

**Minutes of the KenCom Operations Board Meeting
Held, Tuesday, June 14th, 2023
2:00 p.m.**

Member	Agency	Present	Absent
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; Gina Belmont, KenCom Assistant Director of Operations; 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. Five of the fourteen members were present, resulting in having a majority of a quorum for voting purposes.

Mikolasek called for approval of the agenda. Fairfield made a motion to approve the agenda as submitted, seconded by Whowell. 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: Dianne Vaillancourt will be retiring from KenCom effective June 30th, 2023. Dianne is the longest-tenured employee in KenCom’s history of 31-plus years. Dianne started her career on September 18th, 1991 at the old Sheriff’s Office on the south side of Yorkville. KenCom is currently down four positions. Four applicants have been given conditional offers of employment pending background and physical exams. The tentative start date is June 26th, 2023. Training as follows: In-House June training will focus on NARS and TTY. Project updates as follows: The New World upgrade test environment was installed with the 2022.3 version on April 7th, and the date for the production upgrade is July 26th. 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 in Grundy County. CESSA Protocols & Standards Committee and Regional Committees have been meeting. The July 1st, 2023 deadline has been pushed back to July 1st, 2024. KenCom purchased Frontline for our new QA (Quality Assurance) and DOR (Daily Observation Reports) Software, and the build process has started. KenCom has purchased PowerPhone Total Response EMD software, and the project kickoff meeting is scheduled for this week. Misc Information as follows: Alert Activation fire portable radios update. Josh Flanders and ABeep met on May 11th 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. Text to 9-1-1 totals for the month of May was 12.

Closed Session Minutes but do not release – None

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

- Approval of the May 2023 Treasurer's Reports
- Approval of the May 25th, 2023 Operations Board Minutes.

All members present voting aye. Motion carried.

Mikolasek called for the Standing Committee Reports:

Strategic Planning Committee – Whowell stated they met yesterday and talked about short-term and long-term goals. Whowell gave an overview of items discussed: The police channels were discussed to go all digital and possibly encryption later on. There were concerns about the increase of FOIA's if KenCom goes all encryption. One of the long-term goals was to think of strategic planning for the upgrade of the radio expansion. The second tower project is ready and they need to get a Memorandum of Understanding with the County with the footprint.

Finance Committee Report:

Operation Fund Bills – Fairfield made a motion to approve the June 2023 Operation bills, in the amount of \$177,174.62, seconded by Whowell. Discussion. A roll call was taken with all five members present voting aye. Motion carried.

Surcharge Fund Bills – Fairfield made a motion to approve the June 2023 Surcharge bills, in the amount of \$390,788.73, seconded by Biggs. Discussion. A roll call was taken with all five members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses contained in the packet. Fairfield made a motion to approve the Low Profile KVM computer for administration of the Viper Phone System not to exceed \$2,302.00, seconded by Whowell. A roll call was taken with all five members present voting aye. Motion carried.

Bergeron stated they had many groups that did a lot of CAD paging through the CAD system. The wireless carriers are trying to prevent spam from being sent via text so they are putting in blocks. All of those groups had to be moved off of the CAD paging system into Everbridge. Tyler New World recommended reaching out to Verizon to purchase software called EMAG which is \$75 per month. With this particular software, you can set up a paging group that will page off of a call for service type. Verizon has a platform where they whitelist the domain, IPs, and emails so the other carriers see it is whitelisted and allows it to go through. There was a consensus by the board to move forward to the Finance Committee.

Mikolasek called for Old Business:

Upgrading P1, P3 & P7 – Bergeron stated she received a quote from A Beep to do the upgrade and move forward with upgrading P1, P3 & P7 to digital. Whowell made a motion to recommend to the Finance Committee to move forward in upgrading P1, P3 & P7 to digital, seconded by Biggs. All members present voting aye. Motion carried.

Mikolasek called for New Business:

Policy and Procedures – Hurtig reviewed the revised policies contained in the packet. Whowell made a motion to approve the revised policies as follows: Security Cameras; Service Level Standard; Smoking; Time Sheets; Travel Meal and Lodging; Secondary Employment, seconded by Biggs. All members present voting aye. Motion carried.

FOIA/Tape Request Increases – Bergeron stated currently Amber, the Administrative Assistant, is at 15 hours per week and the FOIA's have dramatically increased, and we are unable to keep up. Amber also does all the Tape Requests from our agencies and many other miscellaneous jobs. Bergeron believes we will only see an increase in FOIA's. Bergeron is recommending increasing; when needed, Amber's hours not to exceed 28 hours per week. Whowell made a motion to recommend to the Finance Committee to increase the Administrative Assistant's hours not to exceed 28 hours per week, seconded by Fairfield. All

members present voting aye. Motion carried. Bergeron stated the other item they have been noticing is the police agencies are not doing police reports, only CAD notes, and referring the public to KenCom for the CAD ticket.

Other New Business – None

Closed Session – None

Mikolasek stated the next Operations Board Meeting is Wednesday, July 19th, 2023; KenCom Public Safety Dispatch, Lower Level Conference Room, 1100 Cornell Ln, Yorkville at 2:00 p.m. Whowell made a motion to adjourn the meeting, seconded by Biggs. All members present voting aye. The meeting adjourned at 2:30 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary