

Minutes of the KenCom Operations Board Meeting
Zoom Conference Meeting
Held, Thursday, May 20th, 2020
2:00 p.m.

Member	Agency	Present	Absent
Josh Flanders, Chairman	OFD	X	
Liz Palko	MPD	X	
Bobby Richardson	KCSO	X	
Tim Fairfield	BKFD	X	
Jonathan Whowell	PPD	X	
Ray Mikolasek	YPD	X	
Joe Severson	Village of Newark		X
Jeff Mathre	NFD		X
Dave Jordan	LRFFD	X	
Tim Wallace	LSFD		X
Zach Morel	SFD		X
Kevin Norwood	OPD	X	
Tom Meyers	MFD		X
Dave Kunkel	ATFD		X

Others Present: Lynette Bergeron, KenCom Director; Jennifer Stein, KenCom Assistant Director; Bonnie Walters, KenCom Executive; KenCom Supervisor; Armando Sanders, Montgomery Police Department; Norm Allison, Plano Police Department.

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. Richardson 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

Flanders called for Correspondence – Stein noted KenCom telecommunicator, Liz Stapay, wanted to thank the boards for her \$25 gift card she received for being chosen as KenCom’s Telecommunicator of the Year.

Staff Report – Bergeron gave a Personnel Report as follows: KenCom is currently down one telecommunicator. KenCom has two employees on intermittent FMLA. KenCom was accepting job applications for telecommunicator between May 1st and May 15th. KenCom received 73 applications. Training as follows: Jen Stein and Supervisor Goodspeed will be attending the 9-1-1 NET Webinar hosted by Intrado on June 18th. The webinar covers maintenance of the MSAG and ALI data. Information as follows: KenCom staff voted Elizabeth Stapay as KenCom’s Telecommunicator of the Year during TC Week in April. KenCom received an extension on the LEADS security audit. The new deadline is June 30th, 2020. Chicago Fire and Restoration cleaned the primary and back-up centers on April 26th. Tyler support successfully installed the address reverification file on April 30th within the 30 minutes of the scheduled downtime. There is planned Tyler Outage on Wednesday May 27th at 7 am. The outage will last approximately 10 minutes while the microwave link between KenCom and Grundy are brought online. CAD will remain operational; however, LEADS, mobiles and RMS systems will be down. Project Updates as follows: Reminder any bills that are sent directly to an agency from Tyler should be turned over to KenCom if it is for equipment, software, services, etc that KenCom has procured on behalf of the agency. The NICE Recording Software upgrade is in motion. KenCom submitted an order on March 19th, 2020 for the purchase of the Kenwood portable radios through ABeep. Miscellaneous as follows: Staff would like to thank everyone that remembered KenCom during Telecommunicator week in April. It means so much to all of us and we sincerely appreciate it. Staff and

supervisors are meeting weekly via video conference to stay connected to discuss COVID-19 prevention strategies. Staff remains vigilant on ensuring the measures put in place to keep the workplace free of the COVID virus are carried out. KenCom continues to screen all calls for service to assess risk for first responders. Our primary center employees and back-up center employees swapped worksites as of May 18th. CAD Wireless 9-1-1 statistics for the month of April 2020 represented 87% of calls received.

Closed Session Minutes but do not release – None

Consent Agenda – Flanders called for approval of the consent agenda. Mikolasek made a motion, seconded by Fairfield to approve the consent agenda, which includes approval of the February 2020, March 2020, April 2020 Treasurer’s Report and the January 15th, 2020 and February 19th, 2020 Operations Board Minutes. All members present voting aye. Motion carried.

Flanders called for the Standing Committee Reports:
Strategic Planning Committee – No Meeting

Finance Committee Report:

Operation Bills – Whowell made a motion to approve the May 2020 bills for payment in an amount of \$258,257.26 seconded by Richardson. Discussion. A roll call was taken with all eight members present voting aye. Motion carried.

Surcharge Bills – Whowell made a motion to approve the May 2020 bills for payment in an amount of \$12,043.66 seconded by Jordan. Discussion. A roll call was taken with all eight members present voting aye. Motion carried.

Anticipated Expenses – Richardson made a motion to approve the purchase of eSkill Corporation with a cost not to exceed \$2,500.00, seconded by Whowell. During discussion, Bergeron stated that eSkill is a testing procedure for new applicants that is done online. A roll call was taken with all eight members present voting aye. Motion carried.

Flanders called for Old Business:

NG 9-1-1 Grant Phone Upgrade – Bergeron stated KenCom has received the final reimbursement check from the state and the grant is now closed.

Somonauk Police – Bergeron stated they received the check from the Village of Somonauk for the services completed by KenCom.

Open Meeting Act Training Certificate – Discussion ensued in regards to the outstanding Board members who have not turned in their Open Meetings Act Certificates to KenCom and the next steps. Multiple emails have been sent, along with certified mail requesting their Open Meetings Act Certificate.

Flanders called for New Business:

Policy and Procedures – Mikolasek made a motion to approve the new CAD Alerts Policy contained in the packet, seconded by Norwood. Discussion. All members present voting aye. Motion carried. Fairfield made a motion to approve the revised Record Retention and File Destruction Policy contained in the packet, seconded by Jordan. Discussion. All members present voting aye. Motion carried.

Teleconference – To be discussed in the future once the pandemic is over.

Memorandum of Understanding Kenwood Police Portable Radios – Bergeron stated the Memorandum of Understanding for the police agencies for the new Kenwood portable radios is almost complete and will be going to KenCom’s attorney for final review. Nelson stated all the old radios would come to KenCom to repurpose them around the County. Discussion ensued.

Text to 9-1-1 Comtech – Bergeron stated KenCom would like to move forward with starting the process of text to 911. Comtech is a free web based application to KenCom. Bergeron stated once they start the

phone carriers have six months to change and allow texts from their customers. Whowell made a motion to move forward with text to 911 with Comtech, seconded by Norwood. Discussion ensued. All members present voting aye. Motion carried.

Other New Business – Deputy Chief Norwood and his staff thanked KenCom’s staff for their hard work during COVID with the additional screenings and questions to help keep them safe. He acknowledged the burden on dispatch and wants them to be aware how helpful it is and how much they appreciate it.

Closed Session – None

Flanders stated the next Operations Board Meeting is Wednesday, June 17th, 2020 at 2 p.m. at KenCom Public Safety Center, Lower Level. Whowell made a motion to adjourn the meeting, seconded by Mikolasek. All members present voting aye. Meeting adjourned at 2:35 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary