

Minutes of the KenCom Operations Board Meeting
Held, Tuesday, September 20th, 2023
2:00 p.m.
KenCom Public Safety Dispatch
1100 Cornell Lane, Yorkville

Member	Agency	Present	Absent
Josh Flanders	OFD	X	
Ismel Diaz	MPD		X
Bobby Richardson	KCSO	X	
Jeremy Messersmith	BKFD	X	
Gene Morton	PPD	X	
Ray Mikolasek	YPD	X	
Cliff Fox	Village of Newark	X	
Jeff Mathre	NFD		X
Derek Forseth	LRFFD	X(2:03)	
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; Armando Sanders, Montgomery Police Department.

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

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

Flanders called for Public Comment – None

Flanders called for Correspondence – Bergeron stated she and Hurtig had taken Tim Fairfield a challenge coin from KenCom. The next week Flanders and Bergeron took Tim a plaque to present for his years on the Operations Board. Tim and his wife, Robin, asked Bergeron to thank the Operations Board for the meal and donation they sent for his family.

Staff Report – Bergeron gave a Personnel Report as follows: KenCom is currently down four positions. KenCom has completed typing tests, speed interviews, and full interviews with six applicants. We will be offering conditional offers of employment in the near future. They will begin immediately a new hiring process. Training as follows: In-House September training will focus on Frontline for QA/QI. Bergeron, Hurtig, Belmont, Votava, and Goodspeed will attend the APCO Fall Training seminar on September 22nd, focusing on customer service and TC mental health. Project updates as follows: PowerPhone is currently programming the new dispatch computers for the new software. The Frontline Software has been built out for QA/QI, and dispatcher training has begun. Dual Toshiba UPS replacements have been ordered. KenCom will be up fronting the purchase of the UPS replacements and Kendall County will pay KenCom back half of the project. Misc. Information as follows: Alert Activation fire portable radios update. For all but three fire departments dates have been requested from fire agencies to have their portable radios reprogrammed. They had a state 9-1-1 advisory board meeting on Monday and there was a discussion on administrative rule changes, which is KenCom’s guideline for following the statute. Bergeron reviewed the changes. The one that could affect KenCom is 1326, which if Financials, Audits, Grants disbursements, and billing. They have hired a company to do a study to see how the 9-1-1 surcharge funds are disbursed. Annually we do an AFR financials to the State which lays out how we spend our

surcharge money, how much we have and our future goals. The State is going to start looking at the AFR submitted to decide on how they are going to do their new funding model. The state of Illinois is also wrapping up Telecommunicator and Telecommunicator Supervisor training and certification through the State of Illinois. The State is following the National 9-1-1 minimal training standards and every Telecommunicator in the State of Illinois will have to be certified. Text to 9-1-1 totals for the month of August were 11.

Closed Session Minutes but do not release – None

Consent Agenda – Flanders called for approval of the consent agenda. Richardson made a motion, seconded by Biggs to approve the consent agenda, which includes the following:

- Approval of the August 2023 Treasurer's Reports
- Approval of the August 16th, 2023 Operations Board Minutes.

All members present voting aye. Motion carried.

Flanders called for the Standing Committee Reports:
Strategic Planning Committee – No Report

Finance Committee Report:

Operation Fund Bills – Mikolasek made a motion to approve the September 2023 Operation bills, in the amount of \$265,494.40, seconded by Biggs. Discussion. A roll call was taken with all nine members present voting aye. Motion carried.

Surcharge Fund Bills – Meyers made a motion to approve the September 2023 Surcharge bills, in the amount of \$413,923.45, seconded by Forseth. Discussion. A roll call was taken with all nine members present voting aye. Motion carried.

Anticipated Expenses – None.

Flanders called for Old Business – None

Flanders called for New Business:
Closed Session Audio Destruction – None

FY 2024 Operations Budget – Bergeron reviewed the draft Fiscal Year 2024 Operations Budget. Discussion ensued.

FY 2024 Surcharge Budget – Bergeron reviewed the draft Fiscal Year 2024 Surcharge Budget. Discussion ensued.

Policy and Procedures – Belmont reviewed the revised policies contained in the packet. Mikolasek made a motion to approve the revised policies as follows: Flash Dispatch; IReach; ISPERN; MDC Emergency Activations; Officer Status Checks; Assigning Incidents to Police; Bank Alarms; Bob Threats; CAD Alerts; Console Assignments; Emergency Radio Activations; Kendall County Most Wanted; Make your Own Case; Premise Alert Program; Radio Frequency Usage; School Bus Accidents; 9-1-1 Abandoned, Hang Ups and Misdials, seconded by Fox. All members present voting aye. Motion carried.

Other New Business – Bergeron stated KenCom's conference room is too small to hold the meetings, and suggested going forward to move to the Oswego Fire Station. There was a consensus to move the meeting location to the Oswego Fire Station Training Room.

Closed Session – None

Flanders stated the next Operations Board Meeting is Wednesday, October 18th, 2023; Oswego Fire Department, Training Room, 3511 Woolley Rd, Oswego at 2:00 p.m. Richardson made a motion to

adjourn the meeting, seconded by Forseth. All members present voting aye. The meeting adjourned at 2:56 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary