

**Minutes of the KenCom Operations Board Meeting
Held, Tuesday, October 20th, 2021
2:00 p.m.**

Member	Agency	Present	Absent
Dan Schiradelly	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 (2:07)	
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; Adam Votava, KenCom Supervisor.

Kevin Norwood called the meeting to order and requested a roll call of the membership. Seven 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. Whowell made a motion to approve the agenda as submitted, seconded by Fairfield. 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: Bill Linder has been released from training and is now working independently. Jenny Burkart and Dakota Peterson are in Phase 1 of KenCom’s training program. KenCom is currently down one supervisor and one telecommunicator position. KenCom received 57 telecommunicator applications and 8 shift supervisor applications. Thank you to the agencies that posted our job ad on their web and social media pages. Training as follows: Ashley Conrad, Jenny Burkart and Dakota Peterson attended a CPR class with Oswego FD on October 12th, 2021. Thank you to Oswego Fire for doing the CPR for KenCom’s employees free of charge. 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 1st. Project Updates as follows: 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 testing of Fire 3 ended on October 15th and went well. There was a consensus by the Board to move forward to the Finance Committee for the purchase of the fire portable radios. 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 is unable to give us the functionality needed for a three-way call. We are working with our phone vendor to see if there is a way to complete a three-way via our phone system. The License Plate Reader Committee met on August 26th, 2021 to review attorney changes and finalized the MOU. KenCom will be forwarding the revised MOU to KenCom’s attorney for final

review. The committee has completed the public relations statement, system monitoring and audit protocols, camera placement and protocols on camera movement. IDOT district 3 is about ready to approve the permits. IDOT district 1 is not responding to Flock Safety at all in regards to permits. LEADS 3.0 is now live and KenCom has worked through most of the issues that were experienced after go live. KenCom is currently working on an issue with the reporting software of the Viper system and we do not have statistical information on wireless 9-1-1 calls for the month of September. We are hoping to have this resolved next month. Text to 9-1-1 totals for the month of September 2021 were 8.

Closed Session Minutes but do not release – None

Cliff Fox joined the meeting at 2:07 p.m.

Consent Agenda – Norwood called for approval of the consent agenda. Whowell made a motion, seconded by Mikolasek to approve the consent agenda, which includes approval of the September 2021 Treasurer’s Reports and the September 15th, 2021 Operations Board Minutes. All members present voting aye. Motion carried.

Norwood called for the Standing Committee Reports:
Strategic Planning Committee – No Meeting

Finance Committee Report:

Operation Bills – Whowell made a motion to approve the October 2021 bills for payment in an amount of \$314,107.10, seconded by Richardson. Discussion. A roll call was taken with all eight members present voting aye. Motion carried.

Surcharge Bills – Mikolasek made a motion to approve the October 2021 bills for payment in an amount of \$69,281.74, seconded by Palko. Discussion. A roll call was taken with all eight members present voting aye. Motion carried.

Anticipated Expenses – None

Norwood called for Old Business:
License Plate Reader Press Release – Discussed in staff report.

Development of Fire 3 to be Digital – Discussed in staff report.

Norwood called for New Business:

Policy and Procedures – Bergeron noted they are almost done with the Police 5, Police 7 and Fire 3 policy. They will send to the board members when completed to review and sent any changes back. There will be a final vote on the policy at the November meeting.

Budgets:

Operations/Surcharge Budget – Bergeron reviewed the Fiscal Year 2022 Operations and Surcharge Budget. Whowell made a motion to approve the Fiscal Year 2022 Operations and Surcharge Budget and move forward to the Finance Committee, seconded by Schiradelly. Discussion. A roll call was taken with all eight members present voting aye. Motion carried.

Other New Business – None

Norwood stated the next Operations Board Meeting is Wednesday, November 10th, 2021 at 2 p.m. at the Oswego Fire Station One, Training Room. Schiradelly made a motion to adjourn the meeting, seconded by Fairfield. All members present voting aye. Meeting adjourned at 2:48 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary