

**Minutes of the KenCom Operations Board Meeting  
Held, Thursday, July 17<sup>th</sup>, 2019  
2:00 p.m.**

| <b>Member</b>                 | <b>Agency</b>     | <b>Present</b> | <b>Absent</b> |
|-------------------------------|-------------------|----------------|---------------|
| Josh Flanders,<br>Chairman    | OFD               |                | X             |
| Phil Smith                    | MPD               | X              |               |
| Mike Peters, Vice<br>Chairman | 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             |
| James Jensen                  | 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; Jennette Welter-Fichtel, KenCom Supervisor; Kevin Norwood, Oswego Police Department.

Mike Peters 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.

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

Peters called for Public Comment – None

Peters called for Correspondence – None

Staff Report – Bergeron gave a report as follows: Personnel as follows: KenCom’s trainee is currently in Phase I of KenCom’s training program and will be advancing to Phase II at the end of this month. Mike Hoffer has turned in his resignation effective Monday, July 29<sup>th</sup>, 2019. KenCom currently has one employee on extended FMLA leave. KenCom will be conducting new applicant testing in the near future. Training as follows: Bonnie Walters attended Munis training on June 25<sup>th</sup>, 27<sup>th</sup> and July 1<sup>st</sup>. Viper Phone System Customer Configuration Training is scheduled for August 6<sup>th</sup> and 7<sup>th</sup>. Information as follows: KenCom received the shipment of the new Viper Phone system on Tuesday, July 9<sup>th</sup>. Staff met with Word System and Grundy County to begin discussions on recording solutions for the back-up centers. KenCom will be hosting the Kendall County Youth Academy on July 24<sup>th</sup>. 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 9am every other Tuesday with the next meeting scheduled for July 30<sup>th</sup> at 10am. Bi-weekly status calls on the Viper upgrade will be held on Tuesdays at 9am beginning on July 23<sup>rd</sup>. Wireless 9-1-1 statistics for the month of June 2019 represented 91% of 9-1-1 calls received. Bergeron noted Stein set up a critical debriefing at

Oswego Fire Station 1 on July 18<sup>th</sup> at 7:00 p.m., for the fatal structure fire which is available for dispatch and all responding agencies. Bergeron gave an update on the intermittent radio problems they were having. A Beep had been out and thought they had located the source causing the problems, but the issues continued. Lengthy discussion ensued. During discussion, Meyers asked if the radio system at KenCom goes down during large storms what is the backup plan. Stein mentioned developing an emergency plan for the dispatchers with steps to take in those situations. Discussion continued.

Closed Session Minutes but do not release – None

Consent Agenda – Peters called for approval of the consent agenda. Jensen made a motion, seconded by Fairfield to approve the consent agenda which includes approval of the June 2019 Treasurer’s Report and the June 19<sup>th</sup>, 2019 Operations Board Minutes. All members present voting aye. Motion carried.

Peters called for the Standing Committee Reports:

Strategic Planning Committee – No Report

Finance Committee Report:

Operation Bills – Smith made a motion to approve the July 2019 bills for payment in the amount of \$229,598.13 seconded by Fairfield. Discussion. A roll call was taken with all eight members present voting aye. Motion carried.

Surcharge Bills – Fairfield made a motion to approve the July 2019 bills for payment in the amount of \$365,155.56 seconded by Whowell. Discussion. A roll call was taken with all eight members present voting aye. Motion carried.

Anticipated Expenses – None

Peters called for Old Business:

Officer Self-Initiated Calls – Bergeron stated they had a meeting and finalized the call for service codes for officer self-initiated calls. There will not be status checks on these calls and KenCom will not be involved in any way. They would like to do an August 1<sup>st</sup> start date. Stein created a policy and would like to leave in draft form in the case changes are necessary as they roll it out. Smith made a motion for the Self-Initiated Dispatch policy to remain in draft mode, seconded by Whowell. Discussion. All members present voting aye.

NG 9-1-1 Grant Phone Upgrade – Reviewed in the staff report.

Somonauk Police – Bergeron stated the Village of Somonauk’s attorney came to the last Finance Committee meeting about potentially getting out of their contract and the cost to do so. The direction from the Finance Committee was for their attorney to go back to the Village of Somonauk and bring back an offer for consideration.

Peters called for New Business:

Policy and Procedures – Smith made a motion to approve the policies as follows: Timesheets and Obtaining and Verifying Location Information, seconded by Jensen. Discussion. All members present voting aye. Motion carried.

Other New Business – Bergeron had requested audio from DeKalb County and noticed they were transferring 9-1-1 calls on seven digit lines instead of 9-1-1. They have had discussions with DeKalb County on the transfer of the 9-1-1 calls with the use of the equipment put in by Frontier and AT&T.

Closed Session – None

Peters stated the next Operations Board Meeting is Wednesday, August 14<sup>th</sup>, 2019 at 2 p.m. at KenCom Public Safety Center, Lower Level. Whowell made a motion to adjourn the meeting, seconded by Pfizenmaier. All members present voting aye. Meeting adjourned at 2:36 p.m.

Respectively Submitted,

Bonnie Walters  
Recording Secretary