

**Minutes of the KenCom Operations Board Meeting**  
**Held, Tuesday, July 14<sup>th</sup>, 2021**  
**2:02 p.m.**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Dan Schiradelly	OFD	X	
Phil Smith	MPD	X	
Bobby Richardson	KCSO		X
Tim Fairfield	BKFD		X
Jonathan Whowell	PPD		X
Ray Mikolasek	YPD		X
Cliff Fox	Village of Newark	X(2:08)	
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; Bonnie Walters, KenCom Executive Assistant.

Kevin Norwood 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 majority of a quorum for voting purposes.

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

Norwood called for Public Comment – None

Norwood called for Correspondence – None

Staff Report – Bergeron gave a Personnel Report as follows: One trainee is working independently as a call taker and fire dispatcher and began training in police dispatch on May 24<sup>th</sup> and is projected to be released from training the first week of August. Jaymee Goodspeed’s last day as a fulltime telecommunicator will be August 11<sup>th</sup>, 2021. Latina Cooper’s last day as a fulltime telecommunicator will be July 31<sup>st</sup>, 2021. KenCom is currently down three telecommunicators 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>. Four 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. Lead Trainer, Sarah Berry, is providing one-on-one training during the month of July on call transferring protocols. Heather Gutierrez participated in the Dresden exercise on June 30<sup>th</sup>, 2021. Jordan Mahara and Brooke Gatto will be attending a MABAS training in DeKalb on August 9<sup>th</sup>, 2021. 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: Jen Stein and Pamela Hurtig tested at Grundy and everything appears to be working properly. An instruction guide will be created on how to activate and use KenCom’s systems in the event we need to relocate to Grundy. 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. It was discovered after go live that three-way calling is not an option with IPFlex, which changed the way KenCom has to transfer calls. Currently we are unable to utilize Voiance (interpretation service) on the IPFlex lines as the calls have to be bridged together (three-way calling) to bring the caller, KenCom and Voiance on the line together. AT&T has been contacted to try to come up with a solution to this issue. 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. Bergeron received a call from Dan Murdock from Flock Safety and without KenCom's knowledge three of the cameras have been installed. The agencies that those cameras are within have all been notified. The License Plate Reader Committee has requested that the cameras be turned off until they are ready and Bergeron has contacted Flock to do so. LEADS 3.0 is now live and KenCom is working through a variety of issues with LEADS 3.0. The interface to Tyler New World is not fully functional and Jen Stein is working with Tyler to try and get everything resolved. Wireless 9-1-1 statistics for the month of June 2021 represented 88% of calls received. Text to 9-1-1 totals for the month of June 2021 were 4.

Closed Session Minutes but do not release – None

Consent Agenda – Norwood called for approval of the consent agenda. Schiradelly made a motion, seconded by Mathre to approve the consent agenda, which includes approval of the June 2021 Treasurer's Report and the June 16<sup>th</sup>, 2021 Operations Board Minutes. All members present voting aye. Motion carried.

Norwood called for the Standing Committee Reports:

Strategic Planning Committee – Bergeron stated they discussed Cyber Security and how it is affecting all of our neighbors. County IT was at the meeting to answer questions. There were discussions on 2-1-1 which is spearheaded by the United Way, which is in surrounding counties.

Finance Committee Report:

Operation Bills – Meyers made a motion to approve the July 2021 bills for payment in an amount of \$198,997.37, seconded by Schiradelly. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Surcharge Bills – Smith made a motion to approve the July 2021 bills for payment in an amount of \$50,779.85, seconded by Schiradelly. 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. Meyers made a motion to approve the anticipated expenses not to exceed \$1,650.00 for a Dell Monitor and Reconfiguration of the Supervisors office, seconded by Smith. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Norwood called for Old Business:

License Plate Reader Press Release – Discussed in staff report.

Norwood called for New Business:

Policy and Procedures – None

Cyber Security Measurers – Discussed in staff report

Other New Business – None

Closed Session – None

Norwood stated the next Operations Board Meeting is Wednesday, August 18<sup>th</sup>, 2021 at 2 p.m. at the KenCom Public Safety Center, Conference Room. Meyers made a motion to adjourn the meeting, seconded by Mathre. All members present voting aye. Meeting adjourned at 2:15 p.m.

Respectively Submitted,

Bonnie Walters  
Recording Secretary