

Minutes of the KenCom Operations Board Meeting
Held, Thursday, June 17th, 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	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.

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. Fairfield made a motion to approve the agenda as submitted, seconded by Norwood. Discussion. All members present voting aye. Motion carried.

Flanders called for Public Comment – None

Flanders called for Correspondence – None

Staff Report – Bergeron gave a Personnel Report as follows: KenCom is currently down one telecommunicator and a Quality Assurance Analyst. KenCom has two employees on intermittent FMLA (scheduled to return on June 20th) and one scheduled to begin FMLA leave on July 2nd. Training as follows: Lynette Bergeron attended a webinar for FEMA’s COVID19 Applicant Briefing on June 1st. Only overtime can be submitted for reimbursement, no straight time. KenCom staff are in the process of completing Harassment Prevention for Illinois Employees, Stress Management for Public Safety Telecommunicators, Bullying and Other Disruptive Behavior, and Taped Sexual Harassment Training for Illinois Employees. KenCom will be participating in Active Shooter Training with KCSO on July 7th and 14th. Information as follows: The LEADS Security Audit is complete and will be submitted to ISP at the beginning of the week. Bergeron stated there are a few deficiencies they are working on to change. Audit logs should be reviewed weekly for all users that access KenCom servers; currently this is not being accomplished. The IT Director, Matt Kinsey, is looking at a software program to purchase called Splunk to flag and monitor the audit logs. The approximate initial cost for setup up would be \$5,000 and an annual maintenance of \$1500, which would put KenCom in compliance. Project Updates as follows: Kendall County Technology will be finishing testing of the microwave between KenCom and Grundy County and will begin the move of KenCom’s backup center to Grundy. Reminder any bills that are sent directly to an agency from Tyler should be turned over to KenCom (do not pay) 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. Word Systems advise they are running behind schedule due to COVID-19, however we are in the queue for upgrading. KenCom submitted an order on March 19th, 2020 for the purchase of the Kenwood portable radios and a final draft of the radio programming has been completed. Miscellaneous as follows: KenCom’s staff has been reunited with all staff working out of the primary

center as of June 13th. 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. KenCom's AED has been installed and is in the main hallway near the front entrance. There was discussion about were to hold KenCom meetings and Bergeron does not want them held at KenCom for now with how small the meeting room is. CAD Wireless 9-1-1 statistics for the month of May 2020 represented 90% 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 May 2020 Treasurer's Report and May 20th, 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 – Fairfield made a motion to approve the June 2020 bills for payment in an amount of \$223,306.11 seconded by Norwood. Discussion. A roll call was taken with all eight members present voting aye. Motion carried.

Surcharge Bills – Fairfield made a motion to approve the June 2020 bills for payment in an amount of \$9,062.82 seconded by Morel. Discussion. A roll call was taken with all eight members present voting aye. Motion carried.

Anticipated Expenses – None

Flanders called for Old Business:
Open Meeting Act Training Certificate – No Report

Flanders called for New Business:

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

Policy and Procedures – Richardson made a motion to approve the new Cyber Security Policy contained in the packet, seconded by Fairfield. Stein reviewed the policy during discussion. All members present voting aye. Motion carried. Mikolasek made a motion to approve the Auto Aid to Sugar Grove, Admittance into KenCom; Electronic Mail, Internet and Electronic Communication, and the KenCom Supervisory Personnel Callouts, seconded by Fairfield. Stein reviewed the revisions during discussion All members present voting aye. Motion carried.

Other New Business – Morel made a motion for the Operations Board Meeting to be held at the Oswego Fire Station 1 training room until further notice, seconded by Mikolasek. All members present voting aye. Motion carried.

Closed Session – None

Flanders stated the next Operations Board Meeting is Wednesday, July 15th, 2020 at 2 p.m. at the Oswego Fire Station One Training Room. Mikolasek made a motion to adjourn the meeting, seconded by Fairfield. All members present voting aye. Meeting adjourned at 2:29 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary