

**Minutes of the KenCom Operations Board Meeting
Held, Tuesday, March 16th, 2022
2:00 p.m.**

Member	Agency	Present	Absent
Dan Schiradelly	OFD	X	
Liz Palko	MPD	X	
Bobby Richardson	KCSO	X(2:01)	
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
Alex Marchawka	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; Zach Morel, Sandwich Fire Department.

Kevin Norwood called the meeting to order and requested a roll call of the membership. Nine of the fourteen members were present which resulted in having a quorum for voting purposes.

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

Bobby Richardson joined the meeting at 2:01

Norwood called for Public Comment – None

Norwood called for Correspondence – Stein mentioned she had received recognition from the public for two different calls. Telecommunicator Jennette Welter-Fichtel took a medical call and did an amazing job keeping the caller calm and give CPR instructions which resulting in a lifesaving call. The caller wanted to recognize Jennette for saving her fiancés life. Telecommunicator Jen Powell took a call of a mother who had been in an accident with her child and was headed to get her other child. The caller wanted to recognize Jen for coordinating and making sure her daughter was picked up and going above and beyond.

Staff Report – Bergeron gave a Personnel Report as follows: Gina Belmont is wrapping up training as a call taker and will be advancing to police dispatch at the end of the week. Jenna Brown is in Phase 1 of the training program. Training as follows: In-house training during the month of March will cover Severe Weather Policy and Procedures. TCs, Jen P and Sarah J., attended an APCO CTO training course at WESCOM February 22nd and 23rd. Adam(supervisor) and Melissa (TC) attended the MABAS conference in Bloomington-Normal from February 23rd – 25th. Information as follows: A survey was sent on Friday, March 11th asking for concerns about the discontinuation of screening callers for COVID symptoms. Hearing no concerns, KenCom will discontinued that practice effective today, March 16th. Norwood asked if the COVID numbers increased for KenCom to consider putting that screening back into procedure. 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 14th, 2022. Any issues discovered should be reported to New World

Support. Use 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. The Viper phone system has the capability of using the conference feature on the IPFlex lines by changing some backend configuration on all contacts within the phone system. This will take some time to complete as we have over 700 contacts that need to be modified. 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. The LPR Committee met on March 9th and will meet again on March 30th at 1:00 p.m. to finalize the MOU and revise the public relations statement. IDOT has issued permits for all seven license plate reader cameras. Flock will install cameras mid to late April. 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 23rd, 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 February 2022 represented 88% calls received. Text to 9-1-1 totals for the month of February 2022 were 3.

Closed Session Minutes but do not release – None

Consent Agenda – Norwood called for approval of the consent agenda. Whowell made a motion, seconded by Fairfield to approve the consent agenda, which includes approval of the February 2022 Treasurer’s Reports and the February 16th, 2022 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 Fund Bills – Whowell made a motion to approve the March 2022 Operation bills, in the amount of \$163,907.89, seconded by Richardson. Discussion. A roll call was taken with all ten members present voting aye. Motion carried.

Surcharge Fund Bills – Whowell made a motion to approve the March 2022 Surcharge bills, in the amount of \$524,648.45, seconded by Fox. Discussion. A roll call was taken with all ten members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses contained in the packet. Whowell made a motion to approve a Dell Computer from IT Savvy not to exceed \$2,200.00, seconded by Fairfield. Discussion. A roll call was taken with all ten members present voting aye. Motion carried.

Norwood called for Old Business:

License Plate Reader Release – Discussed in staff report.

Development of Fire 3 to be Digital – Bergeron stated she is waiting on the fire portable radios.

988/Public Act 102-0580-CESSA – Bergeron stated she attended a stakeholders meeting through the Illinois Department of Public Health. They just awarded a contract to a company called PATH that will answer the 988 phone calls. They will begin shifting their focus on CESSA. Two advisory boards need to be created, which have not been done, and the appointment of that needs to come from the Secretary of the Illinois Department of Public Health. Bergeron stated with the work that needs to be done, January 21, 2023 is an aggressive date for the rollout of CESSA.

Norwood called for New Business:

Semi-Annual Closed Session Review – Whowell made a motion for the Closed Session meeting minutes to remain closed, seconded by Fairfield. All members present voting aye. Motion carried.

Discussion of P1/P3/P5 Usage Capabilities – Norwood stated he would like to begin discussions and get the costs to make Police 1 digital and encrypted. Bergeron stated the police radio frequency project has been completed and making all police channels digital and encrypted was not included in that project. Norwood stated Oswego Police has a vested interest to make Police 1 digital and encrypted as soon as they can and would like to see a formal bid from A Beep for what it would take to make Police 1 digital and encrypted. During discussion, Bergeron mentioned she would have to start the discussion with the Strategic Planning Committee for future planning and will put on the agenda for their next meeting.

Policy and Procedures – Stein reviewed the revised Everbridge Policy contained in the packet. Howell made a motion to approve the revised Everbridge Policy, seconded by Fairfield. Discussion. All members present voting aye. Motion carried.

Other New Business – Stein stated she has been working with Kendall County GIS and have had situations come to the attention of GIS about questions on changing addressing and who would be the authority. Stein spoke with Scott Koeppel, Kendall County Administrator, to see what the process is now in determining addressing and a process going forward. Koeppel recommended that KenCom's Operations Board vote on all address changes to have a process in place. The new process would be as follows: the address change request would go to GIS; GIS would bring to KenCom and KenCom would offer an opinion; KenCom would bring the address change request to the Operations Board for a vote; once approved Public Works and Zoning would send out the notifications to the public and the post office. Discussion ensued.

Closed Session – None

Norwood stated the next Operations Board Meeting is Wednesday, April 20th, 2022 at 2 p.m. at the Oswego Fire Station One, Training Room. Howell made a motion to adjourn the meeting, seconded by Fairfield. All members present voting aye. Meeting adjourned at 2:47 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary