

**License Plate Reader Adhoc Committee Meeting Minutes**  
**Held, January 5<sup>th</sup>, 2021**  
**1:00 p.m.**

**Zoom Video Conference**

<u>Member</u>	<u>Agency</u>	<u>Present</u>	<u>Absent</u>
Bobby Richardson	KCSO	X	
Gene Morton	Plano Police	X	
James Jensen	Yorkville Police	X	
Kevin Norwood	Oswego Police	X	
Armando Sanders	Montgomery Police	X	

Others Present: Lynette Bergeron, KenCom Director; Pamela Hurtig, KenCom Operations Manager; Bonnie Walters, KenCom Executive Assistant; Dan Murdock, Flock Safety; Joshua Miller, Flock Safety; Lucas Robinson, Shaw Media.

Bergeron requested a roll call of the membership. A roll call was taken with all five members present resulting in having a quorum for voting purposes.

Public Comments: None

Jensen made the motion to approve the agenda as written, seconded by Norwood. Discussion. A roll call was taken with all five members present voting aye. Motion carried.

Correspondence: None

New Business:

Committee Chairman – Jensen made a motion to nominate Gene Morton as the Committee Chairman, seconded by Richardson. Discussion. A roll call was taken with all five members present voting aye. Motion carried.

Security and User Memorandum of Understanding – Bergeron stated she looked through the LEADS manual to review their security requirements, as she believes the Memorandum of Understanding should have similar policy requirements for usage of the License Plate Reader System. Murdock stated he has a sample Memorandum of Understanding, which can also be used as a policy; he will forward to Bergeron to distribute to the committee. After discussion, Bergeron is going to take the information Murdock is sending and some language from LEADS to create a draft Memorandum of Understanding and bring to the next meeting. The MOU will filter to all the users granted to the system stating there is an understanding that there is going to be an audit process and accountability on how the system is used.

Public Relations Statement:

Goals/Objectives/Usage and Guidelines for the LPR Program – Miller from Flock Safety will forward Bergeron templates he has set up for a Public Relations Statement to forward out to the Committee as a starting point for discussion. The template is able to be edited so the committee can add more information as needed.

System Monitoring and Audit Protocols – Bergeron stated an item she wanted to include in the Memorandum of Understanding is that they will have audit protocols. Bergeron stated they want each individual user to have a login and password to give an audit trail. Discussion ensued on different options on the Flock System to search and how the to pull the audit based on the search restrictions decided by the committee. The Committee discussed the different levels of staff that would have the ability to use the system. Bergeron mentioned setting minimum requirements for the agencies to review the audits. After discussion, each member will reach out to their agencies to see the level of staff that will have access to the License Plate Readers and bring back to the next meeting.

Camera Placement – Bergeron shared a map with the Committee with a starting point of possible placements of the cameras. Murdock stated they have a contact that can also work with KenCom on their camera placements. After

discussion, Bergeron is going to send the Committee the map to review with their agencies for the next meeting. Murdock mentioned engaging IDOT sooner than later if planning to place any cameras on IDOT roads, as they can take time to approve the permit.

Protocols on Camera Movement – Murdock stated Flock Safety can train agencies to move cameras. Bergeron mentioned there were discussions at the Strategic Planning Committee to reach out to the City and Village Public Works as a possibility.

Bergeron mentioned that the Strategic Planning Committee would like the information completed and brought back by February 28<sup>th</sup>, 2020 so they are able to review at their March meeting.

The next meeting is scheduled for Tuesday, January 19<sup>th</sup>, 2021 via zoom conference call at 1:00 p.m. Richardson made a motion to adjourn the meeting, seconded by Jensen. A roll call was taken with all five members voting aye. The meeting adjourned at 2:36 p.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary