

**Minutes of the KenCom Operations Board Meeting**  
**Held, Tuesday, February 16<sup>th</sup>, 2022**  
**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
Derek Hagerty	SFD	X	
Kevin Norwood	OPD	X	
Tom Meyers	MFD		X
	ATFD		X

Others Present: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director; Pamela Hurtig, KenCom Operations Manager; Bonnie Walters, KenCom Executive Assistant; Alex Marchawka, Lisbon Seward Fire Department.

Josh Flanders 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 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 she received a letter from Eric Weis stating KenCom needs to have a designated auditing official and there is a policy to approve to comply with that. Bergeron received a letter from Chief Hagerty thanking KenCom dispatchers for a great job done on a structure fire on January 9, 2022 which she read to the Board.

Staff Report – Bergeron gave a Personnel Report as follows: KenCom has hired two employees who will begin work on February 22<sup>th</sup>. Gina Belmont will be a shift supervisor and Jenna Brown will be a telecommunicator. Training as follows: In-house training during the month of February will cover mass notifications via Everbridge. TC’s, Jen P and Sarah J, will be attending an APCO CTO training course at WESCOM February 22<sup>nd</sup> and 23<sup>rd</sup>. Adam (supervisor) and Melissa (TC) are scheduled to attend the MABAS conference in Bloomington-Normal from February 23<sup>rd</sup>-25<sup>th</sup>. 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 1<sup>st</sup>. 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 New World Production environment for version 2021.1 SP3 was upgraded on Monday, February 14<sup>th</sup>, 2022. Any issues discovered should be reported to New World Support. Use [Support@KenCom911.com](mailto:Support@KenCom911.com) to request connection to the servers if working with support. The fire portable radios have been ordered with delivery anticipated for the end of March or early April. KenCom is currently unable to make conference calls on the IPflex lines which impacts our ability to use language translation services. We are working with intrados on a workaround solution for this using the phone 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 and IDOT permits which have been resubmitted with changes. The Viper upgrade was completed on February 3<sup>rd</sup>. As of February 9<sup>th</sup>, all issues caused by the upgrade have been resolved. The NG9-1-1 project will route 9-1-1 calls to PSAPs via an ESInet using IP technology rather than analog phone lines. GIS work continues throughout the State to establish boundaries for the routing of 9-1-1 calls on the IP based platform. KenCom is scheduled to go live on the ESInet on June 30<sup>th</sup>, 2022. KenCom and Grundy County 9-1-1 will be working together on this project due to the shared Viper phone system. Wireless 9-1-1 statistics for the month of January 2022 represented 88% calls received. Text to 9-1-1 totals for the month of January 2022 were 1.

Closed Session Minutes but do not release – None

Consent Agenda – Flanders called for approval of the consent agenda. Whowell made a motion, seconded by Norwood to approve the consent agenda, which includes approval of the January 2022 Treasurer’s Reports and the January 19<sup>th</sup>, 2022 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 February 2022 Operation bills, in the amount of \$168,904.93, seconded by Mikolasek. Discussion. A roll call was taken with all seven members present voting aye. Motion carried.

Surcharge Fund Bills – Whowell made a motion to approve the January 2022 Surcharge bills, in the amount of \$14,131.57, seconded by Fairfield. Discussion. A roll call was taken with all seven members present voting aye. Motion carried.

Anticipated Expenses – None

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

Development of Fire 3 to be Digital – Flanders mentioned the two portable test radios that were issued to each fire agency needs to come back to be programmed. There will be a reminder email sent with March’s board packet to bring to next month’s meeting.

988/Public Act 102-0580-CESSA – No Report.

Flanders called for New Business:

Policy and Procedures:

New Policy – Non Retaliation Policy – Fairfield made a motion to approve the Non Retaliation Policy, seconded by Mikolasek. Bergeron reviewed the policy during discussion. All members present voting aye. Motion carried.

Memorandum of Understanding with the Aurora Police Department – Whowell made a motion, seconded by Fairfield to approve the Memorandum of Understanding with the Aurora Police Department for the use of the radio channel and talkgroup access. Discussion. All members present voting aye. Motion carried.

Other New Business – None

Closed Session – None

Flanders stated the next Operations Board Meeting is Wednesday, March 16<sup>th</sup>, 2022 at 2 p.m. at the Oswego Fire Station One, Training Room. Mikolasek made a motion to adjourn the meeting, seconded by Fox. All members present voting aye. Meeting adjourned at 2:17 p.m.

Respectively Submitted,

Bonnie Walters  
Recording Secretary