

**Minutes of the Executive Board Meeting
Held Thursday, October 22nd, 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	
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; Pamela Hurtig, KenCom Operations Manager; Gary Schlapp (5:33 pm.), Bristol Kendall Fire Department.

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

Witek called for a motion to approve the agenda. Prochaska 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 – None

Staff Report – Bergeron gave a Personnel Report as follows: KenCom had two new employees start on September 22nd, 2020 and they are in Phase 1 of the training program. Beverly Harmes retired from KenCom on August 31, 2020 after 17 years of service with KenCom. KenCom had one telecommunicator resign effective September 26th, 2020. KenCom has advertised for three open positions and applications will be accepted until October 15th, 2020. KenCom has one employee on FMLA leave and two employees on intermittent FMLA leave. Training as follows: Lynette Bergeron attended a webinar for FEMA's COVID 19 Applicant Briefing on June 1st. 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. Lynette Bergeron, Jennifer Stein, Danielle Quirk and Beverly Harmes attended the Respect for Law Banquet on July 24th, 2020. Danielle Quirk won Telecommunicator of the Year. Beverly Harmes and Melissa Lardi were also nominated. KenCom will be participating in Active Shooter Training with the

KCSO on July 7th and 14th. Jen Stein, Lynette Bergeron and Ryan Shain attended text to 9-1-1 administrative training and train the trainer on August 31st, 2020. Information as follows: KenCom has now converted all staff emails from the county's email system to the KenCom email system. All KenCom employees and distribution groups will end with @KenCom911.com. 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. The upgrade to New World software version 2020.1HF2 was completed on the test environment on October 7th, 2020. 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. They are not able to go live with NIBRS because of training constraints with Tyler/New World and not meeting their deadline by December 31st. There was a discussion on why Tyler/New World was not meeting their deadline. The equipment has been installed for the NICE recording Software Upgrade and we have a go live date the week of October 19th, 2020. A Beep has distributed the portable radios and conducted training with the agencies. The radio users group has met to discuss creating/revising KenCom policies to include the usage of P5. Policy changes were discussed and once those changes are made the radio users group will meet again to discuss. The Memorandum of Understanding will be sent to all police agencies for signatures in the near future. Miscellaneous as follows: KenCom's staff 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's AED has been installed and is in the main hallway near the front entrance. CAD Wireless 9-1-1 statistics for the month of September 2020 represented 86% of calls received.

Closed Session Minutes but do not release – None

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

- Treasurer's Report – May 2020, June 2020, July 2020, August 2020, September 2020
- Tom Richards from the Newark Fire Department to replace Dave Kellogg as the Alternate Member on the Operations Board.
- Cliff Fox from the Village of Newark to replace Joe Severson as the Primary member on the Operations Board.

All members present voting aye. Motion carried.

Executive Board Minutes – L. Nelson made a motion to approve the May 28th, 2020 Executive Board Minutes with the correction noted, seconded by Prochaska. All members present voting aye. Motion carried.

Standing Committee Reports:

Report of the Finance Committee – L. Nelson stated they are within budget and will end the year with a surplus.

Report of the Executive Board Chair – None

Report of the Operations Board Chair – Bergeron stated they presented the budgets for the first time this month and the final one will be presented in October.

Report of the Personnel Committee – No Meeting.

Report of the Strategic Planning Committee – L. Nelson stated they met and went over the new Upgrade to the Fire Channel and the License Plate Readers.

Witek called for Old Business:

Grundy 9-1-1 Backup/Microwave/Fiber Radio Expansion – Update given in the staff report.

Upgrading Police 5 and 7 – Bergeron sent a Memorandum of Understanding for the new police portable radios to KenCom's Attorney for review. The MOU will be distributed to the police agencies when complete. Discussion ensued on making an addition to the Memorandum of Understanding requiring each agency to supply KenCom with a list of their assigned radios and serial numbers and send updates when changed.

IP Flex – Bergeron stated they have received multiple incorrect routers and are still working with AT&T to get resolved. AT&T outsourced the project a couple of months ago and is moving faster. The last round of routers were installed and will be porting in test numbers to see if the system works.

Open Meeting Act Training Certificate Resolution – Bergeron stated the Resolution is with KenCom's attorney for review.

Development of Fire 3 Channel to be Digital – Nelson stated they have the license and are moving forward with the project.

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 October 25th, 2018 and March 28, 2019, seconded by Prochaska. All members present voting aye. Motion carried.

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

2021 Holiday Schedule – Veseling made a motion to approve the 2021 Holiday Schedule, seconded by Baird. All members present voting aye. Motion carried.

2021 Executive Board Meeting Schedule – Baird made a motion to approve the 2021 Executive Board Meeting Schedule, seconded by Veseling. All members present voting aye. Motion carried.

Resolution for Electronic Attendance – Veseling made a motion to approve the Resolution for Electronic Attendance, seconded by Schlapp. After discussion, Funkhouser made a motion to table the vote until KenCom's attorney could clarify some questions, seconded by Mulliner. A roll call vote was taken with ten members voting aye, Thompson voting nay. Motion carried.

Backup Center – Bristol Kendall Fire Station One – Bergeron stated she sent a Memorandum of Understanding to KenCom's attorney for review.

License Plate Readers – Bergeron stated KenCom had a special meeting to discuss and gather information. L. Nelson gave a brief overview what was discussed at that meeting. Lengthy discussion ensued.

Dwight Baird left the meeting at 6:41 pm.

Budgets:

Operations Budget – Bergeron reviewed the fiscal year 2021 Operations Budget. Discussion ensued.

Surcharge Budget – Bergeron reviewed the fiscal year 2021 Surcharge Budget. Discussion ensued.

Other business from the floor – None

Closed Session – None

Action after Closed Session – None

The next scheduled Executive Board Meeting is Thursday, November 19th, 2020 at 5:30 p.m. Thompson made a motion to adjourn the meeting, seconded by Prochaska. All members present voted aye. Motion carried. The meeting adjourned at 6:57 p.m.

Meeting recorded by Bonnie Walters.

Respectfully Submitted,

Dwight Baird
Secretary