

**Minutes of the KenCom Operations Board Meeting**  
**Held, Tuesday, December 16<sup>th</sup>, 2020**  
**2:00 p.m.**  
**Zoom Conference Call**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Josh Flanders	OFD	X	
Liz Palko	MPD	X	
Bobby Richardson	KCSO	X	
Tim Fairfield	BKFD	X	
Jonathan Whowell	PPD	X	
Behr Pfizenmaier	YPD	X	
Cliff Fox	Village of Newark	X	
Jeff Mathre	NFD		X
Dave Jordan	LRFFD	X (2:06 pm)	
Tim Wallace	LSFD	X	
Zach Morel	SFD		X
Kevin Norwood	OPD	X (2:02 pm)	
Tom Meyers	MFD	X	X
Dave Kunkel	ATFD		

Others Present: Lynette Bergeron, KenCom Director Bonnie Walters, KenCom Executive Assistant; Adam Votava, KenCom Supervisor; Pamela Hurtig, KenCom Operations Manager; Mike Pruski, Sandwich Fire Department (2:06 pm); Derek Hagerty, Sandwich Fire Department (2:06 pm).

Josh Flanders called the meeting to order and requested a roll call of the membership. Nine of the fourteen members were present which resulted in 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 Wallace. Discussion. A roll call was taken with all nine members present voting aye. Motion carried.

Flanders called for Public Comment – None

Flanders called for Correspondence – None

Kevin Norwood joined the meeting at 2:02 p.m.

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 and will begin working independently as call takers for four weeks before beginning fire dispatch. Roshanda Chamberlain, Kayla Cluchey, Latina Cooper and Lakyn Hudziak started employment with KenCom on December 14<sup>th</sup>. KenCom has one employee on FMLA leave and one employee on intermittent FMLA leave. Training as follows: KenCom staff were trained on the text to 9-1-1 software the week of November 9<sup>th</sup>, 2020. 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 between Grundy and KenCom went off-line on November 23<sup>rd</sup> due to a bad radio on the PSC tower. The tower climbers fixed the issue and the microwave went back online November 30<sup>th</sup> with no issues since. Four new computer towers have been ordered for our backup center at Grundy County, which will allow the backup center at Bristol Kendall Fire Station to remain open for dispatching. The upgrade to New World software 2020.1 HF2 occurred on December 9<sup>th</sup>, 2020. As of today, all the mapping issues have been fixed. The police agencies will begin training for NIBRS in February. 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 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 November 2020 represented 83% of calls received.

Closed Session Minutes but do not release – None

Consent Agenda – Flanders called for approval of the consent agenda. Whowell made a motion, seconded by Richardson to approve the consent agenda, which includes approval of the November 2020 Treasurer’s Report and the November 10<sup>th</sup>, 2020 Operations Board Minutes. A roll call was taken with all ten members present voting aye. Motion carried.

Dave Jordan, Mike Pruski and Derek Hagerty joined the meeting at 2:06 pm.

Flanders called for the Standing Committee Reports:

Strategic Planning Committee – Bergeron gave a report as follows: There was discussion on the new Fire 3 Channel and Bergeron has reached out to A Beep to get a formal quote put together. They will distribute radios to the fire departments for a period of testing. License Plate Readers were discussed and an email will be going out to the Sheriff and Police Chiefs to pick a representative for an Adhoc Committee. A sixty day goal was given to the License Plate Reader Adhoc Committee.

Finance Committee Report:

Operation Bills – Whowell made a motion to approve the December 2020 bills for payment in an amount of \$334,193.20, seconded by Richardson. Discussion. A roll call was taken with all eleven members present voting aye. Motion carried.

Surcharge Bills – Whowell made a motion to approve the December 2020 bills for payment in an amount of \$89,636.19, seconded by Norwood. Discussion. A roll call was taken with all eleven members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses contained in the packet. Whowell make a motion to approve the purchase of ten computer monitors, four HP computer workstations and two HP Envy Laptop computers for an amount of \$10,712.50, second by Norwood. Discussion. A roll call was taken with all eleven members present voting aye. Motion carried.

Flanders called for Old Business –

Resolution for Electronic Attendance for Members – No Report

Flanders called for New Business:

Policy and Procedures:

Other New Business – None

Closed Session – None

Flanders stated the next Operations Board Meeting is Wednesday, January 20<sup>th</sup>, 2021 at 2 p.m. via Zoom Conference call. Whowell made a motion to adjourn the meeting, seconded by Wallace. All members present voting aye. Meeting adjourned at 2:12 p.m.

Respectively Submitted,

Bonnie Walters  
Recording Secretary