

**Minutes of the Executive Board Meeting  
Held Thursday, October 27<sup>th</sup>, 2016  
5:30 p.m.**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Judy Gilmour	Kendall County Board	X	
Dwight Baird	Kendall County Sheriff's Office		X
<del>Floyd Dierzen</del> /David Thompson	Newark Fire District	X	
<del>Richard Dickson</del> /Michael Hitzemann	Bristol Kendall Fire District	X	
<del>Darald Nelson</del> / <del>Jim Davis</del>	Village of Newark	X	
Mike Veseling/ <del>Diek Kuhn</del>	Oswego Fire District	X	
<del>Jim Horton</del> / <del>Tom Fletcher</del>	Lisbon Seward Fire District		X
Larry Nelson	Member at Large	X	
<del>Don Brummel</del> /Greg Witek	Little Rock Fox Fire District	X	
<del>Gary Golinski</del> /Chris Funkhouser	City of Yorkville	X	
<del>Joe West</del> / <del>Gail Johnson</del>	Village of Oswego		X
<del>Bob Hausler</del> /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 Department; Harold Martin, Kendall County Sheriff's Office.

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. Funkhouser made a motion to approve the agenda, seconded by L. Nelson. All members present voting aye. Motion carried.

Witek called for Public Comment –None

Witek called for Correspondence – Bergeron noted Josh Flanders from Oswego Fire Department sent an email stating dispatcher Ashley Conrad did a great job dispatching multiple fire calls. Robert Watermann from the Aurora Township Fire Department forwarded on an article about how overlooked dispatchers are and how critical they are, and wanted to let the dispatchers know what a good job they do.

Witek called for approval of the Closed Session Executive Minutes – L. Nelson made a motion to approve the February 25<sup>th</sup>, 2016 Closed Session Executive Committee Meeting minutes but do not release, seconded by Thompson. All members present voting aye. Motion carried.

Consent Agenda – Witek called for approval of the consent agenda. Gilmour made a motion, seconded by D. Nelson to approve the Consent Agenda; Approving the August 25<sup>th</sup>, 2016 Executive Board Minutes; Approving the August 2016, and September 2016 Treasurer’s Reports.

Witek called for the Standing Committee Reports:

Report of Finance Committee – L. Nelson stated KenCom is within budget and will be presenting the FY2017 Budgets to the Board this evening.

Report of the Executive Board Chair – No Report

Report of the Operations Board Chair – Flanders stated the Operations Board is running smoothly and they are starting the process of looking at different CAD options. The Operations Board scheduled a meeting with Enroute for a demonstration on their Sequel CAD on November 18<sup>th</sup> at 9 a.m. at the Oswego Fire Station 1. Bergeron mentioned there will be several other CAD vendors in the future doing demos. Discussion ensued.

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:

Village of Somonauk – L. Nelson gave an update.

Somonauk Fire Department – No Report

Executive Board Treasurer – No Report

Strategic Plan – Bergeron stated they are going to set up a meeting date.

9-1-1 Modification Plan – Bergeron stated all of the Montgomery Police Departments ESN’s have been transferred to KenCom, which allows KenCom to answer all of Montgomery Police Departments 9-1-1 calls directly.

Any Other Old Business – None

Witek called for New Business:

Employee Handbook Revisions – No Report.

IT Services with Kendall County – Bergeron summarized the recommendation that came from the Finance Committee to move forward with Kendall County IT for KenCom’s IT services and cancel with the current vendor (The Isidore Group). KenCom portion is to contribute towards half (\$45,000) of a new employee and the Circuit Clerk is going to contribute the other half and in return buy into all of Kendall County IT. L. Nelson reviewed the current IGA and the amendment to the IGA. L. Nelson made a motion to approve the amendment to the current IGA with Kendall County and to have Greg Witek sign the amendment, seconded by Veseling. Discussion ensued. A roll call was taken with all nine members present voting aye. Motion carried.

FY 2017 Operations Budget – Witek stated in previous years he would spend hours preparing the budget. The difference in the current budget is that all the work was done by the Director and Assistant Director and he is relieved he did not have to do all the extra work, and they did a great job. Bergeron reviewed the drafted Operations Budget for Fiscal Year 2017. Hitzemann made a motion to approve the Fiscal Year 2017 KenCom Operations Budget, seconded by L. Nelson. Discussion. A roll call was taken with all nine members present voting aye. Motion carried.

FY 2017 Surcharge Budget – Bergeron reviewed the drafted Surcharge Budget for Fiscal Year 2017. Thompson made a motion to approve the Fiscal Year 2017 KenCom Surcharge Budget, seconded by Gilmour. Discussion. A roll call was taken with all nine members present voting aye. Motion carried.

Closed Session Minutes Semi Annual Review – L. Nelson made a motion to keep the closed session minutes closed, seconded by Gilmour. All members present voting aye. Motion carried.

2017 Executive Board Meeting Calendar – D. Nelson made a motion to approve the 2017 Executive Board Meeting Calendar, seconded by Veseling. All members present voting aye. Motion carried.

2017 Holiday Schedule – Veseling made a motion to approve the 2017 Holiday Schedule, seconded by Hitzemann. All members present voting aye. Motion carried.

Other Business from the floor – L. Nelson stated currently KenCom has an IGA with the Village of Montgomery to do dispatching and in return we have rights to their water tower which we are using at Rt 30/34. Nelson stated if for some reason that water tower was to become unavailable in the future, KenCom needs a backup since that location is so important. L. Nelson had discussions with the Village of Oswego to have an agreement between Oswego and KenCom to at least have a footprint for a tower with a building that could be a replacement if needed at their new police station. It is in preliminary discussions, but L. Nelson stated he thought it was great strategic planning.

Staff Report – Bergeron gave a report on Personnel as follows: KenCom hired two new telecommunicators who started on Monday, October 3<sup>rd</sup>. KenCom had one employee on FMLA and she is now back this past Monday. Heather Gutierrez will hold the position of DIC (Dispatcher in Charge) during times when there is no supervisor on duty. Training as follows: Jennette Welter-Fichtel and Levi Gotte attended the APCO Active Shooter for Public Safety Communications course on September 19<sup>th</sup> at the Lemont Police Department. The Kendall County Sheriff's Office along with Mutual Ground provided in-house training on domestic violence September 28<sup>th</sup>. Bergeron thanked the Sheriff's office and Mutual Ground for hosting the training. Lynette Bergeron, Jen Stein, and dispatcher Ashley Conrad will be attending the IPSTA (APCO/NENA) conference November 6<sup>th</sup>-9<sup>th</sup> in Springfield. October 24<sup>th</sup> KenCom will be conducting in-house training utilizing 9-1-1 on DVD that will include Active Shooter Aurora, Vehicle Submersion and Say This, Not That – Handling Calls. Information as follows: On Wednesday, September 28<sup>th</sup> AT&T moved Montgomery ESN's to point to KenCom, and moved the remaining two ESN's to KenCom on October 20<sup>th</sup> and KenCom is now answering all Montgomery Police Departments 9-1-1 calls. KenCom's afternoon shift worked out of the backup center on Monday, October 3<sup>rd</sup> without any issues for the monthly backup center exercise. The second quarter of the Quality Assurance/Quality Improvement Program resulted in 130 full reviews of 9-1-1 calls and 462 reviews were completed for compliance with the location verification policy. Enroute will be scheduling a CAD demo for the Sequel CAD and Bergeron asked if there was any interest from the Executive Board to attend. After discussion, staff will post the CAD demo on November 18<sup>th</sup> at 9:00 a.m. as a meeting for both the Operations and Executive Board members. Bergeron encouraged anyone that was interested to attend. Wireless 9-1-1 statistics for the month of September 2016 represented 74% of calls received.

Closed Session – Gilmour made a motion to move into closed session for the 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), seconded by Thompson. A roll call vote was taken with all nine members voting aye. Motion carried. Closed session began at 6:30 p.m. Harold Martin and Josh Flanders stayed for closed session. Lynette Bergeron, Jennifer Stein, and Bonnie Walters left for closed session.

Open session resumed at 6:51 p.m. All members are present as before closed session including Lynette Bergeron, Jennifer Stein and Bonnie Walters.

Action after Closed Session:

Funkhouser made a motion to give the Director and Assistant Director a 3% raise and the non union staff a 2.75% raise effective December 1, 2016, seconded by Gilmour. A roll call was taken with all nine members voting aye. Motion carried.

The next scheduled Executive Board Meeting is Thursday, November 17<sup>th</sup>, 2016 at 5:30 p.m.

Funkhouser made a motion to adjourn the meeting, seconded by D. Nelson. All members present voted aye. Motion carried. The meeting was adjourned at 6:54 p.m.

Meeting recorded by Bonnie Walters.

Respectfully Submitted,

Dwight Baird  
Secretary