

**Minutes of the KenCom Operations Board Meeting  
Held, Wednesday, February 15<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 (2:15 )      |               |
| Larry Hilt       | YPD               | X              |               |
| Joe Severson     | Village of Newark |                | X             |
| Jeff Mathre      | NFD               | X              |               |
| Jeff Spang       | LRFFD             | X (2:03)       |               |
| 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; Armando Sanders, Montgomery Police Department; Dave Kellogg, Newark Fire Department; Greg Witek, Executive Board; Dave Thompson, Executive Board; Michael Hitzemann Executive Board; Ryan Shain, Kendall County IT; Scott Koeppel, Kendall County IT; Gene Morton, Plano Police Department

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

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

Flanders called for Public Comment – None

Jeff Spang joined the meeting at 2:03 p.m.

Flanders called for Correspondence – Bergeron noted Hexagon (Intergraph) CAD will be doing discovery meetings as follows:

Police Agencies Tuesday, February 28<sup>th</sup> 1:00 p.m. until 3:00 p.m.

Fire Agencies Wednesday, March 1<sup>st</sup> 9:00 a.m. until 11:00 a.m.

Tentative CAD demonstration Wednesday, March 15<sup>th</sup> 9 a.m. at Oswego Fire Station 1

Staff Report – Bergeron gave a report on Personnel as follows: KenCom’s two new employees are both in phase three of KenCom’s training program. One trainee will be released from training on Saturday, February 18<sup>th</sup> and the second will be released early March. KenCom has two employees on intermittent FMLA. Training as follows: Supervisor Pamela Hurtig just completed the APCO Communications Center Supervisor on-line training course that began on December 14<sup>th</sup>. Admin and Supervisors are continuing the DVD training series presented by Gordon Graham on Risk Management. Monthly training

for January included PSTC DVD training on Locations and APCO PST Liability Issues. Training for February included an overview of EMD protocol. Training recertification through ICRMT for Sexual Harassment Prevention and Unlawful Harassment Prevention has begun for employees. Supervisor Pamela Hurtig and Dispatcher Mike Hoffer attended the MABAS Conference in Bloomington Feb 8-10<sup>th</sup>, 2017. March's monthly training will cover suicidal callers and include an APCO training video. Information as follows: Tyler/New World CAD presented their CAD demo on January 25<sup>th</sup> at Oswego Fire Station #1. Lynette and Jen attended a Hexagon Intergraph CAD demo presented to Northwest Central Dispatch on Feb 8<sup>th</sup> at the Embassy Suites in Schaumburg. Intagraph CAD demo for KenCom is scheduled for March 15<sup>th</sup> at 9 a.m. at Oswego Fire Station 1. KenCom successfully worked out of the back-up center on Thursday, February 9<sup>th</sup> from 1400-2200 hours. Future back-up center rotation dates are included in the packet. Lynette Bergeron attended an Emergency Management Committee meeting for Yorkville School District 115 on Monday, February 13<sup>th</sup>. KenCom met with the auditors on Thursday, January 26<sup>th</sup>. Wireless 9-1-1 statistics for the month of January 2017 represented 74% of calls received.

Consent Agenda – Flanders called for approval of the consent agenda. Fairfield made a motion, seconded by Peters to approve the consent agenda which includes approval of the January 2017 Treasurer's Report, the January 18<sup>th</sup>, 2017 Operation Board Minutes, and the January 25<sup>th</sup>, 2017 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 – Jensen made a motion to approve the February 2017 bills for payment in the amount of \$249,933.04 seconded by Fairfield. 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 February 2017 bills for payment in the amount of \$5,220.00, seconded by Jensen. Discussion. A roll call vote was taken with all nine members present voting aye. Motion carried.

Jonathan Whowell joined the meeting at 2:15 p.m.

Anticipated Expenses – Bergeron reviewed the anticipated expenses as follows: Orion UPS for the phone system at the backup center for an amount not to exceed \$325.00. Fairfield made a motion, seconded by Mathre to approve the anticipated expenses not to exceed \$325.00. Discussion. A roll call was taken with all ten members voting aye. Motion carried.

Flanders called for Old Business:

Backup Power for the Montgomery Water Tower – Meyers gave an update.

Strategic Plan – Hitzemann gave a report as follows: There was a long discussion about Grundy County and the possibility of being each other's backup centers, and the technology challenges to overcome to make it work. The new CAD system was discussed and the need for the CAD demonstration for Intergraph to be done in March so decisions can be made.

Any Other Old Business – None

Flanders called for New Business:

Policy and Procedures – Jensen made a motion to approve the new and revised policies in the packet (Travel Policy, Fire & EMS Status Checks, MABAS Division 13 HAZMAT Advisory Team, Major Crimes Task Force, Kendall County Special Response Team), seconded by Fairfield. Discussion. All members present voting aye. Motion carried. Discussion. All members present voting aye. Motion carried.

Daily Meals/Lodging for Conferences and Training Resolution – Spang made a motion to adopt the Daily Meals/Lodging for Conferences and Training Resolution and move forward to the Executive Board, seconded by Fairfield. All members present voting aye. Motion carried

CAD Discussion – Bergeron mentioned NewWorld would like to have a follow up meeting and she will be sending out the date once she has it.

Net Motion – Scott Koeppel from Kendall County IT gave a brief description on NetMotion and why it's importance to KenCom and the agencies. Discussion ensued. The demonstration was given by NetMotion via phone. Discussion continued after the demonstration. Whowell made a motion to recommend NetMotion and move forward to the Finance Committee, seconded by Jensen. Discussion. All members present voting aye. Motion carried.

Any Other New Business – None

Flanders stated the next Operations Board Meeting is Tuesday, March 15<sup>th</sup>, 2017 at 2:00 p.m. at the Public Safety Center, Lower Level, KenCom Conference Room. Jensen made a motion to adjourn the meeting, seconded by Whowell. All members present voting aye. Meeting adjourned at 3:20 p.m.

Respectively Submitted,

Bonnie Walters  
Recording Secretary