

**Minutes of the KenCom Operations Board Meeting
Held, Thursday, June 19th, 2019
2:00 p.m.**

Member	Agency	Present	Absent
Josh Flanders	OFD	X	
Phil Smith	MPD	X	
Mike Peters	KCSO	X	
Tim Fairfield	BKFD		X
Johnathan Whowell	PPD	X	
Behr Pfizenmaier	YPD	X	
Joe Severson	Village of Newark		X
Dave Kellogg	NFD		X
Dave Jordan	LRFFD	X	
Tim Wallace	LSFD	X	
Nathan King	SFD	X	
Kevin Norwood	OPD	X	
Thomas Meyers	MFD	X	
Dave Kunkel	ATFD		X

Others Present: Lynette Bergeron, KenCom Director; Jennifer Stein, KenCom Assistant Director; Bonnie Walters, KenCom Executive Assistant; Patrick Pope, Lisbon Seward Fire Department; Jennette Welter-Fichtel, KenCom Supervisor.

Josh Flanders called the meeting to order and requested a roll call of the membership. Ten 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 Norwood. Discussion. All members present voting aye. Motion carried.

Flanders called for Public Comment – None

Flanders called for Correspondence – None

Staff Report – Bergeron gave a report as follows: Personnel as follows: One new employee started on May 6th, 2019 and is currently in Phase I of KenCom’s training program. KenCom will be conducting new applicant testing in the near future. 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 quest 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 Lindsey 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. Information as follows: KenCom Administrators attended a training/demo of the new Tyler Munis software the County has purchased for account payables and receivables on Wednesday, May 15th and May 31st. 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 for the command van during Prairiefest 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. KenCom began operating off 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. CAD Project Updates as follows: GIS is currently working on KenCom's PSAP boundaries for submission to the State for NG911. Bi-weekly maintenance status calls with Kim Knutsen (Tyler C-SAM) are scheduled for 9 a.m. every other Tuesday with the next meeting scheduled for July 9th and at 10 a.m. Wireless 9-1-1 statistics for the month of May 2019 represented 89% of 9-1-1 calls received.

Closed Session Minutes but do not release – None

Consent Agenda – Flanders called for approval of the consent agenda. Whowell made a motion, seconded by Wallace to approve the consent agenda which includes approval of the May 2019 Treasurer's Report and the May 23rd, 2019 Operations Board Minutes. All members present voting aye. Motion carried.

Flanders called for the Standing Committee Reports:

Strategic Planning Committee – Bergeron noted there was not a quorum and was an informational meeting only. They received A Beep's final quotes for converting police 5 and police 7 and for the buildout of the microwave between KenCom and Grundy County.

Finance Committee Report:

Operation Bills – Whowell made a motion to approve the June 2019 bills for payment in the amount of \$273,874.81 seconded by Peters. Discussion. A roll call was taken with all ten members present voting aye. Motion carried.

Surcharge Bills – Meyers made a motion to approve the June 2019 bills for payment in the amount of \$28,325.37 seconded by Peters. Discussion. A roll call was taken with all ten members present voting aye. Motion carried.

Anticipated Expenses – None

Flanders called for Old Business:

Officer Self-Initiated Calls – Bergeron stated they are going to schedule their final meeting and will bring back to the board when finalized.

NG 9-1-1 Grant Phone Upgrade – Bergeron mentioned the five-year maintenance contract is on the finance agenda for approval. The equipment will be ordered once the contract is approved.

Letter to Citizens for Everbridge Special Needs Notifications – Bergeron noted they turned off the option in Everbridge to allow the citizens to put in special needs information due to not having a way to extract that information. After it was shut off a report had been run and they have a list of people that had put information in. The letter contained in the packet will be sent out to those individuals to give them different avenues for that information. Smith made a motion to approve the Everbridge Letter as written, seconded by Whowell. Discussion. All members present voting aye. Motion carried.

Somonauk Police – Bergeron stated they would like to come to KenCom to discuss the current contract that they are in and are on the agenda for the finance committee meeting. There is a possibility that Somonauk Police will not be staying with KenCom to be dispatched and remain being dispatched by DeKalb County.

Flanders called for New Business:

Policy and Procedures – Smith made a motion to approve the following policies: Employee Expense Reimbursement; Dress Code Policy; Rerouting CDC's, seconded by Whowell. Discussion. All members present voting aye. Motion carried.

Other New Business – Bergeron noted on June 9th between the hours of 0131 and 0516 hours the nice recording system was not recoding any calls. This was found when a supervisor went to pull a call. Bergeron contacted Word Systems and they are currently applying a fix. At this time, they do not know if the audio is permanently gone or if able to be retrieved. Discussion ensued. Bergeron stated in the past couple of months they have sent two employees to two different providers for Active Shooter Response trainings and they received different information. KenCom currently does not have a plan for an active shooter and would like to begin working on putting a plan in place. After discussion, the board guided staff to research what they want the protocol to be and bring back to the board.

Closed Session – None

Flanders stated the next Operations Board Meeting is Wednesday, July 17th, 2019 at 2 p.m. at KenCom Public Safety Center, Lower Level. Whowell made a motion to adjourn the meeting, seconded by Smith. All members present voting aye. Meeting adjourned at 2:23 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary