

**Minutes of the KenCom Operations Board Meeting
Held, Tuesday, February 17th, 2021
2:00 p.m.**

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. Eight 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 Fairfield. Discussion. All 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 while training on fire dispatch. Three of KenCom’s trainees are in the call taking section of the training program and one was just released. Tyler Giannotti resigned from KenCom effective 2/17/21. A trainee hired on December 14th is no longer employed with KenCom as of February 5th. Training as follows: Several employees completed CPR training on January 27th with Oswego Fire. Jennette Welter-Fichtel will be attending a 6-week, web based, Certified Training Officer course with APCO beginning on March 31st. Lynsey Ingram, Cheryl Kemp and Melissa Lardi attended an online Zoom class on Communications Center Wellness on Feb 17th. Pamela Hurtig and the shift supervisors will be attending a NENA Supervisor Course on March 30th and 31st. Information as follows: KenCom is no longer operating off the County email system. All KenCom employees and distribution group emails will end with @KenCom911.com. Mack and Associates has started the annual financial audit. Marji Swanson, KenCom’s HR attorney, will be leaving Mahoney, Silverman and Cross on February 12th. Our new attorney will be Marron Mahoney. 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. Once the cables arrive, which are on backorder, the towers will be set-up in Grundy for testing. Police agencies participated in NIBRS training on Feb 9th. 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 tested IPFlex and it went well and are in the process of

spinning up call forwarding and then will be scheduled for final go live on the porting of the numbers. The License Plate Reader Committee met on January 19th, February 3rd and February 17th, 2021. The Memorandum of Understanding has a few minor changes and will be going to all attorneys for approval. The public relations statement will be moved to the Operations Board and Finance Committee and are still working on camera placement and FOIA's. 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. KenCom is accepting texts to 9-1-1 from all subscribers except Sprint as of Feb 11th. Discussion ensued. Wireless 9-1-1 statistics for the month of January 2021 represented 88% 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 Mikolasek to approve the consent agenda, which includes approval of the January 2021 Treasurer's Report and the January 20th, 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 – Mikolasek made a motion to approve the February 2021 bills for payment in an amount of \$215,837.99, seconded by Norwood. Discussion. A roll call was taken with all eight members present voting aye. Motion carried.

Surcharge Bills – Fairfield made a motion to approve the February 2021 bills for payment in an amount of \$20,714.68, seconded by Whowell. Discussion. A roll call was taken with all eight members present voting aye. Motion carried.

Anticipated Expenses – None

Flanders called for Old Business:
Resolution for Electronic Attendance for Members – No Report

Flanders called for New Business:

Policy and Procedures: Fairfield made a motion to approve the new Text to 9-1-1 and revised Policy Training Program policies, seconded by Norwood. Discussion. All members present voting aye. Motion carried.

Other New Business – None

Closed Session – None

Flanders stated the next Operations Board Meeting is Wednesday, March 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 2:15 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary