

**Minutes of the Executive Board Meeting  
Held Thursday, February 25<sup>th</sup>, 2016  
5:35 p.m.**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Judy Gilmour	Kendall Co Board	X	
<del>Dwight Baird/Scott Koster</del>	KCSO	X	
<del>Floyd Dierzen/David Thompson</del>	Newark Fire District	X	
<del>Richard Dickson/Michael Hitzemann</del>	BKFD	X	
<del>Darald Nelson/Jim Davis</del>	Village of Newark		X
<del>Mike Veseling/Dick Kuhn</del>	Oswego Fire District	X	
<del>Jim Horton/Tom Fletcher</del>	Lisbon Seward FD		X
Larry Nelson	Member at Large	X	
<del>Don Brummel/Greg Witek</del>	LRFFD	X	
<del>Gary Golinski/Chris Funkhouser</del>	City of Yorkville	X	
<del>Joe West/Gail Johnson</del>	Village of Oswego		X
<del>Bob Hausler/Scott Mulliner</del>	City of Plano	X	

Others present were: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director; Sheila Roberts, KenCom Administrative Assistant.

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

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

Witek called for Public Comment – None

Witek called for Correspondence – Bergeron reported that she received an email from Jennette Welter-Fichtel in reference to Dianne Vaillancourt (senior dispatcher of 25 years), about a call Vaillancourt had gone above and beyond on and wanted to recognize her for that. Bergeron noted that Neely Zuhn had sent an email to recognize all of her coworkers. Zuhn explained everyone worked as a team during a structure fire in Plano and everything went smoothly because of that. Witek noted that it has been a long time since peer groups in KenCom had recognized a job well done in the center and believes the change of dynamics is coming from the top down.

Consent Agenda – Witek called for approval of consent agenda. Hitzeman made a motion, seconded by Baird to approve the Consent Agenda; Approving the November 19<sup>th</sup>, 2015 Executive Board Minutes and approving the November 2015, December 2015 and January 2016 Treasurer’s Reports. All members present voting aye. Motion carried.

Approval of Closed Session Minutes but not release - None

Witek called for the Standing Committee Reports:

Report of Finance Committee – L. Nelson gave a report as follows: The audit is back from Mack & Associates and it has been circulated to all the board members. KenCom is within their budget and going smoothly. An RFP had gone out for bid for the generator and they did not receive any interest back from the notice, so additionally Bergeron sent the RFP out to various vendors. Bergeron spoke to Pierro Electric and they are interested in bidding and plan to go out to the site on Monday to take a look. Pierro

Electric also did the Newark and Legion Road tower sites. There was damage to radio receivers between Oswego Station 3 and the Montgomery Water Tower during a wind storm the previous Friday which caused service to be interrupted over and over. L. Nelson gave an update and stated A Beep has been out and identified the problem.

Report of the Executive Board Chair – No Report

Report of the Operations Board Chair – Flanders gave a report as follows: There was a consensus of the Operations Board that they wanted to move forward with the generator for the Montgomery Water Tower. There was discussion on the joint Operation/Executive Board Meeting and the Operations Board would like to do that meeting again this year in May.

Report of the Personnel Committee – Bergeron gave a report at follows: The purchase was approved for KenCom's new Challenge Coin, which was designed by Jennifer Stein. There was a policy created for when the challenge coin is awarded and a committee consisting of a supervisor, Assistant Director, and/or Director, and Tim Fairfield (BKFD) to go over the nominations. Bergeron and Stein are working on a plaque to display each employee that receives a challenge coin.

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

Witek called for Old Business:

Backup Agreement – Nelson reported that the backup agreement they were working on with Naperville and their lawyers fell through. The police chief in Naperville sent an email stating he does not want to do anything right now because of the changes to the 9-1-1 law and the possibility of Naperville merging. Nelson stated they are working on an agreement with the City of Aurora, who is currently KenCom's backup without an agreement.

Village of Somonauk – No Report

Somonauk Fire Department – No Report

Finance Committee By-laws to match the Operations Board By-laws for a Quorum – Nelson reported that our two attorneys, Dallas Ingemunson and Margie Swanson, rendered their opinion to modify the by-laws. Discussion ensued. Funkhouser stated he checked with the City of Yorkville's attorney's and his conclusion was that the Finance Committee is a subcommittee and all approvals originally come to the Executive Board, and as long as the Finance Committee abides by what the Executive Board is directing, there is not an issue. The Finance Committee has to stay within budget, and anything outside the budget needs to come to the Executive Board for approval. Discussion ensued. Hitzemann made a motion to approve the amended quorum language for the Finance Committee to match the Operations Board, seconded by Vesseling. Discussion. All members present voting aye. Motion carried.

Any Other Old Business – None

Witek called for New Business:

Destruction of the Closed Session Meeting Audio – Vesseling made a motion to accept the revised closed session meeting review and closed session meeting audio destruction policy, seconded by Baird. After discussion the motion was amended to change the scope in the policy to read "The KenCom

corresponding Board or Committee Chair's or their designee's". All members present voting aye. Motion carried.

Review of Audit – Vessling made a motion to approve the Fiscal Year 2016 KenCom Audit, seconded by L. Nelson. Witek noted KenCom is not statutorily bound to have an audit done but does submit for outside review as another step in keeping transparent to the public. L. Nelson stated there are no exceptions in the audit findings. All members present voting aye. Motion carried.

Generator Backup Power for the Montgomery Tower – L. Nelson asked the board to delegate the authority to the Finance Committee to move forward on the generator when the opportunity comes up. L. Nelson noted the funds would come out of the Contingency Fund in the Surcharge Budget. Discussion ensued. L. Nelson made a motion to authorize the Finance Committee to purchase a generator and installation for the Montgomery Water Tower not to exceed \$25,000.00, seconded by Gilmour. A roll call was taken with all nine members present voting aye. Motion carried.

Joint Operations/Executive Board Meeting – Gilmour made a motion to move the scheduled May 26<sup>th</sup>, Executive Board meeting to a new location at Blackberry Golf Course for a joint meeting with the Operations Board, seconded by L. Nelson. All members present voting aye. Motion carried.

KenCom Goals – Bergeron reported they have been reviewing the goals with the Personnel Committee and are contained in the packet for informational purposes.

Increase KenCom's Credit Card Limit and Cash Back Rewards – L. Nelson mentioned currently KenCom has a credit card with a \$5,000 limit and at times KenCom uses the credit card to pay reoccurring bills that come in after the meeting, to avoid late fees. KenCom had run into a problem recently with a bill that needed to be paid and it was over the \$5,000 limit and had to have the Treasurer's Office cut a check which is an inconvenience to the Treasurer. L. Nelson continued that he would like approval to increase KenCom's credit limit to \$10,000 to avoid issues in the future, and also to get a credit card that offers cash back benefits. L. Nelson made a motion to delegate the authority to the Finance Committee to increase KenCom's credit card limit to \$10,000 and shop for a credit card that offers the highest cash back benefits, seconded by Gilmour. Discussion ensued. All members present voting aye. Motion carried.

Approval of Closed Session written minutes – L. Nelson made a motion to approve all Executive Board closed session minutes and keep them closed, prior to February of 2016 from the beginning on the schedule, seconded by Vessling. All members present voting aye. Motion carried.

Other business from the floor-None

Staff Report – Bergeron reviewed the new 9-1-1 law consolidation to the board and distributed a handout (83 Illinois Administrative Codes 1324-1329) for discussion. After discussion it was decided that after going through the law in detail the Director believes KenCom is compliant and has no worries of consolidation. Bergeron gave a report of Personnel as follows: Two trainees did not make it through the training process. Two trainees successfully completed training and are working independently. KenCom is currently short three dispatchers and in the hiring process. KenCom completed orientation and testing for applicants that passed the typing test and have offered a job to two people and the third will be shortly. Cheryl Mastrodomenico has been selected as the KenCom LEADS Coordinator. Training as follows: December's in-house training was a combination of an EMD refresher and map training focused on tips for navigation. January's in-house training was a presentation about special needs callers and TTY.

March's in-house training will be a presentation about fire special teams and ILEAS and a demonstration in the use of fire extinguishers, given by the Oswego Fire District. Several KenCom staff members will be attending the ALICE training at the Oswego Village Hall on March 21<sup>st</sup>, or March 22<sup>nd</sup>. Wendy Buri and Levi Gotte will be attending the MABAS Conference in Bloomington February 26<sup>th</sup>-28<sup>th</sup>. The Director and Assistant Director will be attending the Illinois Public Employer Relations Association 2016 Public Sector Employment Law Seminar on March 4, 2016 in Oakbrook Terrace. Information as follows: On December 2<sup>nd</sup> during the Oswego Village Hall meeting, Heather Gutierrez, Sarah Berry along with the Oswego Police Officer's initially on scene, were recognized for their life saving action on August 29<sup>th</sup>, 2015. Heather Gutierrez, Sarah Berry received a letter from State Representative John Anthony and a recognition certificate. The Power DMS Software has been purchased and work has begun on implementation. Annual shift bids have been completed and KenCom's 2016 schedule took effect on January 9<sup>th</sup>, 2016. KenCom was recognized, along with the Montgomery Fire District, for run of the quarter in December from Rush Copley. Cheryl Mastrodomenico was the call taker and the fire dispatcher for this incident. KenCom was recognized, along with the Oswego Fire District, for the run of the quarter in January from Rush Copley. Wendy Buri was the call taker and the fire dispatcher for this incident. Sarah Berry was selected for 2015 Telecommunicator of the Year by the Illinois Sheriffs' Association. Sheriff Baird nominated Sarah Berry for the exceptional way in which Sarah handled the Oswego officer involved shooting that took place in August of 2015. Quarterly shift meeting were held Tuesday, February 9<sup>th</sup>. The Oswego, Yorkville and Plano 9-1-1 call boxes have been removed as of February 3. The only 9-1-1 call boxes that remain are Plattville, Lisbon and Newark (will be removed in the near future). KenCom challenge coins have been ordered and should be received by the end of February. KenCom has received wireless surcharge revenues from the State of Illinois with the Governor signing HB2039. Wireless 9-1-1 Statistics for the month of November 2015 are 76%, January 2015 are 74% of calls received.

Closed Session – L. Nelson made a motion to move into closed session for the appointment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for 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, 5 ILCS 120/2 (c)(1), Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, 5 ILCS 120/2 (c)(2), and Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120/2 (c)(21), seconded by Mulliner. A roll call vote was taken with all nine members voting aye. Motion carried. Closed session began at 6:46 p.m.

Open session resumed at 8:47 p.m. All members are present as before closed session with the exception of Jennifer Stein and Sheila Roberts.

#### Action After Closed Session:

Funkhouser made a motion to approve the Collective Bargaining Agreement as presented, seconded by Gilmour. Discussion. A roll call was taken with all nine members voting aye. Motion carried.

Thompson made a motion to authorize the Finance Committee to take action, on behalf of Executive Board, for pay increases of the management personnel, at the March Finance Committee meeting, in the amount as discussed during the Executive closed session, seconded by Koster. A roll call vote was taken with all nine members voting aye. Motion carried.

The next scheduled Executive Board Meeting is Thursday, March 24th, 2016 at 5:30 p.m.

Funkhouser made a motion to adjourn the meeting, seconded by Gilmour. All members present voted aye. Motion carried. The meeting was adjourned at 8:50 p.m.

Meeting recorded by Sheila Roberts.

Respectfully Submitted,

Dwight Baird  
Secretary