

**Minutes of the KenCom Operations Board Meeting
Held, Thursday, June 20th, 2018
2:00 p.m.**

Member	Agency	Present	Absent
Josh Flanders	OFD	X	
Phil Smith	MPD	X	
Mike Peters	KCSO	X	
Tim Fairfield	BKFD	X	
Norman Allison	PPD	X	
Larry Hilt	YPD		X
Joe Severson	Village of Newark		X
Dave Kellogg	NFD		X
Jeff Spang	LRFFD	X	
Tim Wallace	LSFD	X (2:02pm)	
Mike Pruski	SFD		X
Kevin Norwood	OPD	X	
Thomas Meyers	MFD	X	
Dave Kunkel	ATFD		X

Others Present: Lynette Bergeron, KenCom Director; Jennifer Stein, KenCom Assistant Director; Bonnie Walters, KenCom Executive Assistant; Armando Sanders, Montgomery 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. Spang made a motion to approve the agenda as submitted, seconded by Fairfield. Discussion. All members present voting aye. Motion carried.

Flanders called for Public Comment – None

Tim Wallace joined the meeting at 2:02 p.m.

Flanders called for Correspondence – Stein noted they received a letter from Frank Miller with the Macon County Sheriff's office, thanking KenCom for helping them to provide Tyler/New World employee background checks for a project they are working on.

Staff Report – Bergeron gave a report on Personnel as follows: One new employee is currently in Phase 3 of KenCom's training program with an anticipated release at the end of June. The second new employee has been released from training and has been added into the shift rotation. One employee is on FMLA leave, a second employee is going on FMLA as of June 22nd and a third employee on August 8th. Training as follows: KenCom staff members participated in Bristol Kendall's live fire drill training on June 4th-6th. Tyler Giannotti and Heather Gutierrez attended the MABAS Regional Dispatch Exercise in Oak Forest on May 21st. Mike Hoffer is enrolled in an on-line APCO Public Safety Telecommunicator Instructor course that begins May 30th. Upon completion, Mike will be teaching this course to new hires. Shift supervisors conducted one-on-one training with their shifts on the Everbridge Mass Notification system. TC's are working independently on mandatory training issued by the State 9-1-1 Administrator regarding the Sexual Assault Incident Procedure Act that took effect January 1st, 2017. Training will be completed by

June 15th. Information as follows: On May 30th the Assistant Director gave a presentation to the Oswego Police Citizen's Academy. On June 4th the Director and Assistant Director toured the Farnsworth House and grounds. KenCom received the equipment for the ANI/ALI Gateway from West for the connection to the Frontier/DeKalb router. Install is scheduled for June 25th and 26th. CAD Project Updates: KenCom met with the new project manager, Jennifer Toles, on May 22nd and Larry Piper, Project Implementation Manager. This has been a seamless transition from Jim Lucas to Jennifer Toles. The Tyler Police User Group met on May 23rd and May 29th to continue reviewing police nature codes. The first CAD build week was June 12th-June 16th. There was participation from several of the police and fire agencies. The Tyler MSP server environment and the CAD Enterprise server environment have been completed. GIS data has been installed, testing and modifications are ongoing. KenCom had GIS Overview Training on Friday, June 8th. Wireless 9-1-1 statistics for the month of May 2018 represented 79% of calls received.

Consent Agenda – Flanders called for approval of the consent agenda. Spang made a motion, seconded by Fairfield to approve the consent agenda which includes approval of the May 2018 Treasurer's Report and the May 24th, 2018 Operations Board Minutes. All members present voting aye. Motion carried.

Flanders called for the Standing Committee Reports:

Finance Committee Report:

Operation Bills – Fairfield made a motion to approve the June 2018 bills for payment in the amount of \$291,920.33 seconded by Spang. Discussion ensued. A roll call was taken with all nine members present voting aye. Motion carried.

Surcharge Bills – Spang made a motion to approve the June 2018 bills for payment in the amount of \$50,954.40 seconded by T. Meyers. Discussion. A roll call was taken with all nine members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses contained in the packet. Spang made a motion to approve the purchase of 15 Microsoft Office Professional Plus 2016 licenses for an amount not to exceed \$5,000.00, seconded by Fairfield. Discussion. A roll call was taken with all nine members present voting aye. Motion carried.

Flanders called for Old Business:

Tyler/New World – Bergeron noted they had their first CAD build week last week and will be forwarding out other information to the police agencies for calls for service codes. Flanders stated the fire agencies will be getting a questionnaire to complete which will help guide with response plans. Bergeron stated most agencies have different expiration dates in their contracts for Enroute and each agency needs to reach out to extend if needed.

Mass Notification Software – Flanders stated KenCom renewed with Everbridge for a one-year term beginning July for the same amount of \$25,480.00. Plano police has been researching other mass notification systems for comparison in products and pricing. Allison distributed comparisons and reviewed with the board. After discussion, it was agreed that Everbridge meets KenCom's needs and pricing. Allison is going to reach out to Everbridge to inquire about training and get a five year locked price with all KenCom agencies included to bring back for review.

Any Other Old Business – None

Flanders called for New Business:

Policy and Procedures – Smith made a motion to approve the following revised policies with the two changes noted: Emergency Evacuation of KenCom; Personnel Data Changes; Smoking; Security Cameras; Secondary Employment; Review of Correspondence; Corner Notifications and Freedom of

Information Act Inquiries, seconded by Fairfield. Discussion. All members present voting aye. Motion cancelled.

Other New Business – None

Flanders stated the next Operations Board Meeting is Wednesday, July 18th, 2018 at 2:00 p.m. Smith made a motion to adjourn the meeting, seconded by Spang. All members present voting aye. Meeting adjourned at 2:53 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary