

**Minutes of the KenCom Operations Board Meeting
Held, Thursday, July 18th, 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	
Jonathan Whowell	PPD	X	
Terry Klingel	YPD	X	
Joe Severson	Village of Newark		X
Dave Kellogg	NFD		X
Jeff Spang	LRFFD		
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; Jennifer Stein, KenCom Assistant Director; Bonnie Walters, KenCom Executive Assistant; Heather Gutierrez, KenCom Supervisor.

Mike Peters 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.

Peters called for approval of the agenda. Whowell made a motion to approve the agenda as submitted, seconded by Fairfield. Discussion. All members present voting aye. Motion carried.

Peters called for Public Comment – None

Peters called for Correspondence – None

Staff Report – Bergeron gave a report on Personnel as follows: Elizabeth Stapay and Sarah Madsen have both been released from training and are working independently. We have two employees currently on FMLA leave and a third employee that will be taking leave beginning on August 8th. We received a resignation from one employee that was effective on June 25th. KenCom is currently fully staffed. Training as follows: Mike Hoffer completed the APCO on-line Public Safety Telecommunicator 1 course on July 10th. Information as follows: The grant application filed with the State 9-1-1 Administrator for the Viper node with Grundy has been partially approved. The grant must be accepted by the end of July. CAD Project Updates: The Tyler Police User Group met on June 21st to continue reviewing police nature codes and call priorities. The second CAD build week took place July 10th through 12th. We had participation from several of our police and fire agencies and covered a lot of information regarding response plans. Tyler will have a tech on-site the week of July 23rd to build and test the mobile server. AVL devices have been ordered for those that purchased mobile software. The 2nd build week of Fire RMS will take place between August 6th and 10th. The message switch is scheduled for installation August 13th through 15th with the connection to the state being established on August 16th. The final CAD build week will be August 21st through 23rd. Wireless 9-1-1 statistics for the month of June 2018 represented 78% of 9-1-1 calls received.

Consent Agenda – Peters called for approval of the consent agenda. Fairfield made a motion, seconded by Smith to approve the consent agenda which includes approval of the June 2018 Treasurer’s Report and the June 20th, 2018 Operations Board Minutes. All members present voting aye. Motion carried.

Peters called for the Standing Committee Reports:

Finance Committee Report:

Operation Bills – Smith made a motion to approve the July 2018 bills for payment in the amount of \$216,506.96 seconded by Jensen. Discussion. A roll call was taken with all eight members present voting aye. Motion carried.

Surcharge Bills – Jensen made a motion to approve the July 2018 bills for payment in the amount of \$33,873.07 seconded by Whowell. Discussion. A roll call was taken with all eight members present voting aye. Motion carried.

Anticipated Expenses – None

Peters called for Old Business:

Tyler/New World – Bergeron noted when KenCom goes live they will be going to the 2018.2 platform which is an upgrade with enhancements and fixes from what they are currently building. Bergeron stated they learned that in order to go to the 2018 platform (and any platform thereafter), it is mandatory to purchase the Elastic Search, which is a third party imbedded software. The maintenance fees for Elastic Search are \$1,500.00 per year. Discussion ensued on why there would be an additional cost for maintenance for a software upgrade since KenCom purchased the ten-year maintenance agreement.

Mass Notification Software – Whowell distributed a handout and reviewed the answers received from Everbridge that were brought up at the last Operations Board meeting. After discussion there were some changes the board would like to have on the quote before making their recommendation. Whowell will reach out to Everbridge for the revised quote and will bring back to the August meeting.

Any Other Old Business – None

Peters called for New Business:

Policy and Procedures – Smith made a motion to approve the following polices: Record Retention and File Destruction; Unmanned Aircraft Systems (UAS) or Drone; Viper Phone System Alarms, seconded by Fairfield. Discussion. All members present voting aye. Motion carried.

Other New Business – None

Peters stated the next Operations Board Meeting is Wednesday, August 15th, 2018 at 2:00 p.m. Jensen made a motion to adjourn the meeting, seconded by Smith. All members present voting aye. Meeting adjourned at 2:26 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary