

**Minutes of the KenCom Operations Board Meeting
Held, Thursday, October 18th, 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	
Nathan King	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, Jennette Welter-Fichtel, KenCom Supervisor; Larry Nelson, KenCom Finance Chair.

Josh Flanders called the meeting to order and requested a roll call of the membership. Twelve 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 Spang. All members present voting aye. Motion carried.

Flanders called for Public Comment – None

Flanders called for Correspondence – Bergeron stated she received notice from Rush Copley that KenCom along with the Little Rock Fox Fire District received the fourth quarter cardiac run of the quarter. Cheryl Gianfrancisco and Dianne Vaillancourt were the dispatchers that handled the call along with Little Rock Fox Fire Medic 341. Rush Copley also notified KenCom that KenCom along with the Oswego Fire Protections District won the 2017 cardiac run of the year. Mindi Jahp was the call taker and fire dispatcher along with Oswego Fire District Medic 3.

Staff Report – Bergeron gave a report on Personnel as follows: KenCom has one employee on a six-week FMLA leave that began on October 12th, 2017. One supervisor has resigned effective October 27th, 2017. KenCom has posted the vacant supervisor position in-house and has publicly placed job ads for the vacant positions. The two employees in training are beginning Phase 2 of 3 of the training program. Training as follows: Nine employees went to WESCOM dispatch and received training from the Public Safety Training Consultants. The next in-house training will cover TTY Communications and Instruction on DCloud Software. In-house training will be combined with quarterly shift meetings. Information as follows: The radio console equipment was delivered to KenCom and Miner Electronics is on site working on installation. The Challenge Coin Plaque inscription plates were received and plate

installation has begun. Telecommunicator Krista McIntyre will represent KenCom at the annual Bristol Kendall Open House on Saturday, October 14th. Staff and County IT did a site visit at Grundy County 9-1-1 to determine placement of technical equipment that will be housed there for KenCom backup systems. Grundy County 9-1-1 is exploring an option to become a node off of KenCom's Tyler New World CAD system. This is in the infancy stage and staff will report back with any updates. Staff met with Bud Hicks, the Grundy County 9-1-1 Director, on Thursday, October 12th to work on an evacuation and operations plan for the backup centers. Midnight shift worked out of KenCom's backup center on September 25th. No problems were reported. The radio system preventative maintenance was performed. Some issues were found and A Beep is working to rectify them. 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. Jensen made a motion, seconded by Spang to approve the consent agenda which includes approval of the September 2017 Treasurer's Report, and September 20th, 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 – Jensen made a motion to approve the October 2017 bills for payment in the amount of \$180,731.69 seconded by Spang. Discussion. A roll call vote was taken with all twelve members present voting aye. Motion carried.

Surcharge Bills – Jensen made a motion to approve the October 2017 bills for payment in the amount of \$54,204.16, seconded by Spang. Discussion. A roll call vote was taken with all twelve members present voting aye. Motion carried.

Anticipated Expenses – None

Flanders called for Old Business:

Tyler/New World CAD – Bergeron gave an update and stated it is moving along with solid dates and they received documents from the initial kickoff meeting and will be sending them out. They have a tentative "go live" date of December 10th, 2018.

Grundy County 9-1-1 Backup – Discussed in staff report.

Microwave Radio Expansion – No report.

Any Other Old Business – None

Flanders called for New Business:

Policy and Procedures – Stein stated there needs to be discussion on creating a new policy for Sexual Assault/Abuse Complaints. Discussion ensued on how KenCom currently answers these type of calls and how the agencies would like KenCom to dispatch Sexual Assault/Abuse complaints moving forward. Dispatch staff has been given direction on how to process these types of calls until a formal policy is adopted. After discussion, staff and will make a draft policy and send out questions as needed.

Everbridge – Bergeron stated at the last Finance Committee meeting, during the drafted 2018 Budget discussion, a question came up with Everbridge and how much it is currently being used by the agencies and if there is a need for it going forward. After discussion, Whowell is going to run an Everbridge use summary to see how each agency is utilizing it.

Police and Fire Records Management – No action

Semi Annual Closed Session Review – Jensen made a motion for the Operations Board closed session meeting minutes to remain closed, seconded by Spang. 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, November 15th, 2017 at 2:00 p.m. Fairfield made a motion to adjourn the meeting, seconded by Jensen. All members present voting aye. Meeting adjourned at 2:31 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary