

**Minutes of the KenCom Operations Board Meeting  
Held, Tuesday, February 15<sup>th</sup>, 2023  
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	
James Bateman	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
Zach Morel	SFD		X
Kevin Norwood	OPD	X	
Tom Meyers	MFD		X
	ATFD		X

Others Present: Lynette Bergeron, KenCom Director; Jennifer Stein, KenCom Assistant Director; Pamela Hurtig, KenCom Assistant Director of Administration, Gina Belmont, Assistant Director of Operations; Bonnie Walters, KenCom Executive Assistant; Sarah Jenkins, KenCom Supervisor; Chris Biggs, Oswego Police Department; Derek Forseth; Little Rock Fox Fire Department.

Josh Flanders called the meeting to order and requested a roll call of the membership. Seven of the fourteen members were present, resulting in having a majority of a quorum for voting purposes.

Flanders called for approval of the agenda. Richardson 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 – Bergeron reported that Pamela Hurtig has been promoted to Assistant Director of Administration, Gina Belmont has been promoted to Assistant Director of Operations and Sarah Jenkins has been promoted to Supervisor.

Staff Report – Bergeron gave a Personnel Report as follows: Pamela Hurtig and Gina Belmont were promoted to Assistant Director. Sarah Jenkins was promoted to supervisor, filling the vacant position. KenCom is currently down three positions. One employee is on FMLA. KenCom is currently advertising for the open Telecommunicator positions. The deadline is February 22. Training as follows: Jenny Burkart and Brooke Gatto will be attending the Illinois MABAS Dispatcher Summit in Bloomington Normal from Feb 22<sup>nd</sup> through 24<sup>th</sup>. Sarah Jenkins provided one-on-one training to staff for the Flock software. Project updates as follows: New World test environment was upgraded on February 9<sup>th</sup>. All agencies should be testing the new version. The production environment is scheduled for April 12<sup>th</sup>, 2023. The Exagrid primary site is complete and backing up records. CESSA Protocols & Standards Committee and Regional Committees have been meeting. At the last CESSA meeting on February 6<sup>th</sup> the Standards and Protocols meeting did present their first draft of a matrix that dispatchers are going to use to help determine if they are sending a call to 9-8-8, dispatching police, or dispatching EMS. It consists of four tiers, three of the four would involve sending police and there was pushback by CESSA that they do not want police responding to three of the four tiers. They have to create training and curriculum for telecommunicators for all venues of the State of Illinois for response times. Discussion ensued.

Miscellaneous as follow: Activation of the emergency alert button on the fire portable radios gives a visual indicator on the consoles but no audible alert, which is different from the police portable radios. A Beep, with the help of Oswego Fire, discovered a program setting that is preventing the activation of the

audible alarm. More information to come on what the next steps will be for reprogramming the portable radios. Kendall County 2-1-1 officially launched on February 7<sup>th</sup>, 2024. Text to 9-1-1 totals for the month of January was 10.

Closed Session Minutes but do not release – None

Consent Agenda – Flanders called for approval of the consent agenda. Mikolasek made a motion, seconded by Fox to approve the consent agenda, which includes approval of the January 2023 Treasurer's Reports and the January 18<sup>th</sup>, 2023 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 2023 Operation bills, in the amount of \$157,539.94, seconded by Mikolasek. Discussion. A roll call was taken with all seven members present voting aye. Motion carried.

Surcharge Fund Bills – Mikolasek made a motion to approve the February 2023 Surcharge bills, in the amount of \$11,476.31, seconded by Norwood. During discussion, Nelson mentioned that Jennifer Stein will be coming to the Executive Board meeting next Thursday to be presented with her plaque. A roll call was taken with all seven members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses that are contained in the packet. Whowell made a motion to purchase Frontline QA/QI software for an amount not to exceed \$2,500.00, seconded by Richardson. Discussion. A roll call was taken with all seven members present voting aye. Motion carried.

Flanders called for Old Business:  
988/Public Act 102-0580-CESSA – Discussed in the staff report.

Flock Discussion – To be discussed with the revised policy.

Economic Interest Statement Reminder – Bergeron stated all Board Members should have received an email from Debbie Gillette to complete an Economic Interest Statement online and is due by May 1<sup>st</sup>.

Flanders called for New Business:

Policy and Procedures – Richardson made a motion to approve the revision of the License Plate Reader Policy, seconded by Palko. During discussion, Norwood stated Oswego Police is using the system more and more and wanted to make sure if any other agencies needed help with training he could be used as a resource. Oswego Police currently has four additional cameras. Discussion continued on sending any success stories to KenCom to keep track of. All members present voting aye. Motion carried.

Nomination of Vice Chairman – Richardson make a motion to nominate Ray Mikolasek for the Operations Board Vice Chairman to replace Kevin Norwood, seconded by Whowell. Discussion. All members present voting aye. Motion carried.

Union Negotiations Update – Bergeron stated they had three meetings and the union has already voted and accepted the new contract. The contract will be presented to the Executive Board next week for final approval. The total cost of attorney fees was \$611 because they did not have an attorney at the table and it went well.

Other New Business – None

Closed Session –

Flanders stated the next Operations Board Meeting is Wednesday, March 15<sup>th</sup>, 2023 at 2:00 p.m. at Kendall County Public Safety Center, Lower Level Conference Room. Mikolasek made a motion to adjourn the meeting, seconded by Fox. All members present voting aye. The meeting adjourned at 2:29 p.m.

Respectively Submitted,

Bonnie Walters  
Recording Secretary