

**Minutes of the KenCom Operations Board Meeting
Held, Tuesday, March 15th, 2023
2:00 p.m.**

Member	Agency	Present	Absent
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
Derek Forseth	LRFFD	X	
Patrick Pope	LSFD		X
Zach Morel	SFD		X
Chris Biggs	OPD	X	
Tom Meyers	MFD		X
	ATFD		X

Others Present: Lynette Bergeron, KenCom Director; Pamela Hurtig, KenCom Assistant Director of Administration, Gina Belmont, Assistant Director of Operations; Bonnie Walters, KenCom Executive Assistant; Sarah Jenkins, Kevin Norwood, Oswego Police Department.

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

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

Flanders called for Public Comment – None

Flanders called for Correspondence – None

Staff Report – Bergeron gave a Personnel Report as follows: The vacant Lead Trainer position has been filled by Bill Linder. KenCom is currently down three positions. One employee is on FMLA. KenCom is currently advertising for the open Telecommunicator positions. The deadline is March 17th. Training as follows: On March 8th, Lynsey Sobieraj and Jennifer Burkart attended the APCO Leadership Symposium for telecommunicators. On March 9th, Adam Votava and Sarah Jenkins attended the APCO Leadership Symposium for supervisors. On March 10th, Gina Belmont, Pamela Hurtig, and Lynette Bergeron attended the APCO Leadership Symposium for Management. In-House March skills training is Fire Dispatching. Project updates as follows: There was an issue discovered in the New World Upgrade to 2022.2 version software upgrade that was installed on the test environment, and there is a fix for the issue in version 2022.3. The test environment will have the 2022.3 version installed on April 7th, and the new date for the production upgrade has been moved to July 26th. The Exagrid primary site is complete and backing up records. The next step is to set up the backup system in Grundy and test the replication of data. CESSA Protocols & Standards Committee and Regional Committees have been meeting. Nothing new to report. KenCom is in the process of purchasing Frontline for our new QA (Quality Assurance) and DOR (Daily Observation Reports) Software. Miscellaneous as follow: Telecommunicator Week is April 9th – 15th. We are very proud of the awesome team of dispatchers we have here at KenCom, Happy TC week! More information to come on what the next steps will be for reprogramming the fire portable radios to repair the issue with the alert activation sounding in KenCom. Text to 9-1-1 totals for the month of February was 8.

Closed Session Minutes but do not release – None

Consent Agenda – Flanders called for approval of the consent agenda. Richardson made a motion, seconded by Mikolasek to approve the consent agenda, which includes approval of the February 2023 Treasurer’s Reports and the February 15th, 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 March 2023 Operation bills, in the amount of \$203,409.75, seconded by Mikolasek. Discussion. A roll call was taken with all eight members present voting aye. Motion carried.

Surcharge Fund Bills – Richardson made a motion to approve the March 2023 Surcharge bills, in the amount of \$93,222.81, seconded by Biggs. Discussion. A roll call was taken with all eight members present voting aye. Motion carried.

Anticipated Expenses – None

Flanders called for Old Business:

Vice Chairman – Whowell made a motion to appoint Ray Mikolasek as the Operations Board Vice Chairman, seconded by Fox. All members present voting aye. Motion carried.

Economic Interest Statement – Reminder to all Board Members to fill out the Economic Interest Statement by May 1st and include KenCom on the form.

Flanders called for New Business:

Policy and Procedures – None

Other New Business – None

Closed Session – None

Flanders stated the next Operations Board Meeting is Wednesday, April 19th, 2023 at 2:00 p.m. at Kendall County Public Safety Center, Lower Level Conference Room. Whowell made a motion to adjourn the meeting, seconded by Mikolasek. All members present voting aye. The meeting adjourned at 2:16 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary