Baird, Josh Flanders, Larry Nelson, Jeff Burgner, Scott Koeppe, and Mike Hitzemann) for all the hours spent on KenCom’s behalf to work through all the details and complete all the documents.

Other Old Business – None

Witek called for New Business:

Everbridge – L. Nelson stated Everbridge remains in the budget that was approved. The Operations Board would like to do more research and see what other alternatives they have before making a recommendation and will do that before the contract is due July 1<sup>st</sup>, 2018.

Closed Session Audio Destruction – None

Other business from the floor – None

The next scheduled Executive Board Meeting is Thursday, December 28<sup>th</sup>, 2017 at 5:30 p.m.

Hitzemann made a motion to adjourn the meeting, seconded by Martin. All members present voted aye. Motion carried. The meeting was adjourned at 5:52 p.m.

Meeting recorded by Bonnie Walters.

Respectfully Submitted,

Dwight Baird  
Secretary