

**Minutes of the Executive Board Meeting
Held Thursday, May 26th, 2016
5:48 p.m.**

Member	Agency	Present	Absent
Judy Gilmour	Kendall Co Board	X	
Dwight Baird/Scott Koster	KCSO	X	
Floyd Dierzen/David Thompson	Newark Fire District	X	
Richard Dickson/Michael Hitzemann	BKFD	X	
Darald Nelson/Jim Davis	Village of Newark	X	
Mike Veseling/Dick Kuhn	Oswego Fire District	X	
Jim Horton/Tom Fletcher	Lisbon Seward FD		X
Larry Nelson	Member at Large	X	
Don Brummel/Greg Witek	LRFFD	X	
Gary Golinski/Chris Funkhouser	City of Yorkville	X	
Joe West/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; Josh Flanders, Oswego Fire Department; Scott Koster, Kendall County Sheriff's Office; Tim Fairfield, Bristol Kendall Fire Department; Jonathan Whowell, Plano Police Department; Terry Klingel, Yorkville Police Department; Jeff Spang, Little Rock Fox Fire Department; Tim Wallace, Lisbon Seward Fire Department; James Jensen, 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. Gilmour made a motion to approve the agenda, seconded by Mulliner. All members present voting aye. Motion carried.

Witek called for Public Comment – Witek stated he has been on KenCom Board's for over twelve years and the way they are operating now with the two subcommittees, the relationship and communication between the Operations and the Executive Board, and the relationship between the KenCom staff and the boards is working very well.

Witek called for Correspondence – Bergeron noted that Sheriff Baird had sent her an email acknowledging the great job done by Levi Gotte (KenCom second shift supervisor) by his quick thinking on a call that potentially saved a life. Battalion Chief Josh Walters from Oswego Fire Department contacted herself and Jen Stein about a great job the day shift employees (Melissa Lardi, Cheryl Mastrodomenico, Dianne Vaillancourt, Wendy Buri, Karla Maurer) did with multiple Oswego Fire calls going on at the same time. Bergeron reported an elderly lady had called 9-1-1 very upset about an unusual incident that occurred at her home with her bird's beak getting stuck in a toy. The bird was seventeen years old and the elderly lady was very attached and devastated. After the incident, the elderly lady stopped by KenCom and spoke to a KenCom supervisor about how compassionate Ashley Conrad (KenCom Dispatcher) was and wanted to specifically thank Ashley for her kindness and quick response to help her out.

L. Nelson stated himself and Witek will be meeting with the Village of Montgomery. They are at the three year point in their agreement and the contract will be up in two years.

Closed Session Minutes – Witek noted the closed session minutes from February 25th, 2016 will be available and approved at the next Executive Board meeting.

Consent Agenda – Witek called for approval of the consent agenda. Thompson made a motion, seconded by Gilmour to approve the Consent Agenda; Approving the February 25th, 2016 Executive Board Minutes and approving the February 2016, March 2016 and April 2016 Treasurer’s Reports. 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: The boards have come together and are working together extremely well. KenCom is on budget so far this year. KenCom hired their own attorney for contract negotiations and the contract was completed in a timely manner and went smoothly. The negotiations were completed for approximately \$9,000 with \$30,000 budgeted. With the new Director and Assistant Director they have worked to improve the relations with the employees (both union and non union). Witek noted all the agencies have paid their matching fund for this year.

Report of the Executive Board Chair – Witek mimicked Jensen’s report as follows: As the Executive Board they are extremely happy with the way that Director Bergeron and Assistant Director Stein are working with KenCom and staff. Retaining staff has been a challenge in the last year and KenCom has been able to bring in some experienced dispatchers and there has been continual training. Bergeron and Stein have worked on the employee evaluation process and the evaluation tool, and are almost ready to roll out to the Director and Assistant Director first then the supervisory staff and remainder of KenCom staff to follow. The employee survey was completed. They will be talking more about the ten year long range plan for equipment and staffing to get an idea of financial impact in the future.

Report of the Operations Board Chair – Flanders gave a report as follows: The changing of the Director and Assistant Director was a big change for the Operations Board, especially with the priority being staffing up to what was approved. The challenge moving forward is making the adjustments necessary to keep up with the operations as KenCom evolves.

Report of the Personnel Committee – Jensen gave his report in the Operations Board meeting.

Witek called for the Special Committee Reports:

By-Laws Committee Report – No Report

Witek called for Old Business:

Backup Agreement – Bergeron received the agreement KenCom had sent to Aurora Police Department with some minor changes and sees KenCom moving forward quickly to get the agreement signed.

Village of Somonauk – No Report

Somonauk Fire Department – No Report

Any Other Old Business – None

Witek called for New Business:

Training Program, Daily Observation Report – Bergeron stated these policies were created due to the new 9-1-1 law and the Operations Board has approved them. Hitzemann made a motion to approve the new Training Program, Daily Observation Report, and Expectations of Trainee Policies, seconded by Vesseling. Discussion. All members present voting aye. Motion carried.

Employee Handbook Revisions – Gilmour made a motion to approve the employee handbook revisions, seconded by Hitzemann. Discussion. All members present voting aye. Motion carried.

Strategic Plan – Bergeron stated the strategic plan is a comprehensive plan of the vision of moving forward and the projects that need to be accomplished now and in years to come. This will also tie into the capital equipment plan

that Bergeron has already started.

Staff Report – Bergeron passed out the new challenge coins for KenCom that are given to employees that go above and beyond in performing their job, and briefly discussed the policy, approved by the Operations Board, for when/how the coins are awarded. Bergeron stated there is a committee of herself, Jen Stein, Tim Fairfield (BKFD), and a supervisor which decides who qualifies for a challenge coin. Bergeron stated they are also working on a plaque that will hang in the hallway at KenCom and will recognize those who get a challenge coin, childbirth pin and a CPR pin. Bergeron gave a report of Personnel as follows: One of the three trainees that were hired on March 21st resigned his position on May 11th for personal reasons. Two trainees continue in the training program. Training as follows: On April 18th Gail Johnson came and spoke with the Director, Assistant Director and the Supervisor about how to perform employee evaluations. CPR training was conducted on April 25th and 29th for 15 staff members. Thank you to the Little Rock Fox Fire Department for allowing KenCom to use training AEDs and mannequins. On June 2nd Jennette Welter-Fichtel will be participating in a webinar for 9-1-1 Net that will be hosted by Intrado on behalf of AT&T Midwest. In house EMD training was completed on May 11th for three KenCom employees and two KaneComm employees. Information as follows: Telecommunicator week was April 10th through April 16th. A thank you to all of the agencies that provided meals throughout the week in celebration. KenCom's Employee Recognition and Appreciation dinner was Wednesday, April 13th at Kennedy Pointe Restaurant. A total of 26 guests in attendance, 16 of which were KenCom employees. Chris Walat was voted KenCom's Telecommunicator of the Year and received an award. Jennette Welter-Fichtel was presented with a 20 year service award. Pamela Higgins was presented with a 10 year service award. Jaymee Goodspeed received her 5 year service award. On May 6th Ashley Conrad received Telecommunicator of the Year Award from the Kendall County Chiefs of Police Association and the Oswego Optimist Club. The award was presented at the annual Respect for Law Enforcement Banquet. The union contract has been ratified and is now in effect. This was accomplished in four negotiation meetings and legal fees for the entire negotiation process were \$9,944.00. MobileLink has been installed on the generators at the Newark and Legion Road towers. KenCom will now receive alerts for all generator activity. On May 3rd the Newark tower site lost power and went off line. It was determined that Ameren Power was lost sometime on Sunday, May 1st and the generator ran from Sunday until Tuesday, May 3rd until it malfunctioned and quit working. Pierro Electric came and fixed the generator and Ameren restored power. With the installation of MobileLink, KenCom will now be notified via email and text for any generator activity for both the Newark and Legion Road tower sites. Wireless 9-1-1 Statistics for the month of April 2016 are 72% of calls received.

Other business from the floor – L. Nelson stated he found out new information in regards to closed session and if it needs to be stated on the agenda and the question was asked to the Attorney General's Office. The Attorney General agreed that closed session does not need to be listed on the agenda, and you can go into closed session at anytime with just stating the reason. L. Nelson stated you cannot take action in closed session and you can take action in open session as long as it is stated on the agenda. Witek would like to see both boards and committees take closed session and action after closed session off the agendas just to streamline and simplify the agenda. After discussion it was agreed to take closed session and action after closed session off the agendas and put them on when the board or committee knows they will be going into closed session.

Closed Session – None

Action After Closed Session – None

The next scheduled Executive Board Meeting is Thursday, June 23rd, 2016 at 5:30 p.m.

Baird made a motion to adjourn the meeting, seconded by D. Nelson. All members present voted aye. Motion carried. The meeting was adjourned at 6:24 p.m.

Meeting recorded by Jennifer Stein.

Meeting transcribed by Bonnie Walters.

Respectfully Submitted,

Dwight Baird
Secretary