

**Minutes of the KenCom Operations Board Meeting
Held, Thursday, December 20th, 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	
Terry Klingel	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 Executive Assistant.

Daniel Meyers called the meeting to order and requested a roll call of the membership. Nine 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 – Bergeron, along with KaneCom and Aurora Dispatch received an email from the TriCom Director in regards to the Batavia robbery thanking the KenCom dispatchers for their teamwork and collaboration with the four different dispatch centers.

Staff Report – Bergeron gave a report on Personnel as follows: KenCom has one employee returning from an extended FMLA leave on December 29th. KenCom has a second employee that began a 6-week FMLA leave on December 8th. KenCom tested 48 applicants and conducted speed interviews of 25 people on Saturday, December 9th at Oswego Fire Station 1. KenCom’s new Candidate Selection Committee members assisted with this event. Full interviews will be scheduled for select applicants. The two employees in training are working in Phase 3 of 3 of the training program with an anticipated release from the training program on December 30th. KenCom has scheduled interviews for the Assistant LEADS Coordinator vacancy. Training as follows: Quarterly shift meetings are scheduled for January 4th. Training on the new console radio equipment is scheduled for January 10th. Information as follows: KenCom has formed committees with dispatch staff to assist with evaluating and improving standards of the dispatch center. An update on the radio console equipment was given. An anticipated completion date of December 24th was given for the Challenge Coin Plaque. Maciano’s was selected to cater the employee holiday dinner with delivery scheduled for each of the shifts on Sunday, December 24th. Tyler will be on-site for a workgroup session with the fire agencies on Wednesday, January 3rd from 1-3 p.m. at

Oswego Fire Station #1 to provide a more in-depth look at how to build response plans for the new CAD. KenCom discovered on December 5th that phone calls taken at Console #1 had not been recording since October 27th. On December 7th, Miner Electronics worked with Word Systems and discovered the problem to be a loose network adapter which has been repaired. With all the projects going on in KenCom, a calendar was created and will be given out each month. Wireless 9-1-1 statistics for the month of November 2017 represented 75% of calls received.

Consent Agenda – Meyers called for approval of the consent agenda. Jensen made a motion, seconded by Fairfield to approve the consent agenda which includes approval of the November 2017 Treasurer’s Report, and November 15th, 2017 Operation Board Minutes. All members present voting aye. Motion carried.

Meyers called for the Standing Committee Reports:

Strategic Planning Committee Report – Bergeron stated there was not a quorum at the meeting but there were discussions on upcoming projects in KenCom.

Executive Board Report – Bergeron stated all the IGA’s were approved and will be brought back to December’s meeting with minor changes. The final Fiscal Year 2018 budgets were passed.

Finance Committee Report:

Operation Bills – Spang made a motion to approve the December 2017 bills for payment in the amount of \$303,582.65 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 December 2017 bills for payment in the amount of \$150,460.19, seconded by Fairfield. Discussion. A roll call vote was taken with all nine 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 received and County IT is working on them. In January, Tyler will remote in and install their software on the servers.

Grundy County 9-1-1 Backup – Bergeron stated Grundy County partnered with Will County to go to the StarCom21 radio system and they are at least for months behind going live due to a delay with AT&T. In order for KenCom to move their backup center to Grundy County they need to be on StarCom21. In the interim KenCom needs to keep the old backup center at Bristol Kendall Fire Station 1. Bergeron stated Miner Electronics confirmed that the new and old radio console equipment can run in tandem together and are two standalone radio console systems. With the ability to continue using Bristol Kendall Fire Station 1 as KenCom’s backup, the replacement of the radio console equipment will continue as scheduled and should have a go live date soon. Bergeron received the approval from the State for the modification for Grundy County to be KenCom’s backup site.

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

Everbridge – Bergeron stated both the Operations Board and the Executive Board agreed to keep Everbridge and to determine out if Everbridge is meeting the needs for KenCom’s agencies. In addition, there was discussion to look at other options to see if they are comparable to what KenCom has at a lower price. Dan Meyers asked for any volunteers to lead this project. After discussion, Whowell and D

Meyers agreed to work together to review Everbridge and find comparable companies to bring back to the board.

Police and Fire Records Management – Bergeron discussed the minor changes in the three agreements which have been made since the Executive Board approved them at last month’s meeting. During discussion Jensen mentioned it is good for informational purposes to inform the Operations Board, but they do not have the authority to take any action on the documents. Bergeron stated in the past all documents have come to the Operations Board for a recommendation before sending them to the Executive Board. As this helps to keep open communication between the two boards.

Any Other Old Business – None

Meyers called for New Business:

Election of Officers Nomination – Jensen made a motion to nominate Josh Flanders to remain as Chairman and Mike Peters to be Co-Chairman, seconded by Fairfield. Discussion. All members present voting aye. Motion carried.

Any Other New Business – Stein introduced KenCom’s new afternoon supervisor, Heather Guterrez.

Meyers stated the next Operations Board Meeting is Wednesday, January 17th, 2017 at 2:00 p.m. Spang made a motion to adjourn the meeting, seconded by Fairfield. All members present voting aye. Meeting adjourned at 2:55 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary