

**Minutes of the Executive Board Meeting
Held Thursday, August 22nd, 2019
5:30 p.m.**

Member	Agency	Present	Absent
Matt Prochaska	Kendall County Board	X	
Dwight Baird	Kendall County Sheriff's Office	X	
David Thompson	Newark Fire District	X	
James Bateman	Bristol Kendall Fire District	X	
Darald Nelson	Village of Newark	X	
Mike Veseling	Oswego Fire District	X	
Jim Horton	Lisbon Seward Fire District		X
Larry Nelson	Member at Large	X	
Greg Witek	Little Rock Fox Fire District	X	
Chris Funkhouser	City of Yorkville	X	
Luis Perez	Village of Oswego	X	
Scott Mulliner	City of Plano	X	

Others present: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director; Bonnie Walters, Executive Assistant; Gary Schlapp, Bristol Kendall Fire Department.

Greg Witek called the meeting to order and requested a roll call of the membership. Eleven of the twelve members were present creating the necessary quorum for voting purposes.

Witek called for a motion to approve the agenda. Prochaska made a motion to approve the agenda, seconded by L. Perez. Discussion. All members present voting aye. Motion carried.

Witek called for Public Comment –None

Witek called for Correspondence – Bergeron noted Stein has been working on getting the dispatch center certified with the state of Illinois for EMS. Stein submitted the paperwork and received notification back that everything went through and KenCom is now licensed through the state of Illinois. Additionally, Bergeron received a letter from Deputy Lawson from the Kendall County Sheriff's Office thanking Neely Zuhn, Adam Votava and the shift working for their professionalism and speed during a home invasion, which was vital in the case.

Witek received notification that the County Board approved a change in members on the KenCom Executive Board as follows: Dr. Gary Schlapp from the Bristol Kendall Fire District and John Purcell and Chris Funkhouser from the City of Yorkville.

Staff Report – Bergeron gave a Personnel Report as follows: KenCom's trainee is currently in Phase II of KenCom's training program. Mike Hoffer has turned in his resignation effective Monday, July 29th, 2019. KenCom currently has one employee on extended FMLA leave. KenCom advertised for two open positions. KenCom received 104 applications and over 600 inquiries on the position on the Indeed website. Testing is scheduled for September 7th. Training as follows: KenCom Supervisors and

Administrators attended an Active Threat Integrated Response meeting on Wednesday, May 29th in Willmington. In house training was held on Tuesday, May 28th for all staff. Carmen Kaufman from Rush Copley was a guest speaker on STEMI protocols. Also covered was a review of Emergency Medical Dispatch and some fire dispatch procedures. Mindi Jahp, Cheryl Gianfrancisco, Danielle Quirk and Lynsey Ingram attended Exelon Dresden training on Monday, June 10th. Sarah Berry attended Active Shooter Rescue Task Force Training on June 3rd and 4th with the KCSO. Bonnie Walters is attending Munis training on June 25th, 27th, July 1st, August 14th, 15th, 16th, 20th, 21st, and 22nd. KenCom participated in the bi-annual NARS drill on Tuesday, July 30th. Admin staff attended Viper Phone System Customer Configuration Training on August 7th. KenCom's FOIA officers attended a FOIA information presentation at the Kendall County Courthouse on Wednesday, July 17th. Information as follows: Stein and Bergeron attended the newly formed Crisis Intervention Team meeting, created by the Oswego Police Department on Tuesday, May 28th. KenCom conducted on-scene operations from the command van during Prariefest June 13th -16th. KenCom activated the Tyler disaster recovery solution on our back-up server on June 7th due to a corrupt file on the SANs which caused a complete outage of all Tyler software. We began operating off of the back-up servers approximately 2.5 hours after we went down. County IT worked exhaustively through the weekend to stabilize operations on the back-up environment. KenCom resumed normal operations from the equipment at the primary dispatch center on June 18th. KenCom received the shipment of the new Viper Phone system on Tuesday, July 9th. Staff met with Word Systems and Grundy County to begin discussion on recording solutions for the back-up centers. KenCom hosted the Kendall County Youth Academy on July 24th and would like to thank the Sheriff's Office for including KenCom. Project Updates: GIS has submitted KenCom's PSAP boundaries to the State for NG911. The Montgomery Police data conversion was completed on Tuesday, August 6th. Bi-weekly maintenance status calls with Kim Knutsen (Tyler C-SAM) are scheduled for 9am every other Tuesday with the next meeting schedule for July 30th at 10 am. Bi-weekly status calls on the Viper upgrade will be held on Tuesdays at 9 am beginning on August 16th. West has completed their site survey for the new Viper phone system at Grundy and KenCom. Staff met with Word Systems and Grundy County to begin discussions on recording solutions for the back-up centers. Wireless 9-1-1 statistics for the month of July 2019 represented 90% of 9-1-1 calls received.

Closed Session Minutes but do not release – None

Consent Agenda – Witek called for approval of the consent agenda. Prochaska made a motion, seconded by Funkhouser to approve the consent agenda as follows:

- May 23rd, 2019 Executive Board Minutes
- Treasurer's Report – May 2019, June 2019, July 2019
- Deputy Chief Kevin Norwood from the Oswego Police Department as the primary member on the Operations Board; Chief Jeff Burgner from the Oswego Police Department as the alternate member on the Operations Board.

All members present voting aye. Motion carried.

Standing Committee Reports:

Report of the Finance Committee – Nelson stated KenCom is on budget at this point in the year. The Finance Committee was presented the new budget format and will present the full budget at next month's meeting. Nelson mentioned that he spoke with the Treasurer about the new Tyler Technologies accounting system the County is switching to and Bonnie Walters has been working on training on the new system.

Report of the Executive Board Chair – None

Report of the Operations Board Chair – None

Report of the Personnel Committee – None

Report of the Strategic Planning Committee – None

Witek called for Old Business:

Somonauk Police/Fire – Witek stated KenCom signed a contract with the Village of Somonauk three years ago because they did not want to be dispatched by DeKalb County, due to the quality and safety that KenCom represented. In the last three years, the gradient of KenCom's complexity and capabilities of dispatching and DeKalb Counties has only gotten wider. KenCom is now a PSAP off a selective router for DeKalb County, which allows calls to be hot-keyed with ALI/ANI information. Once this was completed, which was a condition of the contract, KenCom informed the Village of Somonauk that they are ready to dispatch for them. The Village of Somonauk's attorney came to the Finance Committee meeting in June and it was discussed they would like to come to an agreement to cancel the contract and discuss a payment to KenCom to cover their costs. Since that meeting, KenCom received a letter back from the Mayor of Somonauk stating they no longer want to proceed with the agreement with KenCom. The letter is contained in the packet for discussion. A resolution was drafted for the Village of Somonauk to reroute the calls directly to KenCom, which was brought up at the last village board meeting. During discussion, Witek mentioned the way KenCom's dispatch center is set up represents better service for the community, police officers and firefighters. After discussion, Witek stated the Finance Committee, Director and Assistant Director are going to continue the process with Somonauk

Grundy 9-1-1 Backup/Microwave/Fiber Radio Expansion – No Report

NG 9-1-1 Grant Phone Upgrade – Bergeron stated the training has begun, the site survey was completed and there is a go live date for the new phone system of November 20, 2019. Additionally, she sent out the IGA's for the IPflex to all the agencies that have seven digit lines that ring into KenCom. With the IPflex those lines will be put into KenCom's name and in return, KenCom would bill each agency. All agencies, with the exception of the Sheriff's Office, which will be cost neutral, will save money. Another benefit of the IPflex is if KenCom had to evacuate to the backup center, all the seven digit lines will transfer to the backup center at Grundy County. The IPflex needs to be up and running by October, so getting the IGA's back as soon as possible is important.

Microwave Radio Expansion – Montgomery – No Report

Upgrading Police 5 and/or 7 – Bergeron gave an update and stated the upgrade to Police 5 and 7 is moving forward and they have a timeline in place. Police 5 is going to become digital and eventually encrypted, Police 7 is going to remain on the analog system. Along with the upgrade is the diversification of the radio system to eliminate the single point of failure. Nelson mentioned he is having a structural analysis done on the tower at the Public Safety Center to make sure it is not overloaded.

Other Old Business – None

Witek called for New Business:

KenCom Lease – Nelson stated the first term of KenCom's lease with the County is for ten years to repay for the buildout. After that, there is an option for two more five-year terms and for years 11 through 20 the lease drops in payment. There is a provision that we have to give notice that KenCom wants to executive the five-year term twelve months in advance. The current term is up at the end of 2022. Nelson mentioned in the next five years they need to be prepared to possibly pay for a new air conditioner/heating system. In the lease, KenCom is responsible for maintenance and/or replacement after the initial \$5,000.00. Discussion ensued.

Governance – OMA Training Certificate – Nelson noted KenCom needs a copy of all the board members OMA training certificates to maintain a copy on file at KenCom. Additionally, Bergeron stated the State’s Attorney’s office in conjunction with the Attorney General’s office is hosting a training for the Open Meetings Act on Thursday, September 19th at 5:30 p.m.

Change to Finance Committee Members – Witek stated the Finance Committee consists of a fire representative, city representative, county board representative, Sheriff’s office, member at large and the Operations Board. At the last Finance Committee, the new police chief of Yorkville asked to be considered as an additional member on the Finance Committee. Thompson made a motion to add the KenCom Personnel Committee Chair James Jensen as a member on the Finance Committee, seconded by Prochaska. Discussion ensued. All members present voting aye. Motion carried.

Executive Board Closed Session Audio Destruction – None

Net Motion License Maintenance Reimbursement – No Report

Other business from the floor – Bergeron stated the City of Aurora broke away from the Kane County ETSB due to consolidation with the state and joined the Naperville ETSB. They realized they were not getting enough funds for their population for surcharge and put a hold on the funds that were being disbursed for certain zip codes which some affect KenCom. KenCom will receive a lower percentage in the future for the Aurora zip codes. Bergeron did a manual calculation where the Aurora, Kendall and Kane County boundaries meet, after reviewing the IGA they have with Kane County she realized they never changed what they should be paying KenCom for the 60538 zip code. Bergeron did a manual lookup using tax information provided by Kane County that shows the site zip code and whose police/fire jurisdiction it is. All the documentation was provided to the Kane County ETSB, Jerry Bleck. Bergeron received an email back from Jerry Bleck, which was contained in the packet for review, wanting to use an independent vendor to obtain postal zip code data. Bergeron noted her concern is she is not sure how long it will take before an agreement is made with Kane County and how they are going to split the 60538 zip code. There was a consensus by the board for the Director to contact the state and have them hold the funds for the 60538 zip code until an agreement is made.

Closed Session – None

The next scheduled Executive Board Meeting is Thursday, September 26th, 2019 at 5:30 p.m. Prochaska made a motion to adjourn the meeting, seconded by D. Nelson. All members present voted aye. Motion carried. The meeting was adjourned at 6:45 p.m.

Meeting recorded by Bonnie Walters.

Respectfully Submitted,

Dwight Baird
Secretary