

**Minutes of the Executive Board Meeting
Held Thursday, May 28th, 2020
5:35 p.m.
Video Conference Call**

Member	Agency	Present	Absent
Matt Prochaska	Kendall County Board	X	
Dwight Baird	Kendall County Sheriff's Office		X
David Thompson	Newark Fire District		
James Bateman	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.

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

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

Witek called for Public Comment –None

Witek 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 three employees on intermittent FMLA. KenCom accepted job applications between April 30th 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. All staff are in the process of finishing anti-harassment training through ICRMT. 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 was a planned Tyler Outage on Wednesday May 27th at 7 am. The outage lasted approximately 30 minutes while the microwave link between KenCom and Grundy were 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. It was discussed how challenging it has been on the dispatchers and ways to recognize them once it calms down. 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 – Witek called for approval of the consent agenda. Prochaska made a motion, seconded by D. Nelson to approve the consent agenda as follows:

- February 27, 2020 Executive Board Minutes
- Treasurer's Report – December 2019, January 2020, February 2020, March 2020, April 2020

A roll call was taken with all eight members present voting aye. Motion carried.

Standing Committee Reports:

Report of the Finance Committee – Bergeron stated they met via Zoom conference call. The Operations Board approved for KenCom to move forward with text to 9-1-1, which is at no charge to KenCom. It is a web-based software on the current computers. L. Nelson rejoined the meeting at 5:50 pm. L. Nelson stated there was an expenditure of \$2,500.00 for testing new applicants online for employment. In the past, the testing had been done in person. This will cause the employee screening line item to go over in the budget but there is plenty left over in the personnel costs line item. Bergeron stated the Finance Committee voted to recommend transferring the funds out of personnel costs into the employee screening line item. After discussion, it was agreed on not to reclassify line items and allow employee screening to go negative due to the unexpected cost.

Report of the Executive Board Chair – None

Report of the Operations Board Chair – Bergeron gave a report as follows of the items approved to move forward: Text to 9-1-1 which is at no cost to KenCom; The purchase of the online testing for screening new applicants at a cost of \$2500.00; Minor policy changes.

Report of the Personnel Committee – No Meeting.

Report of the Strategic Planning Committee – L. Nelson stated the committee did not meet but are in the process of getting Fire 3 approved. All but one of the letters of concurrence have been received and A Beep is working to get the final letter signed.

Witek called for Old Business:

Somonauk Police/Fire – KenCom received the check from the Village of Somonauk.

Grundy 9-1-1 Backup/Microwave/Fiber Radio Expansion – Bergeron stated the microwave system is up and running. They are currently trying to stabilize the connection between KenCom and Grundy which

KenCom and Grundy's IT has been working on. When that is completed, KenCom will move our backup server to Grundy.

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

Upgrading Police 5 and/or 7 – Bergeron sent out a Memorandum of Understanding for the new police portable radios to the police agencies to review. L. Nelson made a motion to approve the Memorandum of Understanding between the police agencies and KenCom for the new police Kenwood Portable Radios subject to attorney review, seconded by Veseling. Discussion. A roll call was taken with all nine members present voting aye. Motion carried.

IP Flex – Bergeron stated they are moving forward with AT&T and returning the session border equipment that they will not be using since the decision to stay with analog. There will not be any additional cost to KenCom.

Open Meeting Act Training Certificate – Discussion ensued on the next steps for the individuals on KenCom's Boards that have not completed the Open Meetings Act Training and given KenCom a copy of the certificate. L. Nelson mentioned putting together a policy/resolution requiring all board members to complete and return the certificate to KenCom within sixty days of being on the board. If the certificate is not on file after that, they no longer are able to have a vote on the board and the board will ask the County Board to appoint a replacement. After discussion, it was decided to have KenCom's attorney draft a resolution to bring back to the board for approval.

Other Old Business – None

Witek called for New Business:

Executive Board Closed Session Audio Destruction – L. Nelson made a motion to destroy the closed session audio from August 23rd, 2018, seconded by Mulliner. A roll call was taken with all nine members present voting aye. Motion carried.

Fiscal Year 2019 Audit – L. Nelson made a motion to approve the Fiscal Year 2019 Audit, seconded by Veseling. Discussion. A roll call was taken with all nine members present voting aye. Motion carried.

Development of Fire 3 Channel to be Digital – L. Nelson stated they are in the process of getting Fire 3 approved. All but one of the letters of concurrence have been received and A Beep is working to get the final letter signed.

Teleconference – To be discussed at the next meeting.

Other business from the floor – Bergeron mentioned that Supervisor Votava started the KenCom monthly newsletter again which is contained in the packet. There is a lot of training and trivia in the newsletters to make them fun. Witek recognized the KenCom dispatchers and thanked them for doing a great job during the new COVID-19 screening questions, which adds a lot of work on the dispatcher. These screenings help to communicate with the police and fire the possibility of the severity of the situation to protect them and the dispatchers are doing a great job.

Closed Session – None

Action after Closed Session – None

The next scheduled Executive Board Meeting is Thursday, June 25th, 2020 at 5:30 p.m.
Prochaska made a motion to adjourn the meeting, seconded by Olson. All members present voted aye.
Motion carried. The meeting adjourned at 6:20 p.m.

Meeting recorded by Bonnie Walters.

Respectfully Submitted,

Dwight Baird
Secretary