

**Minutes of the KenCom Operations Board Meeting
Held, Thursday, October 17th, 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	
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; Jennifer Stein, KenCom Assistant Director; Bonnie Walters, KenCom Executive Assistant; Heather Gutierrez, KenCom Supervisor.

Josh Flanders 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.

Flanders called for approval of the agenda. Meyers 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. Information as follows: The State has started to announce the final grant awards. Grundy County 9-1-1 did receive notification, however KenCom is still waiting on our notification. The State 9-1-1 Administrator did confirm not all the grant awards have been announced and KenCom should be getting notification any day. Once notice of the awards go out, recipients will need to submit acceptance along with monthly performance reports, quarterly financial reports and reimbursement requests. CAD Project Updates: Tyler installed the ESO interface the week of September 20th. Tyler installed the NCIC interface the week of September 24th. Tyler was on site for the functional review of Field Based Reporting the week of October 1st. Fire Mobile Messaging Train-the Trainer is scheduled for October 16th-18th. The review of Corrections for the upgrade from V11.4 to V2017.2 occurred on October 16th. The LERMS review will be rescheduled, date to be determined. Law Mobile Messaging Train-the-Trainer is scheduled for the week of October 29th. Tyler will be performing a Mock Migration of MSP data moving to new pre-production environment on Friday, October 19th. Fire RMS Train the Trainer is scheduled for November 12th-16th. The final CAD build week was August 21st through 23rd. 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. Sophos will be down Wednesday, October 24th from

8 -10am for work being completed on the network to the backup center. Wireless 9-1-1 statistics for the month of September 2018 represented 80% of 9-1-1 calls received.

Consent Agenda – Flanders called for approval of the consent agenda. Smith made a motion, seconded by Peters to approve the consent agenda which includes approval of the September 2018 Treasurer’s Report and the September 19th, 2018 Operations Board Minutes. All members present voting aye. Motion carried.

Flanders called for the Standing Committee Reports:

Finance Committee Report:

Operation Bills – Peters made a motion to approve the October 2018 bills for payment in the amount of \$190,265.36 seconded by Klingel. Discussion. A roll call was taken with all ten members present voting aye. Motion carried.

Surcharge Bills – Smith made a motion to approve the October 2018 bills for payment in the amount of \$106,795.48 seconded by Peters. Discussion. A roll call was taken with all ten 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 – None

Enroute Maintenance – Bergeron reviewed the options for the Enroute maintenance contract once the new CAD system is up and running for historical data. The Strategic Planning Committee made a recommendation to cancel the Enroute contract. Smith made a motion to cancel the \$55,000.00 Enroute maintenance contract once it expires, seconded by Fairfield. Discussion. All members present voting aye. Motion carried.

ComEd Workplace Violence Protocol – Bergeron was approached by ComEd about a workplace violence alarm system through Federal Signal. In the case of workplace violence, employees would push a panic button. ComEd is requesting that the automated phone call come directly into KenCom on a seven-digit line. Bergeron stated KenCom currently does not receive any direct alarms from any businesses and would like that to remain. After discussion, Bergeron will bring back a written alarm policy for approval at next month’s meeting.

Closed Session Semi Annual Review – Meyers made a motion for the closed session meeting minutes to remain closed, seconded by Fairfield. All members present voting aye. Motion carried.

Other New Business – Bergeron stated they met with A Beep at the Strategic Planning Committee and a quote was given for a police tactical channel, P5 and/or P7 with one of them being an encrypted channel. KenCom also has a single point of failure of the radio system at the Public Safety Center’s tower building. A Beep gave a quote to diversify that risk from a single point of failure.

Allison reviewed a curriculum information sheet from Everbridge and there was discussion on what month works best for the Everbridge live training. There was a consensus to schedule the training in April.

Flanders stated the next Operations Board Meeting is Wednesday, November 14th, 2018 at 2:00 p.m. Meyers made a motion to adjourn the meeting, seconded by Fairfield. All members present voting aye. Meeting adjourned at 2:25 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary