

**Minutes of the Executive Board Meeting
Held Thursday, August 25th, 2016
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	
Joe West / Gail Johnson	Village of Oswego		X
Bob Hausler /Scott Mulliner (5:36 p.m.)	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; Scott Koster, Kendall County Sheriff's Office.

Greg Witek called the meeting to order and requested a roll call of the membership. Eight 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 Baird. All members present voting aye. Motion carried.

Witek called for Public Comment –None

Witek called for Correspondence – Bergeron reviewed the Correspondence from July and August as follows: There were flowers delivered to KenCom from a parent who lost their child last year, thanking the dispatchers for what they do, acknowledging how important their jobs are and expressing her appreciation. A Deputy called KenCom and spoke with a supervisor stating Neely Zuhn did a great job on July 31st with her performance during her shift above the normal work load. Wendy Buri and Cheryl Mastrodomenico along with the Oswego Fire Department received cardiac run of the year from Rush Copley. They will be attending a dinner held September 16th at Rush Copley where they will be given awards. Nelson had sent an email out from the Attorney General in regards to FOIA law and the use of

personal cell phones (emails/texts) are now subject to FOIA if it pertains to work. Discussion ensued. A Beep completed the radio inspection and Bergeron reviewed their brief findings. A Beep gave Bergeron an inventory list of the items in the towers.

Scott Mulliner joined the meeting at 5:36 p.m.

Consent Agenda – Witek called for approval of the consent agenda. Baird made a motion, seconded by L. Nelson to approve the Consent Agenda; Approving the May 26th, 2016 Executive Board Minutes; Approving the May 2016, June 2016 and July 2016 Treasurer's Reports; and approving the following appointments:

Nathan King as the Operation Board Primary Member for the Sandwich Fire District

Mike Peters as the Operation Board Primary Member for the Kendall County Sheriff

Scott McCarty as the Operation Board Alternate for the Bristol Kendall Fire District

All members present voting aye. Motion carried.

Acknowledgement (Scott Koster) – Witek stated between the Executive Board and the Operations Board and the items that have been achieved in the past years, it would not have been the same without the help of Scott Koster. Witek mentioned Koster's attention to detail and the overall operation were a huge factor in the success of the boards. L. Nelson thanked Koster and noted that it was never about him, it was about what was best for the county, police or dispatching. Koster thanked the board for their kind words and all the work they continue to do as a citizen in Kendall County and know that they have a great dispatching system with dedicated people from all the disciplines on this board and the Operations Board to keep it going. Koster thanked Sheriff Baird in continuing to give him the role on the board, not only on the Operations Board, but to serve as the alternate on the Executive Board. Witek presented a plaque to Koster from the Operations and Executive Board.

Witek called for the Standing Committee Reports:

Report of Finance Committee – L. Nelson stated the bills were paid and he is working on getting the \$5000.00 check from Caterpillar that they have been overdue on since January. L. Nelson stated KenCom continues to get the surcharge fees in four months late from the State of Illinois which includes the wireline and wireless funds. L. Nelson continued that the state passed a law that they do not have to disclose the accounting formula on what the checks are made up of, which makes it hard because the checks have been fluctuating drastically from month to month. Discussion ensued. Bergeron mentioned she has received the annual ILCC Form AR-911 filing from the State and she will have it completed and submitted before the deadline of October 1st. Witek reviewed the aging account receivables report contained in the packet and noted that Aurora Township Fire is past due from May. Bergeron stated she had reached out to Aurora Township since it is unusual for them to be late. L. Nelson mentioned for informational purposes the Finance Committee did order credit cards for Bergeron and Stein with First National Bank with a 2% cash back that will replace the current card staff is using.

Report of the Executive Board Chair – No Report

Report of the Operations Board Chair – Flanders gave a report as follows: Staff has updated many policies that were approved by the Operations Board. The Operations Board appreciates the administrative stand on filling vacancies in KenCom to keep at minimum staffing for the authorized levels and believes in the past that was lacking as being a priority.

Report of the Personnel Committee – No Report

Witek called for the Special Committee Reports:

By-Laws Committee Report – No Report

Witek called for Old Business:

Backup Agreement – Bergeron stated they solidified the agreement with the Aurora Police Department and they will be KenCom's 9-1-1 back up. If for any reason KenCom would have to evacuate the center, they would forward the 9-1-1 calls to Aurora while employees head to the backup center at Bristol Kendall Fire. Discussion ensued.

9-1-1 Modification Plan – L. Nelson stated the modification was filed on July 27th to the Illinois State Police. The modification plan is for KenCom to start receiving all the Village of Montgomery's 911 calls directly. Bergeron stated she has received the approved order and it will now go to AT&T.

Village of Somonauk – L. Nelson gave an update.

Somonauk Fire Department – No Report

Any Other Old Business – None

Witek called for New Business:

Employee Handbook Revisions – Bergeron noted that the Personnel Committee had approved some revisions which were added to the Executive Board packet for informational purposes. L. Nelson stated all policies have been reviewed by KenCom's labor attorney, Margie Swanson.

Strategic Plan – Bergeron stated the Operations Board has selected their two members (Scott McCarty, Bristol Kendall Fire and Jonathan Whowell, Plano Police Department) and need members from the Executive Board to volunteer. After discussion, Sheriff Baird, Scott Mulliner and Larry Nelson volunteered to be on the Strategic Plan Committee and were appointed by Chairman Witek.

Nominations and Approval for Executive Board Treasurer – L. Nelson stated the Finance Committee will make a recommendation and bring back next month to the Executive Board.

Other Business from the floor – None

Staff Report – Bergeron gave a report on Personnel as follows: KenCom is currently in the hiring process for two telecommunicators to fill the vacant positions. KenCom received 50 applicants; of the 50 applications 36 were scheduled for a typing test, 32 performed the typing test, 25 passed and moved on to orientation and testing; of the 25, 10 passed the written exam. Orientation and testing was held on Thursday, August 4th. Bergeron thanked the Oswego Fire Department for the use of their training room to hold the orientation. KenCom has held interviews with those that passed the written exam and is currently completing background checks. Training as follows: APCO Fall Training Seminar on the Demographics of Today and Tomorrow will be held on September 15th in Woodridge. The Director, Assistant Director and two supervisors will be attending. The Oswego Fire District will be providing in-house training and certification on the use of fire extinguishers on Wednesday, August 31st. The Kendall County Sheriff's Office will be providing in-house training on domestic violence on September 28th. Two of our supervisors will be completing the on-line APCO Communications Center Supervisor Course beginning on October 12th, 2016. The Director and Assistant Director have interest in completing APCO's Registered Public Safety Leader (RPL) Course. Information as follows: A Beep has completed the preventative maintenance on our radio system. The VHF antennae needed to be replaced at the Hill and Rt. 34 tower after it was damaged due to a lightning strike. KenCom successfully ran out of the backup center the morning of July 27th while the additional memory was installed on the recording server. On August 4th, KenCom experienced a malfunction on P3 where there appeared to be an open key that made P3 unusable. After trouble shooting it was discovered that a radio console issue caused the Legion

Road comparator to lock up. The comparator was cleared and the issue of the “open key” was resolved, however KenCom could still not hear or talk over P3. After the P3 BIM card was reseated all operations on P3 resumed to normal. Wireless 9-1-1 statistics for the month of July 2016 represented 75% of calls received. Witek noted KenCom exceeded 10,000 calls in the month of July with an actual total of 10,157).

The next scheduled Executive Board Meeting is Thursday, September 22nd, 2016 at 5:30 p.m.

Baird mentioned they are working on the budget for the Sheriff’s office and did not notice much of an increase in CAD counts for the Sheriff’s office this year. Baird asked other than the personnel cost, does KenCom anticipate any other major changes in the budget? Bergeron stated there will be minimal increases other than personnel, but will not know the medical increase from the County until November. Discussion ensued.

D. Nelson made a motion to adjourn the meeting, seconded by Dickson. All members present voted aye. Motion carried. The meeting was adjourned at 6:22 p.m.

Meeting recorded by Bonnie Walters.

Respectfully Submitted,

Dwight Baird
Secretary