

**Minutes of the KenCom Operations Board Meeting
Held, Tuesday, November 10th, 2021
2:03 p.m.**

Member	Agency	Present	Absent
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
Derek Hagerty	SFD	X	
Kevin Norwood	OPD		X
Tom Meyers	MFD	X	
	ATFD		X

Others Present: Jennifer Stein, KenCom Assistant Director; Pamela Hurtig, KenCom Operations Manager; Bonnie Walters, KenCom Executive Assistant.

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. Whowell 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 – None

Staff Report – Stein gave a Personnel Report as follows: Jenny Burkart and Dakota Peterson begin Phase Two of the training program on November 15th. Phase Two lasts 4-8 weeks. KenCom is currently down one supervisor position and one telecommunicator position and is currently in the process of testing applicants. Part time telecommunicator, Jaymee Goodspeed, resigned November 2nd. Training as follows: Melissa Lardi and Mindi Jahp attended CPR training with the Oswego Fire Department on November 9th. Thank you to the Oswego Fire Department for conducting that training. All employees will take an online Cyber Security training through IPMG during the month of November. Lynette, Jen and Pamela attended the IPSTA conference October 24th through 27th. Stein reviewed some key information from the conference. 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. Windows updates were installed on the CAD servers for the test environment on November 3rd. The test environment was upgraded to New World version 2021.1 SP3 on November 4th. It is available for testing through February 13th. KenCom's attorney is currently in the process of reviewing a purchasing contract for the portable radios. Each fire agency was asked to provide a total number of portable radios used by their department. 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 system. The License Plate Reader Committee has completed the public relations statement, system monitoring and audit protocols, and protocols on moving cameras. Outstanding items include the MOU which is pending attorney approval and IDOT permits which need to be resubmitted with changes, and the removal of the camera and concrete at Orchard/30 that was installed at the wrong location. Viper Upgrade training on backend maintenance is scheduled for December 1st and 2nd. The on-site work will begin 1/31/22-2/11/22. Wireless 9-1-1 statistics for the month of October 2021 represented 88% calls received. Text to 9-1-1 totals for the month of October 2021 were 3.

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 October 2021 Treasurer’s Reports and the October 20th, 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/Surcharge Bills – Flanders stated the Finance Committee met this morning, approved and paid the invoices. The invoice list is contained in the packet for any questions.

Anticipated Expenses – None

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

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

Flanders called for New Business:
Policy and Procedures – Stein reviewed the Police 5, Police 7 and Fire 3 Policy contained in the packet. Whowell made a motion to approve the Police 5, Police 7 and Fire 3 Policy, seconded by Mikolasek. Discussion. All members present voting aye. Motion carried.

Other New Business – Stein noted it was discussed at the Finance Committee meeting that KenCom is holding the large \$200,000 maintenance bill with Tyler Technologies due to the issues the police agencies are having with Brazo’s. The last report Stein received from the Brazo’s meeting was on November 2nd and there is only one issue remaining of the original issues, however there are issues that are pending verification by the police departments. Stein asked the police agencies to look into the pending issues to see what is still outstanding and to report to their Tyler representative.

Flanders stated the next Operations Board Meeting is Wednesday, December 15th, 2021 at 2 p.m. at the Oswego Fire Station One, Training Room. Whowell made a motion to adjourn the meeting, seconded by Mikolasek. All members present voting aye. Meeting adjourned at 2:16 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary