

**Minutes of the KenCom Operations Board Meeting
Held, Wednesday, March 15th, 2017
2:00 p.m.**

Member	Agency	Present	Absent
Josh Flanders	OFD	X	
Dan Meyers	MPD		X
Mike Peters	KCSO	X	
Tim Fairfield	BKFD		X
Jonathan Howell	PPD	X (2:01)	
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; Larry Nelson, KenCom Executive Board; Levi Gotte, KenCom Supervisor.

Josh Flanders called the meeting to order and requested a roll call of the membership. Seven of the fourteen members were present which resulted in not 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 Hilt. All members present voting aye. Motion carried.

Flanders called for Public Comment – None

Jonathan Howell joined the meeting at 2:01 p.m. Eight of the fourteen members were present which resulted in having a quorum for voting purposes.

Flanders called for Correspondence – Bergeron mentioned that the Oswego Fire Department has been sending staff to KenCom to sit with dispatch. The firemen were asked to write a synopsis of their experience sitting in KenCom and Eric Roberts synopsis is included in the packet. Flanders stated six firemen have sat up in KenCom recently and all were shocked in how much complexity is involved in a dispatcher's job.

Bergeron stated included in the packet is a printout from Aladtec (KenCom's scheduling software) which tracks all equipment issues, action taken, and if the problem was fixed. A new ticket to report a problem can be added by all staff members. Bergeron stated this printout will be added to the board packets each month going forward to keep all board members up to date on the equipment issues.

Staff Report – Bergeron gave a report on Personnel as follows: KenCom had one trainee resign. The other trainee has been released from training and is working independently. KenCom is currently accepting applications until March 31st to fill the vacant position. KenCom has two employees currently on FMLA. Both are working intermittently. Training as follows: Admin and Supervisors are continuing

the DVD training series presented by Gordon Graham on Risk Management. Training recertification through ICRMT for Sexual Harassment Prevention, Unlawful Harassment Prevention, Workplace Bullying and Violence Prevention continues. Five employees will be attending PSTC – Defeating Workplace Drama for Peak 9-1-1 Performance on March 20 at the Elgin 9-1-1 Center. Two employees will be attending PSTC – Responder Risk and the 9-1-1 Professional on March 21 at the Elgin 9-1-1 Center. Two employees will be attending a training class on pipeline safety on March 21st in Joliet. Information as follows: Tyler/New World CAD presented a follow up CAD demo to show additional features for police and fire on March 2nd at Bristol Kendall Fire Station 1. Hexagon/Intergraph CAD presented their CAD demo this morning at the Oswego Fire Station 1. On March 2nd Word Systems was in the process of repairing KenCom’s NICE recording system when the NICE server quit working. From approximately 11 am on March 2nd until approximately 4 pm KenCom’s recording system was not working. KenCom activated our backup center and continued to work out of the backup center until approximately 4 am on Sunday, March 5th. The length of the outage was primarily due to the backup of three years of archived files being transferred off of the NICE recording server, which needed to be accomplished before Word Systems could restore the server. County IT worked hand in hand with KenCom and Word Systems throughout the entire process. KenCom’s line level staff did a great job working under less than optimal conditions during this outage. Future back-up center rotation dates are included in the packet. National Telecommunicator Week is April 9th-15th. Our annual banquet will be on Thursday April 13th from 6-8 pm at the Kennedy Pointe Restaurant & Pub. Economic Interest Statements were mailed out and must be returned to the County Clerk by May 1st, 2017. Wireless 9-1-1 statistics for the month of February 2017 represented 74% of calls received.

Consent Agenda – Flanders called for approval of the consent agenda. Whowell made a motion, seconded by Wallace to approve the consent agenda which includes approval of the February 2017 Treasurer’s Report, the February 15th, 2017 Operation Board Minutes, February 28th, 2017 Operation Board Minutes, and March 2nd, 2017 Operation Board Minutes. All members present voting aye. Motion carried.

Flanders called for the Standing Committee Reports:

Strategic Planning Committee Report – Bergeron stated Mercury Systems presented their proposal for radio console equipment (Zetron Max) for KenCom. Bergeron stated options were discussed for moving forward with KenCom’s backup with Grundy County. At April’s Operations Board Meeting KenCom will be ready for a recommendation to move forward for a CAD system and radio console equipment.

Personnel Committee Report – Flanders stated the committee has been working on the Director’s and Staff evaluation’s.

Executive Board Report – No report

Finance Committee Report:

Operation Bills – Whowell made a motion to approve the March 2017 bills for payment in the amount of \$183,826.67 seconded by Spang. Discussion. A roll call vote was taken with all eight members present voting aye. Motion carried.

Surcharge Bills – Spang made a motion to approve the March 2017 bills for payment in the amount of \$4,904.40, seconded by Wallace. Discussion. A roll call vote was taken with all eight members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses as follows: Lodging for CAD site visit to Troy, MI (Tyler/New World HQ) for an amount not to exceed \$400.00. Whowell made a motion,

seconded by Pruski to approve the anticipated expenses not to exceed \$400.00. Discussion. A roll call was taken with seven members voting aye, and Spang voting abstained. Motion carried.

Flanders called for Old Business:

Backup Power for the Montgomery Water Tower – No Report

CAD Recommendation – Flanders stated at the joint Operations/Executive Board Meeting on May 25th they would like to have the recommendation from the Operations Board and Finance Committee for a new CAD to be voted on. Discussion ensued.

Any Other Old Business – None

Flanders called for New Business:

Policy and Procedures – Wallace made a motion to approve the amended new policy for Fire and EMS Report Numbers, seconded by Whowell. Discussion. All members present voting aye. Motion carried. Peters made a motion to approve the revised policies for KenCom Supervisory Personnel Callouts and Officer Status Checks, seconded by Whowell. Discussion. All members present voting aye. Motion carried.

Grundy County 9-1-1 Backup – Bergeron stated herself and Stein had met with Will and Grundy County. Motorola had originally given them a quote of two L Core systems (main and backup center), and are now looking to connect to Will Counties M Core system. Grundy County will also connect to Will County and the advantage would be KenCom would be able to see all of WesCom, Will and Grundy Counties radio frequencies and Will and Grundy County will be able to see KenCom. In the event KenCom had to leave their main center they would go to Grundy County and be able to work and the same with Grundy being able to come to KenCom. They have received a proposed IGA from Will County. Bergeron stated more information will come back at the April meeting.

Radio Console Equipment Replacement – Bergeron stated Zetron came and gave a proposal at the Strategic Planning Committee. Motorola is rewriting their proposal from two L Core's to the radio console equipment KenCom would need to have at the main center and be able to connect to Will and Grundy County. Bergeron stated she should have the new proposal back from Motorola soon.

Any Other New Business – Whowell mentioned the April Operations Board Meeting has a meeting conflict with the police agencies and with all the decisions that need to be made suggested moving the April Operations Board Meeting. After discussion, Whowell made a motion to move the April 19th Operations Board Meeting to Tuesday, April 18th at 9 a.m., seconded by Wallace. All members present voting aye. Motion carried.

Flanders stated the next Operations Board Meeting is Tuesday, April 18th, 2017 at 9:00 a.m. at the Public Safety Center, Lower Level, KenCom Conference Room. Whowell made a motion to adjourn the meeting, seconded by Wallace. All members present voting aye. Meeting adjourned at 2:40 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary