

**Minutes of the KenCom Operations Board Meeting
Held, Thursday, July 19th, 2017
2:00 p.m.**

Member	Agency	Present	Absent
Josh Flanders	OFD	X	
Daniel 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
Dave Kellogg	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; Larry Nelson, Member at Large.

Josh Flanders called the meeting to order and requested a roll call of the membership. Eleven 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 received an email from Chief Burgner, Sergeant Bond and Oswego Police Department Team A in regards to a water rescue in the Fox River and the great job done by the dispatchers in communicating the needed information quickly and efficiently. Bergeron stated after reviewing the call it was a team effort not only by the dispatchers but all the responders. Bergeron stated she sent an email out to the Operations Board and dispatch faxed over to all the police agencies a list of dates that LEADS will be down and no notifications will be received. Bergeron received a letter from the President and CEO Chairman of the Board of Tyler Technologies welcoming KenCom as customers. Bergeron sent out an email on the dates that Jim Lucas, project manager for the CAD build out, from Tyler Technologies is going to be on site and he would like to meet with dispatchers, police and fire. Bergeron would like each agency to identify one or two key people to be included with the planning and build out of the new CAD project.

Staff Report – Bergeron gave a report on Personnel as follows: KenCom hired one new telecommunicator who will be starting on July 31st. A nine year KenCom employee resigned his position at KenCom as of yesterday, a second employee will be hired. KenCom has two employees currently on FMLA. Both are working intermittently. KenCom held shift meetings on Wednesday, July 12th with all three shifts. Training as follows: KenCom staffed the command van during the July Crisis training on

Thursday, July 6th and July 13th. KenCom had two employees participate in the training that lasted from 8 a.m. until approximately 3 p.m. The Director and Assistant Director also attended these training sessions and want to thank both the police and fire agencies for giving KenCom this extremely beneficial training opportunity. Monthly training for July and August consists of a full review of the APCO Emergency Medical Dispatch training manual. On July 25th, the dayshift supervisor will be conducting a full review of the structure fire on Ament Road from June 13th with the dispatch staff that was working the day of the fire. Information as follows: On Saturday, June 24th a fiber cable was severed and Newark, Millington and Lisbon phone exchanges were without 9-1-1 services. KenCom sent dispatchers to the Newark Fire and Lisbon Fire Stations in order to answer their non-emergency phone lines. WSPY was contacted and requested to announce the 9-1-1 outage. The morning of Sunday, June 25th KenCom received notification that 9-1-1 services had been restored. KenCom staff did an amazing job of working as a team during this incident along with the Newark and Lisbon Fire District personnel. Bergeron thanked WSPY for quickly getting the information out to the public about the 9-1-1 outage. Discussion ensued. Motorola has shipped the MCC7500 radio console equipment to Miner Electronics where the equipment will be programmed to KenCom's specifications. Staff has phone conference meetings every other week with Motorola on the progress of the project. The Challenge Coin Plaque is nearing completion. Ashley Conrad and Bristol Kendall Fire District were awarded Rush Copley's Cardiac Run of the Quarter on June 15th for an incident that occurred on March 25th, 2017. Rush Copley provided breakfast and awards were presented. Future back-up center rotation dates are contained in the packet. Wireless 9-1-1 statistics for the month of June 2017 represented 78% of calls received.

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 June 2017 Treasurer's Report, and the June 14th, 2017 Operation Board Minutes. All members present voting aye. Motion carried.

Flanders called for the Standing Committee Reports:
Strategic Planning Committee Report – No Report

Personnel Committee Report – No Report

Executive Board Report – No Report

Finance Committee Report:

Operation Bills – Spang made a motion to approve the July 2017 bills for payment in the amount of \$261,326.31 seconded by Whowell. Discussion. A roll call vote was taken with all eleven members present voting aye. Motion carried.

Surcharge Bills – Spang made a motion to approve the July 2017 bills for payment in the amount of \$209,439.45, seconded by Jensen. Discussion. A roll call vote was taken with all eleven members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses as follows: Preventative maintenance for the Newark Tower generator for an amount not to exceed \$393.99; Preventative maintenance for the Legion Road Tower not to exceed \$393.99; Purchase of five Magnum Desk Chairs with Arms, Heavy Duty for an amount not to exceed \$3,570.80; HP Color LaserJet Printer for an amount not to exceed \$750.00. Spang made a motion to approve the anticipated expenses not to exceed \$5,108.78, seconded by Jensen. Discussion. A roll call was taken with all eleven members present voting aye. Motion carried.

Flanders called for Old Business:

Backup Power for the Montgomery Water Tower – No Report

Tyler/New World CAD – Discussed in correspondence.

Grundy County 9-1-1 Backup – No Report

Microwave Radio Expansion – No Report

Any Other Old Business – None

Flanders called for New Business:

Montgomery Dispatch Agreement 10 Year Extension Amendment – Jensen made a motion to approve the Montgomery Dispatch Agreement 10 Year Extension Amendment, seconded by Spang. Discussion. All members present voting aye. Motion carried.

Policy and Procedures – None

Closed Session Audio Destruction – Whowell made a motion to approve the closed session audio destruction for the following dates: November 14th, 2007; February 13th, 2008; April 14th, 2008; May 14th, 2008; August 13th, 2008; April 8th, 2009; July 8th, 2009; October 15th, 2014; December 9th, 2015, seconded by Jensen. All members present voting aye. Motion carried.

Any Other New Business – Discussion ensued on the possibility of an additional police tactical channel.

Flanders stated the next Operations Board Meeting is Wednesday, August 16th, 2017 at 2:00 p.m. Spang made a motion to adjourn the meeting, seconded by Jensen. All members present voting aye. Meeting adjourned at 2:49 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary