

**Minutes of the KenCom Operations Board Meeting
Held, Tuesday, November 10th, 2020
2:00 p.m.
Oswego Fire Station 1, Training Room**

Member	Agency	Present	Absent
Josh Flanders	OFD	X	
Liz Palko	MPD		X
Bobby Richardson	KCSO	X(2:01)	
Tim Fairfield	BKFD	X	
Jonathan Whowell	PPD	X	
Ray Mikolasek	YPD	X	
Cliff Fox	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 Bonnie Walters, KenCom Executive Assistant; Adam Votava, KenCom Supervisor; Pamela Hurtig, KenCom Operations Manager.

Josh Flanders called the meeting to order and requested a roll call of the membership. Six of the fourteen members were present which resulted in not having a quorum for voting purposes.

Flanders called for approval of the agenda. Whowell made a motion to approve the agenda as submitted, seconded by Fairfield. Discussion. All members present voting aye. Motion carried.

Bobby Richardson joined the meeting at 2:01 pm.

Flanders called for Public Comment – None

Flanders called for Correspondence – None

Staff Report – Bergeron gave a Personnel Report as follows: KenCom’s two trainees are in Phase 2 of the call taking portion of the training program. KenCom completed the testing phase for new applicants the week of October 26th, 2020 and conducted interviews the week of November 2nd. Three conditional offers of employment were sent pending background checks and medical screenings. KenCom has two employees on FMLA leave and one employee on intermittent FMLA leave. Training as follows: On November 4th KenCom administrators were trained on the upgraded NICE Inform recording software. KenCom staff were trained on the text to 9-1-1 software and are working on a policy. Information as follows: KenCom has now converted all staff emails from the county’s email system to KenCom’s email system. All KenCom employees and distribution group emails 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 the new cables and KenCom can now utilize Grundy’s monitors. Staff, IT and member agencies have met with Kim Knutsen and Angi Ostrom to discuss upgrading New World software to 2020.1 JF2. 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. 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. All new Tyler equipment orders need to come through KenCom as there are forms that need to be signed by the agencies before any new Tyler products can be ordered. The NICE Recording Software was successfully upgraded the week of October 19th, 2020. 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. Wireless 9-1-1 statistics for the month of October 2020 represented 88% 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 Whowell to approve the consent agenda, which includes approval of the October 2020 Treasurer’s Report and the October 14th, 2020 and October 15th, 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 – Norwood made a motion to approve the November 2020 bills for payment in an amount of \$209,723.69, seconded by Mikolasek. Discussion. A roll call was taken with all seven members present voting aye. Motion carried.

Surcharge Bills – Whowell made a motion to approve the November 2020 bills for payment in an amount of \$25,251.73, seconded by Richardson. Discussion. A roll call was taken with all seven members present voting aye. Motion carried.

Anticipated Expenses – Bergeron stated it is in the budget to purchase two laptops and would like to purchase them as soon as the budget is passed.

Flanders called for Old Business –

Resolution for Electronic Attendance for Members – Bergeron stated the resolution will be going to the Executive Board next week for approval after clarifications from KenCom’s attorney. Once the Executive Board approves it, it will come back to the Operations Board for approval.

Budgets:

Operations Budget – Bergeron reviewed the updated changes in the Operations Budget since the presentation to the Board last month. Richardson made a motion to approve the FY 2021 Operations Budget and move forward to the Finance Committee, seconded by Fairfield. Discussion ensued. A roll call was taken with all seven members present voting aye. Motion carried.

Surcharge Budget – Bergeron reviewed the updated changes in the Surcharge Budget since the presentation to the Board last month. Whowell made a motion to approve the FY 2021 Surcharge Budget and move forward to the Finance Committee, seconded by Mikolasek. Discussion ensued. A roll call was taken with all seven members present voting aye. Motion carried.

Flanders called for New Business:

Policy and Procedures:

Revised Basic Call Processing – Bergeron reviewed the changes in the revised Basic Call Processing Policy. Norwood made a motion to approve the revised Basic Call Processing Policy, seconded by Fairfield. Discussion. All members present voting aye. Motion carried.

Other New Business – There were discussions moving forward to go back to zoom conference meetings for the Operations Board with the numbers of COVID increasing. After discussion, it was unanimous until future notice to begin zoom conference meetings beginning with the December meeting.

Closed Session – None

Flanders stated the next Operations Board Meeting is Wednesday, December 16th, 2020 at 2 p.m. at the via Zoom Conference call. Whowell made a motion to adjourn the meeting, seconded by Norwood. All members present voting aye. Meeting adjourned at 2:24 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary