

**Minutes of the KenCom Operations Board Meeting**  
**Held, Wednesday, January 18<sup>th</sup>, 2017**  
**2:00 p.m.**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Josh Flanders	OFD	X	
Dan Meyers	MPD	X	
Mike Peters	KCSO	X	
Tim Fairfield	BKFD	X	
Jonathan Whowell	PPD	X	
Larry Hilt	YPD		X
Joe Severson	Village of Newark		X
Jeff Mathre	NFD		X
Jeff Spang	LRFFD	X	
Tim Wallace	LSFD	X	
Mike Pruski	SFD	X	
James Jensen	OPD	X	
Thomas Meyers	MFD		X
Dave Kunkel	ATFD		X

Others Present: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director; Bonnie Walters, KenCom Administrative Assistant; Jennette Welter-Fichtel, KenCom Supervisor; Larry Nelson (2:02 p.m.), Finance Committee Chair.

Josh Flanders called the meeting to order and requested a roll call of the membership. Nine of the fourteen members were present which resulted in having a quorum for voting purposes.

Flanders called for approval of the agenda. Spang made a motion to approve the agenda as submitted, seconded by Jensen. All members present voting aye. Motion carried.

Flanders called for Public Comment – None

Flanders called for Correspondence – Bergeron stated she received a letter that is enclosed in the packet from the City of Plano for a job well done to KenCom dispatch during an armed robbery that had occurred in Plano.

Consent Agenda – Flanders called for approval of the consent agenda. Spang made a motion, seconded by Jensen to approve the consent agenda which includes approval of the December 2016 Treasurer’s Report, the December 14<sup>th</sup>, 2016 Operation Board Minutes. All members present voting aye. Motion carried.

Flanders called for the Standing Committee Reports:  
 Personnel Committee Report – No Report

Executive Board Report – No report

Finance Committee Report:

Operation Bills – Fairfield made a motion to approve the January 2017 bills for payment in the amount of \$190,493.25 seconded by Jensen. Discussion. A roll call vote was taken with all nine members present voting aye. Motion carried.

Surcharge Bills – Fairfield made a motion to approve the January 2017 bills for payment in the amount of \$31,915.11 seconded by Jensen. Discussion. A roll call vote was taken with all nine members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses as follows: Backup Disk Solution for Windows Server for phone system backup for an amount not to exceed \$750.00; Installation of Block Heaters for the Hollenback and Legion Road generators for an amount not to exceed \$1,178.00; Snow fencing for the Hollenback Road tower site for an amount not to exceed \$150.00. Spang made a motion, seconded by Fairfield to approve the anticipated expenses not to exceed \$2,078.00. Discussion. A roll call was taken with all nine members voting aye. Motion carried.

Flanders called for Old Business:

Backup Power for the Montgomery Water Tower – No report

Strategic Plan – No report.

Any Other Old Business – None

Flanders called for New Business:

Policy and Procedures – Stein reviewed the new policy contained in the packet. Spang made a motion to approve the new MDC Identifier Policy, seconded by Fairfield. Discussion. All members present voting aye. Motion carried. Stein reviewed the revised policies contained in the packet. Spang made a motion to approve the revised policies in the packet (Notifications of KenCom Supervisory Personnel, Everbridge Mass Notifications, Officer Status Checks, Fire and EMS Status Checks), seconded by Peters. Discussion. All members present voting aye. Motion carried.

2017 Revised Operations Board Calendar – Spang made a motion to approve the revised 2017 Operations Board Calendar, seconded by Peters. Discussion. All members present voting aye. Motion carried.

Designate Emergency Contact for each Police and Fire Agency for Aurora PD and Grundy 911 – Bergeron stated currently Aurora Police Department is Kencom's 911 back-up for the 630 area code numbers and Grundy County is KenCom's 911 back-up for the 815 area code numbers. If KenCom had to evacuate the main location and head to the back-up center Aurora and Grundy County would get KenCom's 911 calls until KenCom staff got to the back-up center. In the interim when KenCom staff are heading to the backup center currently Aurora and Grundy County do not have a way of making notifications to any of KenCom's agencies if they were to receive a 911 call for service. Bergeron would like each agency to give her three contacts to add to a calling tree that she can give to Aurora Police and Grundy County to have a point of contact if there is a call for service during the interim. Bergeron stated they are also working on a policy if KenCom had to evacuate and will bring back to the board at next month's meeting.

Any Other New Business – Flanders mentioned changing the way packets are printed for the meeting to avoid waste and recommended the packet moving forward will be displayed on the screen electronically. After discussion it was agreed to have the packet on the screen electronically and also print a few packets for each meeting and to have an agenda for each board member available.

Staff Report – Bergeron gave a report on Personnel as follows: KenCom’s two new employees are both in phase two of KenCom’s training program. KenCom has two employees on FMLA. Both are working intermittently. A third employee was on FMLA for approximately two weeks at the end of December. Training as follows: Supervisor Pamela Hurtig is attending the APCO Communications Center Supervisor on-line training course which began on December 14<sup>th</sup>. Admin and Supervisors will begin the DVD training series presented by Gordon Graham on Risk Management at the first staff meeting of 2017, currently scheduled for January 20<sup>th</sup>. Monthly training for January will include PSTC DVD training on Locations and APCO PST Liability Issues. Information as follows: A New World CAD discovery meeting is scheduled for the fire agencies at 9 a.m. on January 24<sup>th</sup> at KenCom. The New World CAD demo is scheduled for 9 a.m. on January 25<sup>th</sup> at Oswego Fire Station 1. Lynette and Jen met with Hexagon on Thursday, January 12<sup>th</sup>, 2017 for preliminary discussion on Intergraph CAD. We will be scheduling a CAD demo in the near future. Lynette and Jen will be attending an Intergraph CAD demo presented to Northwest Central Dispatch on February 8<sup>th</sup> at the Embassy Suites in Schaumburg. Quarterly shift meetings with each shift were conducted Friday, December 16<sup>th</sup>, 2016. Dispatcher Sarah Berry spoke with a freelance writer who is writing an article for the Beacon News on a home delivery childbirth that occurred in September. Sarah Berry was the call taker for this incident and the birth occurred while she was on the phone. EMD pre-arrival instructions were provided. Dispatcher Melissa Lardi signed a release with Fresh Horses, Inc. for a documentary they are creating that will air on a cable channel sometime in the future. Melissa Lardi’s voice is played in a clip while Oswego PD is being filmed at an incident scene for a subject needing transport for a psych evaluation. KenCom successfully operated out of the back-up center on Wednesday, January 11<sup>th</sup> from 0600-1400 hours. Issues related to functionality of the back-up center were discovered and will be corrected prior to next month’s exercise. Future back-up rotation dates are included to occur monthly. Lynette Bergeron was invited to sit on an Emergency Management Committee for Yorkville School District 115; however, was unable to attend the January meeting. Wireless 9-1-1 statistics for the month of December 2016 represented 77% of calls received.

Flanders stated the next Operations Board Meeting is Tuesday, January 24<sup>th</sup>, 2017 at 9:00 a.m. at the Public Safety Center, Lower Level, KenCom Conference Room. Spang made a motion to adjourn the meeting, seconded by Peters. All members present voting aye. Meeting adjourned at 2:28 p.m.

Respectively Submitted,

Bonnie Walters  
Recording Secretary