

**Minutes of the KenCom Operations Board Meeting**  
**Held, Tuesday, June 16<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	
Ray Mikolasek	YPD	X	
Cliff Fox	Village of Newark	X	
Jeff Mathre	NFD		X
Dave Jordan	LRFFD		X
Patrick Pope	LSFD		X
Zach Morel	SFD		X
Kevin Norwood	OPD	X	
Tom Meyers	MFD		X
	ATFD		X

Others Present: Lynette Bergeron, KenCom Director; Jennifer Stein, KenCom Assistant Director; 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. Norwood 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 – Bergeron stated they did get approval from the State of Illinois for the NG911 Grant which will give KenCom a module to the new phone system to start accepting NG911 calls when the state completes their NG9-1-1 project. The grant was in the amount of \$23,162.50. The State of Illinois did award a grant to AT&T to start working on the ESINET for the NG911 which is coming, this is a module KenCom would have to buy regardless. Bergeron received notification from FEMA that KenCom was denied the FEMA Grant for all the overtime directly related to COVID. Bergeron submitted an amount of \$20,945.05 and they denied \$20,575.51 for all the labor costs because KenCom is not classified as First Responders so therefore were ineligible. The \$369 that could have been available from the grant but was under the threshold of the minimum \$3,300 so was denied in full.

Staff Report – Bergeron gave a Personnel Report as follows: Two trainees are working independently as call takers and fire dispatchers and began training in police dispatch on May 24<sup>th</sup>. Two of our trainees were released from the training program May 21<sup>st</sup> and now working independently as a telecommunicator in all disciplines. Former supervisor Jaymee Goodspeed remained with KenCom as a telecommunicator. KenCom is currently down one telecommunicator and one supervisor. A job ad was posted on Indeed and KenCom received twenty-three applications. Typing tests and speed interviews were conducted on Friday, May 14<sup>th</sup>. Full interviews for ten applicants were completed the week of June 7<sup>th</sup>. Three candidates will be selected to move on the background phase of our hiring process. Training as follows: All KenCom employees are currently completing training for LEADS 3.0. Jen Stein, Pamela Hurtig and Lynette Bergeron attended the Carbyne Innovation Summit on June 3<sup>rd</sup>. Lead Trainer, Sarah Berry, is providing one-on-one training during the month of June on call transferring protocols and TTY communications. 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 sure you make the necessary changes. Email forwarding from the old email addresses will end December

1<sup>st</sup>. Project Updates as follows: IT installed the back-up computers in Grundy's equipment room. Jen Stein and Pamela Hurtig will be testing at Grundy to ensure everything works properly. Any bills that are sent directly to an agency from Tyler should be turned over to KenCom (do not pay) 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. The Memorandum of Understanding will be sent to all police agencies for signatures in the near future. The fire 3 project is underway and ABeep has ordered the necessary equipment. IPFLEX testing went live on May 20<sup>th</sup>, 2021 and the cutover went well for the numbers that were scheduled to be ported. AT&T is still working on porting over the Sandwich Fire Department's phone line and the Sheriff's Office lines, as well as some of the KenCom lines will be ported over at a later date. The License Plate Reader Committee met on April 20<sup>th</sup>, 2021. A copy of the final draft of the Memorandum of Understanding that included all revisions from KenCom's attorney was given to the agencies. The agencies are in the process of getting approval from their respective attorneys for the final document to be ready for approval. The committee has completed the public relations statement, system monitoring and audit protocols, camera placement and protocols 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. Correspondence will be directed to each agency's LEADS Agency Coordinator (LAS). Wireless 9-1-1 statistics for the month of May 2021 represented 88% of calls received. Text to 9-1-1 totals for the month of May 2021 were 6. The FCC has ruled AT&T, Verizon and T Mobile are supposed to be providing Chicago and their collar counties with their Z access (vertical) information, by January 26, 2022 it is supposed to be nationwide.

Closed Session Minutes but do not release – None

Consent Agenda – Flanders called for approval of the consent agenda. Mikolasek made a motion, seconded by Whowell to approve the consent agenda, which includes approval of the May 2021 Treasurer's Report and the May 19<sup>th</sup>, 2021 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 June 2021 bills for payment in an amount of \$221,496.62, seconded by Whowell. Discussion. A roll call was taken with all eight members present voting aye. Motion carried.

Surcharge Bills – Richardson made a motion to approve the June 2021 bills for payment in an amount of \$14,408.70, seconded by Fairfield. Discussion. A roll call was taken with all eight members present voting aye. Motion carried.

Anticipated Expenses – None

Flanders called for Old Business:

License Plate Reader Press Release – Discussed in staff 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, July 14<sup>th</sup>, 2021 at 2 p.m. at the Oswego Fire Station One Training Room. Fairfield made a motion to adjourn the meeting, seconded by Palko. All members present voting aye. Meeting adjourned at 2:12 p.m.

Respectively Submitted,

Bonnie Walters  
Recording Secretary