

**Minutes of the KenCom Operations Board Meeting
Held, Thursday, September 20th, 2017
2:00 p.m.**

Member	Agency	Present	Absent
Josh Flanders	OFD	X	
Daniel Meyers	MPD	X (2:08 pm)	
Mike Peters	KCSO	X	
Scott McCarty	BKFD	X	
Jonathan Whowell	PPD	X (2:06 pm)	
Larry Hilt	YPD	X	
Joe Severson	Village of Newark		X
Jeff Mathre	NFD	X	
Greg Witek	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; Levi Gotte, 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 – Bergeron noted Chief Burgner from the Oswego Police Department sent KenCom a letter thanking us for participating in their accreditation onsite assessment.

Staff Report – Bergeron gave a report on Personnel as follows: KenCom has two employees currently on intermittent FMLA. KenCom has one employee on FMLA leave. Training as follows: Monthly training for July and August consists of a full review of the APCO Emergency Medical Dispatch training manual. Jennifer Stein, Jennette Welter-Fichtel, and Danielle Quirk attended the APCO Fall Seminar “How to be your best when it matters most” training on September 8th, 2017. Levi Gotte attended the First-line Supervision training on September 14, 2017 presented by Van Meter & Associates, Inc. Information as follows: Radio console equipment is still on track. Tyler New World Kickoff Meeting was held on August 23rd, 2017, as well as discovery meetings with staff from dispatch, fire and police. KenCom has started the process of obtaining quotes for the server hardware that will be needed for the CAD project. KenCom has met with County IT to start discussions on moving our backup site to Grundy 9-1-1. KenCom and IT will conduct a site visit to Grundy County 9-1-1 on Thursday, September 21st, 2017 to continue discussions with Grundy on the backup site moves. KenCom and County IT met with AT&T to discuss the Rt. 34 widening between Cannonball Trail and Center Parkway in Yorkville. AT&T informed us that all of the phone lines would need to be moved in order for this work to be

completed. AT&T advised they will be moving one line at a time and KenCom will be given direct contact information for AT&T personnel completing the physical relocation of the telephone lines. AT&T will confirm that the phone line moved is functional before moving the next line. AT&T estimates this work will begin in early December. Wireless 9-1-1 statistics for the month of August 2017 represented 76% of calls received.

Consent Agenda – Flanders called for approval of the consent agenda. Witek made a motion, seconded by Jensen to approve the consent agenda which includes approval of the August 2017 Treasurer’s Report, August 16th, 2017 Operation Board Minutes, and August 23rd, 2017 Operations Board Minutes (9 a.m. and 1 p.m.). All members present voting aye. Motion carried.

Jonathan Whowell joined the meeting at 2:06 p.m.

Dan Meyers joined the meeting at 2:08 p.m.

Flanders called for the Standing Committee Reports:

Strategic Planning Committee Report – Flanders stated they met and discussed the police and fire records management agreements that were sent out to each agency for attorney review. The goal is to have all attorney reviews and comments back by the end of next week so the group can meet again on October 3rd to finalize the agreements. Discussion ensued.

Personnel Committee Report – No report.

Executive Board Report – No report.

Finance Committee Report:

Operation Bills – Jensen made a motion to approve the September 2017 bills for payment in the amount of \$180,610.76 seconded by Hilt. Discussion. A roll call vote was taken with all ten members present voting aye. Motion carried.

Surcharge Bills – Jensen made a motion to approve the September 2017 bills for payment in the amount of \$12,536.48, seconded by Mathre. During discussion Bergeron noted a payout of the 2% cash back on the credit had been requested for a total of \$12,100.00 and will be put into the surcharge income. A roll call vote was taken with all ten members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses as follows: ArcGIS Desktop standard concurrent use license for an amount not to exceed \$5,950.00. Jensen made a motion to approve the anticipated expenses not to exceed \$5,950.00, seconded by McCarty. Discussion ensued. A roll call was taken with all ten members present voting aye. Motion carried.

Flanders called for Old Business:

Tyler/New World CAD – Bergeron stated a timeline has been given with a start date of January 28th, 2018.

Grundy County 9-1-1 Backup/Microwave Radio Expansion – Discussed in staff report.

Any Other Old Business – None

Flanders called for New Business:

Policy and Procedures – No action

Police and Fire Records Management – No action

Closed Session Audio Destruction – None

Any Other New Business – None

Flanders stated the next Operations Board Meeting is Wednesday, October 18th, 2017 at 2:00 p.m. Jensen made a motion to adjourn the meeting, seconded by McCarty. All members present voting aye. Meeting adjourned at 2:18 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary