

**Minutes of the KenCom Operations Board Meeting**  
**Held, Tuesday, October 18<sup>th</sup>, 2023**  
**2:01 p.m.**  
**KenCom Public Safety Dispatch**  
**1100 Cornell Lane, Yorkville**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Dan Schiradelly	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	
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.

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. Mikolasek made a motion to approve the agenda as submitted, seconded by Meyers. 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. We have sent out three Offers of Employment with an anticipated start date of November 6<sup>th</sup>. KenCom will be continually hiring until all positions are filled. We have three applicants ready to schedule in-person typing tests and speed interviews. We continue to appreciate our agency’s assistance in posting our job on their social media websites. Training as follows: In-house October training will be Daily Observation Reports (DORs) in Frontline. The upcoming IPSTA conference in Springfield starts next week, October 22<sup>nd</sup> – 25<sup>th</sup>. Lynette, Adam, Jenny, and Cheryl will be attending. Project updates as follows: PowerPhone Total Response has been installed on all live and training clients. They will now start the process of mapping our incident codes. Frontline has been in use and continues to be updated with additional training resources for new hires. Collaboration exercises have been started with supervisors so they may assist in completing QA’s for our large-scale incidents. Dual Toshiba UPS replacements have been shipped, and they will be in contact to have them delivered. CESSA Protocol and Standards Committee decided to start working with PowerPhone as their 1<sup>st</sup> vendor deciding protocol and standards, and the meetings with them have begun. Misc. Information as follows: Alert Activation fire portable radios update. Reprogramming of the radios is nearing completion. Sandwich FD is scheduled in the near future and there were a few portable radios that weren’t available when ABeep was reprogramming with other agencies, but all should be wrapped as soon as possible. Cybersecurity & Infrastructure Security Agency (CISA) update. The State’s Department of Innovation and Technology is offering free cyber risk assessments for all the PSAP’s in Illinois. The service is provided by CrowdStrike

Falcon Endpoint Detection & Response software. KC Technology Services will be scheduling an assessment for KenCom. The State of Illinois had a Text to 9-1-1 kickoff meeting on September 28<sup>th</sup>. KenCom is among the first group of PSAP's going live with the integrated test to 9-1-1. Intrado will be contacting PSAP's to gather information and is expected the first group will be live within two to four months. This will allow telecommunicators to start answering text to 9-1-1 calls directly from KenCom's Viper phone system and will present as a 9-1-1 call. Discussion ensued. Text to 9-1-1 totals for the month of September were 12.

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 September 2023 Treasurer's Reports
- Approval of the September 20<sup>th</sup>, 2023 Operations Board Minutes.
- Dan Schiradelly to become the alternate member on the Personnel Committee for the Oswego Fire Department.

All members present voting aye. Motion carried.

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

Finance Committee Report:

Operation Fund Bills – Schiradelly made a motion to approve the October 2023 Operation bills, in the amount of \$173,381.16, seconded by Forseth. Discussion. A roll call was taken with all five members present voting aye. Motion carried.

Surcharge Fund Bills – Schiradelly made a motion to approve the October 2023 Surcharge bills, in the amount of \$38,428.86, seconded by Fox. 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. Schiradelly made a motion to approve the purchase of Sentinel Technologies Inc., Active Defense, Fortis five-year contract in an amount not to exceed \$184,588.54, seconded by Forseth. Discussion. A roll call was taken with all five members present voting aye. Motion carried.

Mikolasek called for Old Business:

FY 2024 Operations/Surcharge Budget – Bergeron reviewed the Fiscal Year 2024 Operations and Surcharge Budget. Schiradelly made a motion to approve the FY 2024 Operations and Surcharge Budget and move forward to the Finance Committee, seconded by Fox. All members present voting aye. Motion carried.

2024 Operations Board Meeting Calendar – Schiradelly made a motion to approve the 2024 Operations Board Meeting Calendar, seconded by Fox. Discussion. All members present voting aye. Motion carried.

2024 Holiday Calendar – Schiradelly made a motion to approve the 2024 Holiday Calendar, seconded by Fox. Discussion. All members present voting aye. Motion carried.

Mikolasek called for New Business:

Closed Session Audio Destruction – None

Policy and Procedures – Belmont reviewed the revised policies contained in the packet. Schiradelly made a motion to approve the revised policies as follows: Making Notifications for Agencies; MDC (Mobile Data Computer) Usage; Mute Switches; Officer Self-Initiated Calls for Service; Personnel Data Changes; Radio (MDC) Identifiers; Radio Paging Tests; Record Retention and File Destruction; Reimbursement for Jury Duty; Review of Correspondence; Severe Weather; Temporary Flight Restriction Request; Tow

Notifications; Traffic Signs Down; Trespass Notices; 9-1-1 Disconnect, Abandoned and Silent Calls; Address Change Recommendations RESCINDED; Admittance Into KenCom; After Hours KenCom Callouts; Attendance and Punctuality; Automated Notifications from an Alarm or Security System; Closed Session Review and Audio Destruction; Correctional Emergency Response Team Notifications; Forensics Team Activation; General Dispatches; GPS Monitoring; Health Department Communications Test RESCINDED; ILEAS (Illinois Law Enforcement Alarm System) Requests; Illinois State Police Traffic Crash Reconstruction Unit; Incident Clarification; Job Shadowing; Kendall County Corner Notifications; Kendall County Probation Notifications; Kendall County Special Response Team (SRT) Notifications; License Plate Reader System; Major Crimes Task Force Notifications; Processing Information Request Forms, seconded by Fox. All members present voting aye. Motion carried.

Other New Business – None

Closed Session – None

Mikolasek stated the next Operations Board Meeting is Wednesday, November 15<sup>th</sup>, 2023; Oswego Fire Department, Training Room, 3511 Woolley Rd, Oswego at 2:00 p.m. Schiradelly made a motion to adjourn the meeting, seconded by Fox. All members present voting aye. The meeting adjourned at 2:31 p.m.

Respectively Submitted,

Bonnie Walters  
Recording Secretary