

**Minutes of the Executive Board Meeting
Held Thursday, February 27th, 2020
5:30 p.m.**

Member	Agency	Present	Absent
Matt Prochaska	Kendall County Board		X
Dwight Baird	Kendall County Sheriff's Office	X	
David Thompson	Newark Fire District	X	
Gary Schlapp	Bristol Kendall Fire District	X	
Darald Nelson	Village of Newark	X	
Mike Veseling	Oswego Fire District	X	
Jim Horton	Lisbon Seward Fire District		X
Larry Nelson	Member at Large	X	
Greg Witek	Little Rock Fox Fire District	X	
Chris Funkhouser	City of Yorkville	X	
Terry Olson	Village of Oswego	X	
Scott Mulliner	City of Plano	X	

Others present: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director; Bonnie Walters, Executive Assistant; Josh Flanders, Operations Board Chair.

Greg Witek called the meeting to order and requested a roll call of the membership. Ten of the twelve members were present creating the necessary quorum for voting purposes.

Witek called for a motion to approve the agenda. Baird made a motion to approve the agenda, seconded by Veseling. Discussion. All members present voting aye. Motion carried.

Witek called for Public Comment –None

Witek called for Correspondence – Bergeron stated she sent off a certified letter to the County requesting the five-year extension of the lease and she has received a letter back from Kendall County Facilities approving the extension. There was a reminder at the bottom of the letter that there is only one extension left. Bergeron received an email from Chief Burgner from the Oswego Police Department about a hard call received in dispatch, which recognized the dispatchers that dealt with that call and how hard it is on everyone.

Staff Report – Bergeron gave a Personnel Report as follows: Diane Biggs is currently in Phase II of the training program. Christopher Rodriguez resigned from KenCom effective December 20th, 2019. Jaymee Goodspeed was promoted to shift supervisor on December 1st, 2019 and has been assigned to dayshift. Michael Hoffer (Quality Assurance Analyst) resigned from KenCom effective Feb 16th, 2020. Training as follows: Jaymee Goodspeed attended the Intrado 911 MSAG Webinar on December 10th and will take over maintenance of KenCom's Master Street Address Guide. Lynette Bergeron, Jen Stein and Bonnie Walters attended ECATS Power Metrics training on December 5th to learn how to run reports on the new Viper Phone software. KenCom conducted a MABAS radio drill with OFD on Tuesday, February 25th at

9 a.m. Tyler Giannotti and Lynsey Ingram will be attending the MABAS Conference February 26th-28th in Normal, IL. Staff will be attending a Leadership Symposium Program hosted by Illinois APCO March 11-13th at the Plainfield Fire Department. Information as follows: Kendall County GIS is providing temporary GIS support for KenCom as of December 1st, 2019 until the IGA is finalized. Bergeron attended the Crisis Intervention Team meeting on January 7th at the Oswego Police Department. Bergeron attended Will County's GIS meeting on December 10th, 2019 to finalize the PSAP map boundaries that will be submitted to the State. Bergeron attended the Kane County's GIS meeting on January 22nd, 2020 to finalize the PSAP map boundaries that will be submitted to the State. Economic interest statements were mailed and are due back by May 1st. KenCom is working through a LEADS security audit that is due on March 31st. HB5157 amends the Emergency Telephone Act and was included in the Executive Board packet for your review. Bergeron reviewed some of the changes. Project Updates as follows: Windows updates were installed on the Tyler productions environment on January 7th which lasted approximately 5 hours. Tyler software was upgraded to version 2019.1 on January 21st. CAD was back on-line within approximately 2 hours. All other modules were back on-line within the original estimated time of 5 hours. There will be an administrative review of the newly upgraded CAD Web View on February 26th at 9am. KenCom has received a final quote for the NICE Recording Software upgrade and staff will be moving forward on the purchase and installation of the new equipment. KenCom went live on the new Viper phone system on Wednesday, November 20th, 2019. A huge thank you to our dispatchers who held over into the next shift to assist and to those who assisted at the primary center exhaustively testing the new system. Lynette and Jen had a follow-up demo January 8th with Priority Dispatch regarding EMD software. After the final radio workshop meeting on January 30th, police agencies agreed upon a standardized programming format. KenCom is in the process of purchasing 15 portable radios for testing of the P5 digital channel. Wireless 9-1-1 statistics for the month of January 2019 represented 86% of 9-1-1 calls received.

Closed Session Minutes but do not release – L. Nelson made a motion to approve the November 21st, 2019 closed session meeting minutes but do not release, seconded by Veseling. All members present voting aye. Motion carried.

Consent Agenda – Witek called for approval of the consent agenda. Baird made a motion, seconded by Veseling to approve the consent agenda as follows:

- November 21st 2019 Executive Board Minutes
- Treasurer's Report – November 2019
- Commander Liz Palko from the Montgomery Police Department as the alternate member on the Operations Board.
- Zach Morel as the primary member and Jacob Johns as the alternate member for the Sandwich Fire Department on the Operations Board.

All members present voting aye. Motion carried.

Standing Committee Reports:

Report of the Finance Committee – L. Nelson stated they are working through the audit and are within budget.

Report of the Executive Board Chair – None

Report of the Operations Board Chair – Flanders stated they have been working on updated policies and went through a Tyler upgrade last month.

Report of the Personnel Committee – No Meeting.

Report of the Strategic Planning Committee – L. Nelson stated they are moving forward with Fire 3 and have found a good frequency. It will be a digital channel with the capability of encryption, which is what they are beginning to test with Police on the P5 channel. They have the paperwork ready and trying to get people on adjacent channels to sign off that they do not have an objection with KenCom using the frequency. Discussion ensued. Nelson mentioned the structural analysis is complete on the tower at the Public Safety Center, which showed it was overloaded. Nelson discussed different options for a second tower.

Witek called for Old Business:

Somonauk Police/Fire – Nelson stated the Village of Somonauk sent a settlement agreement for \$17,000 to cancel their dispatch agreement with KenCom. KenCom's attorney has reviewed the settlement agreement and both KenCom and Somonauk have come to an agreement. Discussion ensued.

Grundy 9-1-1 Backup/Microwave/Fiber Radio Expansion – Bergeron stated they are complete with the microwave and both Grundy and KenCom have done their half. Grundy County will be KenCom's full backup center with Grundy being Node A and KenCom Node B. The CAD will be there along with the phone system; which needed a very robust connection to Grundy in order to make that data to flow back and forth. There are no public carriers so in the case of an emergency either Grundy or KenCom can relocate to each other's centers and work as if they never left.

NG 9-1-1 Grant Phone Upgrade – Bergeron stated KenCom and Grundy County received a grant to purchase their portion of the new Viper Phone System. This project is complete and the final reports have been completed. The final reimbursement to the state has been submitted and once received the project is complete.

Upgrading Police 5 and/or 7 – Bergeron stated as of today Police 5 and 7 are completely up and on the microwave system. Police 5 is digital and Police 7 is analog (which is tactical channel for the police agencies). A Beep has also taken all the critical equipment and diversified it to two other towers; which means if KenCom was hit at the main location, they will not lose the entire radio system. Bergeron continued that they are giving each police agency two of the new Kenwood radios that are digital compatible and doing heavy testing from now until March 18th to collect data of any problem areas.

Purchase Portable Radios for Police NTE \$360,000 – L. Nelson made a motion to approve the purchase of portable radios for the police for an amount not to exceed \$360,000, seconded by Baird. L. Nelson stated during discussion they have the money transferred in the surcharge budget to replace the portable radios at the police departments and the county. The radios will have the current Police 1 and 3 with the addition of Police 5 and 7. On the new radios, all the channels will have the ability to go digital and encrypted with an option for Digatalk. There is a rebate of \$75 per radio if the radios are ordered by March 30th. Each agency will own the radios and after the initial purchase, any additional radios purchased are at the cost of the agency along with maintenance. Nelson continued there will be an IGA in place. The encryption key will be owned by KenCom and will be logged and maintained at KenCom. Discussion continued. A roll call was taken with all ten members present voting aye. Motion carried.

IP Flex – Bergeron stated they are working with AT&T for different options and will bring back to the board when ready to move forward.

Open Meeting Act Training Certificate – L Nelson stated KenCom is required to have a copy of all board members Open Meeting Act Training Certificates. The list of certificates that have not been received are contained in the packet. After discussion, certified letters will be sent out to the members who are missing urging them to get their certificates to KenCom as soon as possible.

Other Old Business – None

Witek called for New Business:

Somonauk Police Settlement Agreement – Nelson stated the Village of Somonauk sent a settlement agreement for \$17,000 to cancel their dispatch agreement with KenCom. KenCom’s attorney has reviewed the agreement. L. Nelson made a motion to approve the settlement agreement with the Village of Somonauk to cancel their dispatch agreement with KenCom, seconded by Funkhouser. Discussion. All members present voting aye. Motion carried.

Executive Board Closed Session Audio Destruction – None

Geographical Information Services IGA with Kendall County – Veseling made a motion to approve the Geographical Information Services IGA with Kendall County, seconded by Olson. Discussion. A roll call was taken with all ten members present voting aye. Motion carried.

Other business from the floor – None

Closed Session – None

Action after Closed Session – None

The next scheduled Executive Board Meeting is Thursday, March 26th, 2020 at 5:30 p.m.
Thompson made a motion to adjourn the meeting, seconded by Olson. All members present voted aye. Motion carried. The meeting adjourned at 6:22 p.m.

Meeting recorded by Bonnie Walters.

Respectfully Submitted,

Dwight Baird
Secretary