

**Minutes of the KenCom Operations Board Meeting**  
**Held, Thursday, November 15<sup>th</sup>, 2017**  
**2:00 p.m.**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Dan Schiradelly	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; Larry Nelson, KenCom Finance Chair.

Daniel Meyers called the meeting to order and requested a roll call of the membership. Ten of the fourteen members were present which resulted in having a quorum for voting purposes.

Meyers 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.

Meyers called for Public Comment – None

Meyers called for Correspondence – None

Staff Report – Bergeron gave a report on Personnel as follows: KenCom has one employee on a six-week FMLA leave that began on October 12<sup>th</sup>, 2017. KenCom had a second employee begin FMLA leave on November 5<sup>th</sup> for an undetermined amount of time. KenCom promoted Heather Gutierrez to the vacant supervisor's position on Tuesday, October 31<sup>st</sup>, 2017. KenCom received 77 applications for the open telecommunicators position. Orientation and testing will be scheduled in December for the applicants. The two employees in training are working in Phase 2 of 3 of the training program. KenCom will be interviewing for the Assistant LEADS Coordinator position that was previously held by Supervisor Gutierrez. Training as follows: Director Bergeron, Assistant Director Stein, Supervisor Gutierrez and Telecommunicator Lardi all attended the IPSTA 9-1-1 Conference held in Springfield November 5<sup>th</sup> through the 8<sup>th</sup>. The next in-house training will cover TTY Communications and Instruction on the DCloud Software. In-house training will be combined with quarterly shift meetings. KenCom had 9 employees participate in a live fire training exercise with the Bristol Kendall Fire District held October 30<sup>th</sup> – November 1<sup>st</sup>. Supervisor Welter-Fichtel did a site visit to Elgin Dispatch, along with County GIS, to review their Tyler/New World GIS mapping. Information as follows: An update was given on the radio console equipment. The Challenge Coin Plaque inscription plates were received and plate installation is in progress. Illinois Century Network completed a site visit on October 31<sup>st</sup>, 2017 in order

to move forward with the fiber connection for LEADS, internet and direct link to Grundy. Beverly Harmes and Bristol Kendall Medic 143 received Rush Copley's cardiac run for the first quarter. Wireless 9-1-1 statistics for the month of October 2017 represented 75% 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 October 2017 Treasurer's Report, and October 18<sup>th</sup>, 2017 Operation Board Minutes. All members present voting aye. Motion carried.

Meyers 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 November 2017 bills for payment in the amount of \$195,526.30 seconded by Peters. Discussion. A roll call vote was taken with all ten members present voting aye. Motion carried.

Surcharge Bills – Spang made a motion to approve the November 2017 bills for payment in the amount of \$108,680.48, seconded by Fairfield. Discussion. A roll call vote was taken with all ten members present voting aye. Motion carried.

Anticipated Expenses – None

Meyers called for Old Business:

Tyler/New World CAD – Bergeron gave an update and stated the servers have been ordered and things are moving along. Staff did receive a complete project schedule to look over and will send out to everyone once it is confirmed. There is a tentative go live date of December 10, 2018.

Grundy County 9-1-1 Backup – Bergeron stated Grundy County's ETSB Board meets this month and will sign the Intergovernmental Agreement's needed to be each other's backup which will be sent to the state. Bergeron stated when KenCom goes live with the new radio console equipment they need to move the equipment from KenCom's current backup center to Grundy County as quickly as possible, due to not being able to use KenCom's current backup center once live on the new equipment. Bergeron mentioned County IT is involved and will be moving the backup equipment to Grundy County.

Microwave Radio Expansion – Bergeron mentioned this will occur in the early spring time.

Everbridge – The board reviewed the statistics Whowell gathered in regards to the usage of Everbridge by all the agencies. After discussion there was a consensus by the Operations Board to leave in the proposed Fiscal Year 2018 budget and to research and review other companies prior to the signing of another contract.

Jensen left the meeting at 2:30 p.m.

Any Other Old Business – None

Meyers called for New Business:

Policy and Procedures – None

Police and Fire Records Management – Bergeron stated she sent two emails to everyone, one with the generic Intergovernmental Agreements without specific names and a second one with each individual agencies specific Intergovernmental Agreement wording.

Closed Session Audio Destruction – Whowell made a motion to destroy the April 20<sup>th</sup>, 2016 Operations Board closed session audio, seconded by Schiradelly. All members present voting aye. Motion carried.

Any Other New Business – None

Meyers stated the next Operations Board Meeting is Wednesday, December 20<sup>th</sup>, 2017 at 2:00 p.m. Peters made a motion to adjourn the meeting, seconded by Whowell. All members present voting aye. Meeting adjourned at 2:37 p.m.

Respectively Submitted,

Bonnie Walters  
Recording Secretary