

**Minutes of the KenCom Operations Board Meeting  
Held, Thursday, September 19<sup>th</sup>, 2018  
2:00 p.m.**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Josh Flanders	OFD	X	
Phil Smith	MPD	X	
Mike Peters	KCSO	X	
James Bateman	BKFD	X	
Jonathan Whowell	PPD	X	
Terry Klingel	YPD	X	
Joe Severson	Village of Newark		X
Jeff Mathre	NFD		X
Jeff Spang	LRFFD	X	
Tim Wallace	LSFD		X
Mike Pruski	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; Pamela Hurtig, KenCom Supervisor.

Josh Flanders 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.

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

Flanders called for Public Comment – None

Flanders called for Correspondence – None

Staff Report – Bergeron gave a report on Personnel as follows: We have one employee currently on FMLA leave. Chris Walat, who was a long term employee of KenCom, has returned to KenCom and needed minimal re-training. This puts KenCom fully staffed. Training as follows: Lynette and Jen attended “In Honor of the Charleston 9”, a training seminar, at the Oswego Fire Station on September 7<sup>th</sup>. Heather Gutierrez and Chris Walat took a CPR class hosted by the Oswego Fire Department on September 8<sup>th</sup>. Information as follows: The State has delayed announcing the final grant awards until mid-September. Once notice of awards go out, recipients will need to submit acceptance along with monthly performance reports, quarterly finance reports and reimbursement requests. Meetings have begun on the next steps once the grant is received. KenCom is relying heavily on IT the more they are getting into these projects, and the need for the current part time IT person to become full time IT is needed. The part time IT support is currently contracted with the County. CAD Project Updates: There are still a couple of agencies that need to pick-up there AVL devices which are packaged and ready for distribution. The message switch was installed on August 13<sup>th</sup> through 15<sup>th</sup> with the connection to the state being established on August 16<sup>th</sup>. Tyler has been working both on-site and remotely throughout the month on preparing the server for Field Based Reporting and installing and configuring equipment for the interfaces such as E911, ePCR, paging and Web CAD. Beginning the week of September 24<sup>th</sup>, Tyler will

be on-site installing the LEADS to CAD interface. During the week of October 1<sup>st</sup>, Tyler will be on-site for functional review of Field Based Reporting. Fire Mobile Messaging Train-the Trainer is scheduled for October 16<sup>th</sup>-18<sup>th</sup>. The review of LERMS and Corrections for the upgrade from V11.1 to V2017.2 is also scheduled from October 16<sup>th</sup>-18<sup>th</sup>. Due to space constraints, these review dates will likely be changing. Law Mobile Messaging Train-the-Trainer is scheduled for the week of October 29<sup>th</sup>. Tyler will be scheduling a second week for this training but dates have not yet been decided on. The final CAD build week was August 21<sup>st</sup> through 23<sup>rd</sup>. Fire agencies have been given a list of information needed to complete the build of fire response plans. This should be returned to KenCom as soon as possible. Wireless 9-1-1 statistics for the month of August 2018 represented 78% of 9-1-1 calls received.

Consent Agenda – Flanders called for approval of the consent agenda. Jensen made a motion, seconded by Klingel to approve the consent agenda which includes approval of the August 2018 Treasurer’s Report and the August 15<sup>th</sup>, 2018 Operations Board Minutes. All members present voting aye. Motion carried.

Flanders called for the Standing Committee Reports:

Finance Committee Report:

Operation Bills – Jensen made a motion to approve the September 2018 bills for payment in the amount of \$190,387.04 seconded by Whowell. Discussion. A roll call was taken with all nine members present voting aye. Motion carried.

Surcharge Bills – Jensen made a motion to approve the September 2018 bills for payment in the amount of \$167,228.81 seconded by Whowell. During discussion, Spang questioned if the mobile radios for Montgomery were reimbursed. Bergeron confirmed the funds received from Kane County ETSB were used for the purchase of the Montgomery mobile radios. A roll call was taken with all nine members present voting aye. Motion carried.

Anticipated Expenses – None

Flanders called for Old Business:

Tyler/New World Update – Discussed in staff report.

Any Other Old Business – None

Flanders called for New Business:

Policy and Procedures – Flanders reviewed the revised Ambulance Request Policy contained in the packet. Smith made a motion to approve the revised Ambulance Request Policy, seconded by Whowell. Discussion. All members present voting aye. Motion carried.

Strategic Planning Committee Member – Flanders noted the Operations Board holds two spots on the Strategic Planning Committee, and currently Jonathan Whowell is the only member that sits on the committee and looking to fill the open spot. Phil Smith volunteered to sit on the Strategic Planning Committee. Jensen made a motion to approve Phil Smith as the member for the Strategic Planning Committee, seconded by Klingel. Discussion. All members present voting aye. Motion carried.

2019 Operations Board Meeting Schedule – Jensen made a motion to approve the 2019 Operations Board Calendar, seconded by Klingel. Discussion. All members present voting aye. Motion carried.

Other New Business – None

Flanders stated the next Operations Board Meeting is Wednesday, October 17<sup>th</sup>, 2018 at 2:00 p.m. Spang made a motion to adjourn the meeting, seconded by Jensen. All members present voting aye. Meeting adjourned at 2:23 p.m.

Respectively Submitted,

Bonnie Walters  
Recording Secretary