

License Plate Reader Adhoc Committee Meeting Minutes

Held, January 19th, 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 (1:19 pm)	

Others Present: Lynette Bergeron, KenCom Director; Jennifer Stein, KenCom Assistant Director; Pamela Hurtig, KenCom Operations Manager; Lucas Robinson, Shaw Media.

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

Approval of the Agenda: Norwood made a motion to approve the amended agenda to move new business after old business, seconded by Richardson. A roll call was taken with all four members present voting aye. Motion carried.

Public Comments: None

Correspondence: None

Old Business:

Security and User Memorandum of Understanding – Bergeron sent a draft Memorandum of Understanding to the committee to review prior to the meeting, which included similar LEADS language. Bergeron and Stein created a draft policy for KenCom in regards to the usage of the system for the end users. During discussion, Norwood mentioned adding language to the Memorandum of Understanding in the instance an agency wanted to add additional cameras to make sure all users are able to share the resource if they chose to. After discussion, the committee tabled the Memorandum of Understanding until the next meeting.

Armando Sanders joined the meeting at 1:19 pm.

Public Relations Statement – Discussion ensued on the template received from Flock Safety for a Public Relations Statement and the changes needed. Bergeron stated she does not believe it hits the objectives that have been previously discussed. After discussion, Norwood agreed to modify the Public Relations Statement to focus on crime prevention and send out to the committee to review.

System Monitoring and Audit Protocols – Morton mentioned Plano Police will have their own internal policy; his chief would only like command staff and detectives to have the ability to access the system. Sanders and Norwood mentioned all employees have access to LEADS, why would you limit the License Plate Readers and believe line level officers should not have access. Bergeron mentioned in regards to dispatch, all agencies will have to be treated the same in requesting a query through KenCom. Bergeron stated at the last meeting Flock did clarify that each agency would have an administrator and it would be up to that person to create users, passwords, mandatory audits, etc. The committee discussed putting a standard minimum audit requirement for each agency administrator to be performing and be at the responsibility of the agency to put into an internal policy.

Camera Placement – Bergeron shared the map that was discussed at the last meeting for further discussion. Discussion ensued on camera placement and finalization. Each agency is to send Bergeron camera photos and Sanders will reach out to Kane County.

Protocols on Camera Movement – Bergeron mentioned there were discussions to reach out and train municipalities Public Works Departments.

Bergeron mentioned the Flock system does receive information from LEADS and in the packet is a Memorandum of understanding between the Illinois State Police and law enforcement agencies for their LEADS system. Bergeron stated she believes all agencies will need to sign one to allow the LEADS system to flow into the Flock system.

Old Business: Norwood wanted to verify that Flock Safety was the chosen License Plate Reader for KenCom based off KenCom's spending authority and policies that are in place. There was a consensus that Flock Safety is the company to move forward with purchasing the License Plate Readers.

The next meeting is scheduled for Wednesday, February 3rd, 2021 via zoom conference call at 1:00 p.m. Richardson made a motion to adjourn the meeting, seconded by Norwood. A roll call was taken with all five members voting aye. The meeting adjourned at 2:47 p.m.

Respectively submitted,

Bonnie Walters
Recording Secretary