

**Minutes of the KenCom Operations Board Meeting  
Held, Tuesday, April 14<sup>th</sup>, 2021  
2:00 p.m.**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Josh Flanders	OFD	X	
Liz Palko	MPD	X	
Bobby Richardson	KCSO		X
Tim Fairfield	BKFD		X
Jonathan Whowell	PPD	X(2:02)	
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.

Josh Flanders called the meeting to order and requested a roll call of the membership. Five of the fourteen members were present which resulted in having a quorum for voting purposes.

Flanders called for approval of the agenda. Mikolasek made a motion to approve the agenda as submitted, seconded by Norwood. Discussion. All members present voting aye. Motion carried.

Flanders called for Public Comment – None

Flanders called for Correspondence – Bergeron mentioned there are adjustments that were made on the Treasurer’s Report which we are working through with the Treasurer’s office. Bergeron received an email from a Corrections Sergeant expressing her gratitude with how helpful Supervisor Votava was with helping her out and going above and beyond.

Jonathan Whowell joined the meeting at 2:02 p.m.

Staff Report – Bergeron gave a Personnel Report as follows: Two of KenCom’s trainees are working independently as call takers and fire dispatch while training on police dispatch. Three of KenCom’s trainees are working independently as call takers while training on fire dispatch. KenCom is currently down one telecommunicator, with five in training. A job ad has been posted on Indeed. Training as follows: Jennette Welter-Fichtel is attending a 6-week, web based, Certified Training Officer course with APCO that began on March 31<sup>st</sup>. Pamela Hurtig and the shift supervisors attended a NENA Supervisor Course on March 30<sup>th</sup> and 31<sup>st</sup>. Information as follows: KenCom is no longer operating of the county’s email system. All KenCom employees and distribution group emails will end with @KenCom911.com. Please make sure you make the necessary changes. Project Updates as follows: IT is ready to install back-up computers in Grundy’s equipment room. KenCom is now live with the Guardian Tracking software. Reminder that 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 radio users 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. IPFLEX testing went well and AT&T will be scheduling to port the telephone numbers. The License Plate Reader Committee met on March 30<sup>th</sup> and will meet again on April 20<sup>th</sup>. The committee is in the process of creating a Memorandum of Understanding for the use of the license plate reader

software and has completed the public relations statement, system monitoring and audit protocols, camera placement and protocols on camera movement. Staff met with the attorney on April 7<sup>th</sup> to finalize language in the MOU. 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. Correspondence will be directed to each agency's LEADS Agency Coordinator. Wireless 9-1-1 statistics for the month of March 2021 represented 87% 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 Palko to approve the consent agenda, which includes approval of the March 2021 Treasurer's Report and the March 17<sup>th</sup>, 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 – Norwood made a motion to approve the April 2021 bills for payment in an amount of \$117,449.01, seconded by Fox. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Surcharge Bills – Mikolasek made a motion to approve the April 2021 bills for payment in an amount of \$234,658.61, seconded by Norwood. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses contained in the packet as follows: Four Microsoft Office 2019 Licenses not to exceed \$1,516.92; The purchase and installation of a new Mobile Link Generator notifications device at the Newark and Legion Road tower sites not to exceed \$852.00. Norwood made a motion to approve and move forward to the Finance Committee, the anticipated expenses for an amount not to exceed \$2,368.92, seconded by Mikolasek. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Flanders called for Old Business:

License Plate Reader Press Release – Whowell made a motion to approve the ten camera placements and move forward to the Finance Committee, seconded by Palko. Discussion. All members present voting aye. Motion carried.

Flanders called for New Business:

Policy and Procedures – Bergeron reviewed the revised policy contained in the packet. Mikolasek made a motion to approve the revised After Hours Call Outs policy, seconded by Whowell. Discussion. All members present voting aye. Motion carried.

Policy and Procedures: None

Other New Business – None

Closed Session – None

Flanders stated the next Operations Board Meeting is Wednesday, May 19<sup>th</sup>, 2021 at 2 p.m. at the Oswego Fire Station One Training Room. Norwood made a motion to adjourn the meeting, seconded by Fox. All members present voting aye. Meeting adjourned at 2:15 p.m.

Respectively Submitted,

Bonnie Walters  
Recording Secretary