

**Minutes of the KenCom Operations Board Meeting
Held, Tuesday, December 15th, 2021
2:00 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
Zach Morel	SFD	X	
Kevin Norwood	OPD	X	
Tom Meyers	MFD		X
	ATFD		X

Others Present: Lynette Bergeron, KenCom Director; 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 Palko. Discussion. All members present voting aye. Motion carried.

Flanders called for Public Comment – None

Flanders called for Correspondence – None

Staff Report – Bergeron gave a Personnel Report as follows: Trainee Dakota Peterson, resigned on November 15th. Jenny Burkhart is in Phase 2 of the training program. Of the four most recent hires, two have resigned. KenCom is currently down one supervisor position and two telecommunicator positions. Testing and interviews have been completed. The next step in the hiring process is background checks. Training as follows: All employees have been assigned annual online training offered by ICRMT on harassment, workplace bullying and violence prevention and stress management. Training will be completed during the month of December. 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 ended 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 test environment was upgraded to New World version 2021.1 SP3 on November 4th. It is available for testing through February 13th. KenCom has received the final portable radio count from the fire agencies and the radios will be ordered in the near future. Fire 3 is now being recorded by KenCom’s NICE recording system. 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. The camera and concrete at

Orchard/30 that was installed at the wrong location has been removed. Viper Upgrade training on backend maintenance is scheduled for December 28th. The upgrade will begin on January 3rd and is estimated to be complete by February 3rd. Wireless 9-1-1 statistics for the month of November 2021 represented 87% calls received. Text to 9-1-1 totals for the month of November 2021 were 6.

Closed Session Minutes but do not release – None

Consent Agenda – Flanders called for approval of the consent agenda. Whowell made a motion, seconded by Morel to approve the consent agenda, which includes approval of the November 2021 Treasurer’s Reports and the November 10th, 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 Fund Bills – Whowell made a motion to approve the December 2021 Operation bills, in the amount of \$172,286.19, seconded by Fox. Discussion. A roll call was taken with all eight members present voting aye. Motion carried.

Surcharge Fund Bills – Whowell made a motion to approve the December 2021 Surcharge bills, in the amount of \$45,537.94, seconded by Morel. 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.

Development of Fire 3 to be Digital – Flanders mentioned Larry Nelson had contacted him in regards to interest in some fire departments wanting to buy mobile radios. Nelson is going to bring up at the Finance Committee that if agencies are interested having KenCom make the initial purchase and the agencies reimburse KenCom when their new budgets take in effect in May.

Flanders called for New Business:

Policy and Procedures – Whowell made a motion to approve the new Hiring Policy, seconded by Fairfield. Discussion. All members present voting aye. Motion carried. Fairfield made a motion to approve the revised Auto Aid to Sugar Grove policy, seconded by Morel. Discussion. All members present voting aye. Motion carried.

Other New Business – Flanders mentioned the early registration opened up for the Tyler Conference in May which is cheaper to register early.

Flanders stated the next Operations Board Meeting is Wednesday, January 19th, 2021 at 2 p.m. at the Oswego Fire Station One, Training Room. Palko made a motion to adjourn the meeting, seconded by Morel. All members present voting aye. Meeting adjourned at 2:10 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary