

**Minutes of the KenCom Operations Board Meeting
Held, Thursday, August 16th, 2017
2:00 p.m.**

Member	Agency	Present	Absent
Josh Flanders	OFD	X	
Daniel Meyers	MPD	X (2:04pm)	
Harold Martin	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; Kevin Norwood, Oswego Police Department; Pamela Hurtig, KenCom Supervisor.

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. Whowell made a motion to approve the agenda as submitted, seconded by Martin. All members present voting aye. Motion carried.

Flanders called for Public Comment – None

Flanders called for Correspondence – None

Staff Report – Bergeron gave a report on Personnel as follows: KenCom hired two new telecommunicators. Adam Votava started on July 31st and Alex Geltz started on August 7th. KenCom offered a position to a third applicant who denied. KenCom has two employees currently on intermittent FMLA. KenCom has one employee on a short-term FMLA leave. Training as follows: Monthly training for July and August consists of a full review of the APCO Emergency Medical Dispatch training manual. This training is currently in progress. Seven employees attended in-house CPR recertification training on August 15th and August 18th. One telecommunicator CTO and one telecommunicator in training started the APCO Public Safety Telecommunicator Course on-line on August 7th. Information as follows: Motorola has the radio console equipment and are in the process of putting it together. Challenge Coin Plaque update was given. CALEA site visit for Oswego Police was on August 9th. There was a Grundy County 9-1-1 Center meeting about connecting to our Viper phone systems. Future back-up center rotation dates are contained in the packet. Wireless 9-1-1 statistics for the month of July 2017 represented 77% of calls received.

Dan Meyers joined the meeting at 2:04 p.m.

Consent Agenda – Flanders called for approval of the consent agenda. Fairfield made a motion, seconded by Martin to approve the consent agenda which includes approval of the July 2017 Treasurer’s Report, and the July 19th, 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 – Flanders stated they are working on staff evaluations and have a meeting tomorrow morning.

Executive Board Report – Nelson stated a committee was formed to create three agreements to interlock between KenCom and all agencies and plan to bring forward at the Executive Board meeting this month.

Finance Committee Report:

Operation Bills – Spang made a motion to approve the August 2017 bills for payment in the amount of \$182,887.03 seconded by Fairfield. Discussion. A roll call vote was taken with all nine members present voting aye. Motion carried.

Surcharge Bills – Spang made a motion to approve the August 2017 bills for payment in the amount of \$877,777.83, seconded by Martin. 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: Solarwinds Serv-U managed file transfer gateway to replace the current Owncloud for an amount not to exceed \$1,395.00 (Kendall County and KenCom are splitting the cost of \$2,790.00). Martin made a motion to approve the anticipated expenses not to exceed \$1,395.00, seconded by Fairfield. During discussion Bergeron mentioned KenCom will have to have a Security Agreement prepared between KenCom and the County. A roll call was taken with all nine members present voting aye. Motion carried.

Flanders called for Old Business:

Backup Power for the Montgomery Water Tower – No Report

Tyler/New World CAD – Bergeron reminded the Board that Tyler/New World will be here next week on the following days: Tuesday, August 22nd at 1 p.m. to meet with the police agencies; Wednesday, August 23rd at 9 a.m. for the Operations/Executive Board at Bristol Kendall Fire Station 1 for a kickoff meeting (Bergeron would like all agencies to have one to two people attend/commit to all of these meetings for the building of the CAD); Wednesday August 23rd at 1 p.m. to meet with the fire agencies. Staff will send a reminder email out to all board members.

Grundy County 9-1-1 Backup/Microwave Radio Expansion – Bergeron stated they met last week to discuss the Viper Phone System and the Microwave Expansion and are moving forward.

Any Other Old Business – None

Flanders called for New Business:

Policy and Procedures – None

2018 Operations Board Calendar – Martin made a motion to approve the 2018 Operations Board Calendar, seconded by Pruski. Discussion. All members present voting aye. Motion carried.

Closed Session Audio Destruction – None

Any Other New Business – None

Flanders stated the next Operations Board Meeting is Wednesday, September 20th, 2017 at 2:00 p.m.
Spang made a motion to adjourn the meeting, seconded by Whowell. All members present voting aye.
Meeting adjourned at 2:19 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary