

**Minutes of the KenCom Operations Board Meeting**  
**Held, Tuesday, May 25<sup>th</sup>, 2023**  
**2:00 p.m.**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Dan Schiradelly	OFD	X	
Ismel Diaz	MPD	X	
Bobby Richardson	KCSO		X
Tim Fairfield	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; Bonnie Walters, KenCom Executive Assistant; Jason Bastin, Oswego Police Department.

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

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

Mikolasek called for Public Comment – None

Mikolasek called for Correspondence – None

Staff Report – Bergeron gave a Personnel Report as follows: KenCom is currently down four positions. Full interviews were completed with eight applicants. Second interviews are being conducted with six applicants. KenCom staff have started conducting background checks. Training as follows: In-House May training will focus on handling stress and negativity in the workplace. Project updates as follows: The New World upgrade test environment was installed with the 2022.3 version on April 7<sup>th</sup>, and the date for the production upgrade is July 26<sup>th</sup>. Make sure to log into the test environment and verify all systems are working as they should be. Any issues should be reported directly to Tyler support. The Exagrid primary site is complete and backing up records and is also backing up Grundy County. CESSA Protocols & Standards Committee and Regional Committees have been meeting. The July 1<sup>st</sup>, 2023 deadline has been pushed back to July 1<sup>st</sup>, 2024. KenCom purchased Frontline for our new QA (Quality Assurance) and DOR (Daily Observation Reports) Software, and the build process has started. Miscellaneous as follow: Alert Activation fire portable radios update. Josh Flanders and ABeep met on May 11<sup>th</sup> to do additional testing. After testing, they have the correct settings for all fire portable radios. ABeep will be changing all of the fire agency radio code plugs to include the change for correcting the issue with no audio from an alert activation in dispatch. Scheduling of all fire portable radios will need to occur once the radio code plugs have been changed. More information to come for scheduling. The Village of Oswego has invited Bergeron to participate in stakeholder interviews for their next Chief of Police that took place today from 12:45 pm to 2:00 pm. Text to 9-1-1 totals for the month of April was 7.

Closed Session Minutes but do not release – None

Consent Agenda – Mikolasek called for approval of the consent agenda. Schiradelly made a motion, seconded by Forseth to approve the consent agenda, which includes the following:

- Approval of the April 2023 Treasurer’s Reports
- Approval of the April 19<sup>th</sup>, 2023 Operations Board Minutes.
- Approval for Jason Bastin to replace Jeff Burgner as a member representing the Operations Board on the Finance Committee.

All members present voting aye. Motion carried.

Mikolasek called for the Standing Committee Reports:  
Strategic Planning Committee – No Meeting

Finance Committee Report:

Operation Fund Bills – Mikolasek stated the Operations Fund Bills were approved by the Finance Committee on May 18<sup>th</sup> and are in the packet for informational purposes.

Surcharge Fund Bills – Mikolasek stated the Surcharge Fund Bills were approved by the Finance Committee on May 18<sup>th</sup> and are in the packet for informational purposes.

Anticipated Expenses – None

Mikolasek called for Old Business:

Upgrading P1 & P3 – Bergeron stated P5 is currently digital and encrypted, but P1, P3, and P7 are not. The Operations Board is working to get P1 and P3 upgraded. They did receive a quote from A Beep in order to upgrade the current system to make P1 and P3 digital and encrypted. Bergeron stated now that she has the quote there will be more discussions at next month’s Operations Board meeting. The estimated timeframe for the project to be completed is in the fall. Discussion ensued.

Mikolasek called for New Business:

Policy and Procedures – None

Semi-Annual Closed Session Review – Shiradelly made a motion for the Operations Board Closed Session Meeting Minutes to remain closed, seconded by Biggs. All members present voting aye. Motion carried.

Other New Business – None

Closed Session – None

Mikolasek stated the next Operations Board Meeting is Wednesday, June 14<sup>th</sup>, 2023; KenCom Public Safety Dispatch, Lower Level Conference Room, 1100 Cornell Ln, Yorkville at 2:00 p.m. Forseth made a motion to adjourn the meeting, seconded by Whowell. All members present voting aye. The meeting adjourned at 6:38 p.m.

Respectively Submitted,

Bonnie Walters  
Recording Secretary