

Minutes of the KenCom Operations Board Meeting
Held, Tuesday, January 20th, 2021
2:00 p.m.
Zoom Conference Call

Member	Agency	Present	Absent
Josh Flanders	OFD	X	
Liz Palko	MPD	X	
Bobby Richardson	KCSO	X	
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; Jennifer Stein, KenCom Assistant 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. Ten of the fourteen members were present which resulted in having a quorum for voting purposes.

Flanders called for approval of the agenda. Richardson made a motion to approve the agenda as submitted, seconded by Wallace. Discussion. A roll call was taken with all ten members present voting aye. Motion carried.

Flanders called for Public Comment – None

Flanders called for Correspondence – None

Staff Report – Bergeron gave a Personnel Report as follows: Two of KenCom’s trainees are working independently as call takers and have started training on fire dispatch. Roshanda Chamberlain, Kayla Cluchey, Latina Cooper and Lakyn Hudziak started employment with KenCom on December 14th and are in Phase 1 of the call taking portion of the training program. Danielle Quirk resigned from KenCom effective 1/11/21. Training as follows: All KenCom staff have been trained on the text to 9-1-1 software. Admin staff has completed all training on the Guardian Tracking software and are working on customizing the software according to KenCom’s needs. Lead Trainer, Sarah Berry, is conducting one-on-one training with each telecommunicator on fire recommendations and TTY during the month of January. Several employees are scheduled for CPR training on January 27th with Oswego Fire. Information as follows: KenCom is no longer operating off the County’s email system. All KenCom employees and distribution group emails will end with @KenCom911.com. Please make the necessary changes. Email forwarding from the old email addresses will end in 10 months. Mack and Associates has started the annual financial audit. Project updates as follows: IT is in the process of loading software onto the four new computer towers for the back-up site at BK. This site will allow dispatch service only as the 9-1-1 lines have been/will be disconnected. Police agencies participated in NIBRS training on January 12th. The next training session is scheduled for Tuesday, February 9th 8:30am-12:30pm. As a reminder, 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. The Portable radio user 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. KenCom will be testing IPFlex for the beginning phase of installation. The License Plate Reader Committee met on January 5th and will meet again on January 19th. The committee is in the process of creating a Memorandum of Understanding for the use of the license plate reader software, public relations statement, system monitoring and audit protocols, camera placement and protocols on camera movement. Police agencies should be on the lookout for correspondence from the Illinois State Police regarding the overhaul of the LEADS system from LEADS 2000 to LEADS 3.0. Wireless 9-1-1 statistics for the month of December 2020 represented 86% 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 Fairfield to approve the consent agenda, which includes approval of the December 2020 Treasurer’s Report and the December 16th, 2020 Operations Board Minutes. A roll call was taken with all ten members present voting aye. Motion carried.

Flanders called for the Standing Committee Reports:
Strategic Planning Committee – No Meeting.

Finance Committee Report:

Operation Bills – Whowell made a motion to approve the January 2021 bills for payment in an amount of \$241,710.87, seconded by Fairfield. Discussion. A roll call was taken with all ten members present voting aye. Motion carried.

Surcharge Bills – Richardson made a motion to approve the January 2021 bills for payment in an amount of \$81,372.08, seconded by Mikolasek. Discussion. A roll call was taken with all ten members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses contained in the packet. Norwood made a motion to approve the purchase of 10 new monitor mounts for workstations to support a 21” monitor for an amount of \$1,667.69, second by Fairfield. Discussion. A roll call was taken with all ten 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: None

Other New Business – None

Closed Session – None

Flanders stated the next Operations Board Meeting is Wednesday, February 17th, 2021 at 2 p.m. at the Oswego Fire Station One Training Room. Whowell made a motion to adjourn the meeting, seconded by Richardson. All members present voting aye. Meeting adjourned at 2:21 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary