

License Plate Reader Adhoc Committee Meeting Minutes
Held, March 16th, 2021
2:00 pm
Zoom Conference Call

<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; Jennifer Stein, KenCom Assistant Director; Pamela Hurtig, KenCom Operations Manager; Bonnie Walters, KenCom Executive Assistant; Dan Murdock, Flock Safety.

Morton 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.

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

Approval of Minutes: Jensen made a motion to approve the meeting minutes from March 2nd, 2021, seconded by Sanders. Discussion. A roll call was taken with all five members present voting aye. Motion carried.

Public Comments: None

Correspondence: None

Old Business:

Security and User Memorandum of Understanding – Bergeron stated KenCom’s attorney is reviewing the Memorandum of Understanding; once completed mentioned using that as the master document for the agencies to send to their attorneys for review. Discussion ensued.

System Monitoring and Audit Protocols –Bergeron mentioned having minimum policy criteria for all agencies. After discussion there was a consensus to have the following items included in the base policy: There has to be a reason code included; A minimum audit every 60 days (random audits can be completed); Must be LEAD certified; Confidentiality within law enforcement agencies and public safety functions (not personal use). It was discussed misuse of the system can result in suspension from the program and should be included in the Memorandum of Understanding. Bergeron will make the changes to the draft policy and bring back to next meeting.

Dan Murdock joined the meeting at 2:37 p.m.

Camera Placement – Dan Murdock from Flock Safety reviewed the camera placement and made changes as suggested. After discussion, Bergeron stated she will get a new link from Murdock with the changes made and email out to the committee.

Jensen left the meeting at 2:58 p.m.

Dan Murdock left the meeting at 3:00 p.m.

FOIA relating to License Plate Reader data – No Report

New Business: There was discussion of wanting Dan Murdock to do training for the committee. Bergeron will reach out to Murdock to set up a date and time.

The next meeting is scheduled for Tuesday, March 30th, 2021 via Zoom Conference Call at 2:00 p.m. Richardson made a motion to adjourn the meeting, seconded by Sanders. A roll call was taken with all four members voting aye. The meeting adjourned at 3:09 p.m.

Respectively submitted,

Bonnie Walters
Recording Secretary