

Minutes of the KenCom Operations Board Meeting
Held, Thursday, July 15th, 2020
2:00 p.m.
Oswego Fire Station 1, Training Room

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
Jeff Burgner	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 Assistant; Adam Votava, KenCom Supervisor; Armando Sanders, Montgomery Police Department.

Josh Flanders called the meeting to order and requested a roll call of the membership. Five of the fourteen members were present which resulted in not having a quorum for voting purposes. Per the by-laws, voting can occur if all votes are unanimous.

Flanders called for approval of the agenda. Whowell made a motion to approve the agenda as submitted, seconded by Burgner. 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 one employee on FMLA leave, two employees on intermittent FMLA leave and one employee scheduled for a twelve-week leave at the beginning of August. Training as follows: KenCom staff is 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. Adam Votava, Lynsey Ingram, Bev Harmes and Cheryl Kemp participated in an active assailant training with KCSO on July 7th and 14th. It was a very beneficial training and KenCom would like to be included in future trainings. KenCom’s Lead Trainer, Sarah Berry, conducted skills training with each TC and Supervisor throughout the month covering transferring phone calls in the Viper phone system, accessing EMnet computer programs, and TTY. Information as follows: Lynette Bergeron attended the Illinois NENA/APCO virtual membership meeting on July 9th, 2020. Lynette Bergeron attended the Kendall County Multi-Disciplinary Team meeting on July 10th, 2020. Project Updates as follows: The microwave is up and stable between Grundy and KenCom and KenCom’s servers have been relocated to Grundy. Grundy made some changes to their monitor configuration which requires new cables to allow KenCom to utilize Grundy’s monitors. Grundy has already ordered the cables. It was discussed at the Strategic Planning Committee to keep Bristol Kendall Fire Station 1 backup center operational to be used in the event of a pandemic situation, which would require KenCom to split staff again. The cost would be minimal for it to remain operational. Staff and IT met with Kim Knutsen and Angi Ostrom to discuss

upgrading New World software to 2020.1 HF2. The upgrade is required to allow the new NIBRS module to work properly which police agencies are required to begin using on January 1st, 2021. Nice recording software upgrade is waiting in the queue for a project start date. ABeep is in the process of programming the portable radios. ABeep will deliver programmed radios to Oswego and Yorkville Police for temporary deployment early next week. Oswego and Yorkville's current radios will be tested, firmware updated, encrypted, programmed and retested, which is estimated to take two weeks to complete. Oswego and Yorkville's radios will be returned and all the new radios with accessories will be delivered to the other police agencies. The Memorandum of Understanding will be sent to all police agencies for signatures in the near future. CAD Wireless 9-1-1 statistics for the month of June 2020 represented 91% of calls received. Jaymee Goodspeed, KenCom Supervisor, created a group called KenCom Cares. This group acknowledges birthdays, employment anniversaries holiday celebrations, Fire/EMS/Police week recognition, potlucks, shout outs and much more to bring the employees together. Burgner (Oswego Police) and Whowell (Plano Police) thanked the dispatchers that worked July 4th on how well they handled all the calls they 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 Whowell to approve the consent agenda, which includes approval of the June 2020 Treasurer's Report and the June 17th, 2020 Operations Board Minutes. All members present voting aye. Motion carried.

Flanders called for the Standing Committee Reports:

Strategic Planning Committee – Bergeron stated Flock Safety gave a demonstration on their license plate reader. One obstacle many police agencies are having is not everyone having the same vendor and the systems cannot talk to each other. It was discussed in the future for KenCom possibly being the hub to make sure all agencies are on the same system to allow all the information to flow to all the police agencies.

Finance Committee Report:

Operation Bills – Fairfield made a motion to approve the July 2020 bills for payment in an amount of \$199,255.30, seconded by Burgner. Discussion. A roll call was taken with all five members present voting aye. Motion carried.

Surcharge Bills – Mikolasek made a motion to approve the July 2020 bills for payment in an amount of \$12,195.03, seconded by Fairfield. Discussion. A roll call was taken with all five members present voting aye. Motion carried.

Anticipated Expenses – None

Flanders called for Old Business – Whowell asked for an update on the text to 9-1-1. Bergeron stated she has drafted the letters that will go out to the cellular providers (AT&T, Sprint, T Mobile, Verizon) to start the process. The cellular providers will contact the vendor KenCom is using and have up to six months to implement.

Flanders called for New Business:

Policy and Procedures – None

Other New Business – Bergeron noted in everyone's packet is the KenCom monthly newsletter that Supervisor Votava has started up again and thanked him for the great job he is doing.

Closed Session – None

Flanders stated the next Operations Board Meeting is Wednesday, August 19th, 2020 at 2 p.m. at the Oswego Fire Station One Training Room. Burgner made a motion to adjourn the meeting, seconded by Mikolasek. All members present voting aye. Meeting adjourned at 2:29 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary