

Minutes of the KenCom Operations Board Meeting
Held, Thursday, September 18th, 2019
2:00 p.m.

Member	Agency	Present	Absent
Josh Flanders, Chairman	OFD		X
Armando Sanders	MPD		X
Mike Peters, Vice Chairman	KCSO	X	
Tim Fairfield	BKFD		X
Jonathan Whowell	PPD	X	
Behr Pfizenmaier	YPD	X	
Joe Severson	Village of Newark		X
Dave Kellogg	NFD		X
Dave Jordan	LRFFD		
Tim Wallace	LSFD	X	
Nate King	SFD		X
Kevin Norwood	OPD	X	
Tom Meyers	MFD		X
Dave Kunkel	ATFD		X

Others Present: Lynette Bergeron, KenCom Director; Jennifer Stein, KenCom Assistant Director; Jennette Welter-Fichtel, KenCom Supervisor; Liz Palko, Montgomery Police Department; Ray Mikolasek, Yorkville Police Department.

Mike Peters called the meeting to order and requested a roll call of the membership. Five of the fourteen members were present which resulted in having a majority of a quorum for voting purposes.

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

Peters called for Public Comment – None

Peters called for Correspondence – Bergeron noted they received a thank you card from Jake Pruski’s family. Bergeron also received a thank you from the Kendall County Sheriff’s Office for KenCom’s involvement in the youth academy that was offered by the Sheriff’s Office for the first time this year.

Staff Report – Bergeron gave a Personnel Report as follows: KenCom’s trainee is currently in the Shadow Phase of KenCom’s training program and is expected to be released from training at the end of the week. Mike Hoffer has accepted the position of QA Analyst. KenCom currently has one employee on FMLA leave. Jennette Welter-Fichtel has stepped down from her position as Shift Supervisor and will no longer provide GIS support but will remain employed with KenCom as a telecommunicator effective December 1st. KenCom advertised for two open positions. KenCom received 103 applications and 614 inquiries for the position on the Indeed website. The written exam was given to 56 applicants on Saturday, September 7th. Speed interviews were conducted on Saturday, September 14th with 22 applicants in attendance. Sheila Roberts has resigned from KenCom with an effective date to be determined around the beginning of October. KenCom has posted a job ad on Indeed to fill the vacancy for part-time Administrative Assistant. Training as follows: KenCom will be sending two employees to a training class in DeKalb; “Positive Interactions with Difficult People” on October 22nd or 23rd. Staff will be attending the Open

Meetings Act Training presented by the Attorney General's Office on Thursday, September 19th at 5:30 p.m. at the Kendall County Jury Assembly Room. Staff will be attending a First Net Regional Session in Plainfield on Wednesday, October 2nd. Staff will be attending the Tyler New World I3 User Group in Elgin on Tuesday, October 8th. KenCom has been in discussion with Kendall County GIS in reference to their future, ongoing GIS support. KenCom and Kendall County Court Services are in the process of finalizing an IGA for dispatch services. Court Services estimated annual CAD count is 700. Staff will be meeting with Will and Grundy Counties on Wednesday, September 25th to discuss PSAP boundaries for submission to the State for NG911 GIS requirements. New Word release 2019.2 will be installed on the test environment on 9/27/19. Users should conduct testing on the system before the production upgrade is done on 01/21/2020. Tyler status calls with Kim Knutsen are now monthly instead of bi-weekly. Bi-weekly status calls on the Viper upgrade will be held on Tuesdays at 9 a.m. beginning on July 23rd. The new version of the Tyler New World Webview was installed, however it is not functioning properly and Tyler is in the process of getting these issues corrected. Notifications will be sent when a new training date has been determined. Power Phone will be conducting a demo on their CAD integrated EMD software, "Total Response" on Monday, September 30th at 10 a.m. The demo will last approximately 45 minutes and can be attended remotely. KenCom along with the Little Rock Fox Fire Department will be attending a banquet for Cardiac Run of the Year on Wednesday, September 18th at 7 p.m. at Rush Copley. Wireless 9-1-1 statistics for the month of August 2019 represented 90% of 9-1-1 calls received.

Closed Session Minutes but do not release – None

Consent Agenda – Peters called for approval of the consent agenda. Whowell made a motion, seconded by Norwood to approve the consent agenda, which includes approval of the August 2019 Treasurer's Report and the August, 14th, 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 – Whowell made a motion to approve the September 2019 bills for payment in an amount of \$184,004.77 seconded by Wallace. Discussion. A roll call was taken with all five members present voting aye. Motion carried.

Surcharge Bills – Whowell made a motion to approve the September 2019 bills for payment in an amount of \$271,723.21 seconded by Norwood. Discussion. A roll call was taken with all five members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses as follows: The purchase of a new NetClock that will have multiple ports that will enable a sync between the CAD and phone system for a cost not to exceed \$8,000. Whowell made a motion to approve and move forward to the Finance Committee, the purchase of a NetClock for an amount not to exceed \$8,000, seconded by Pfizenmaier. Discussion ensued. A roll call was taken with all five members present voting aye. Motion carried.

Peters called for Old Business:

Officer Self-Initiated Calls – Bergeron noted contained in the packet is statistical reports of the usage of the new call types over the month of August. Brief discussion ensued.

NG 9-1-1 Grant Phone Upgrade – Bergeron noted the kickoff documents are contained in the packet to review.

Somonauk Police – No report.

Peters called for New Business:

Policy and Procedures – Stein reviewed the policies contained in the packet as follows: Reimbursement for Jury Duty (new); Auto Aid for Sugar Grove (revised); Self-Initiated Calls for Service (revised). Whowell made a motion to approve the new Reimbursement for Jury Duty policy as written; the revised Aurora Aid for Sugar Grove and Self-Initiated Calls for Service as written, seconded by Norwood. Discussion. All members present voting aye. Motion carried.

2020 Operations Board Meeting Schedule – Wallace made a motion to approve the 2020 Operations Board meeting schedule with the amendment of the November 11, 2020 meeting being moved to November 10, 2020, seconded by Whowell. Discussion. All members present voting aye. Motion carried.

Other New Business – None

Closed Session – None

Peters stated the next Operations Board Meeting is Wednesday, October 16th, 2019 at 2 p.m. at KenCom Public Safety Center, Lower Level. Whowell made a motion to adjourn the meeting, seconded by Norwood. All members present voting aye. Meeting adjourned at 2:35 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary