

**Minutes of the KenCom Operations Board Meeting**  
**Held, Tuesday, July 17<sup>th</sup>, 2024**  
**2:02 p.m.**  
**Yorkville Police Department**  
**3<sup>rd</sup> Floor, East Conference Room, Rm 337**  
**651 Prairie Pointe Dr. Yorkville, IL 60560**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Dan Schiradelly	OFD	X	
Ismel Diaz	MPD		X
Bobby Richardson	KCSO	X	
Scott McCarty	BKFD	X	
Norm Allison	PPD	X	
Ray Mikolasek	YPD	X	
Cliff Fox	Village of Newark	X	
Jeff Mathre	NFD		X
Derek Forseth	LRFFD		X
Patrick Pope	LSFD		X
Derek Hagerty	SFD		X
Chris Biggs	OPD		X
Tom Meyers	MFD		X
	ATFD		X

Others Present: Lynette Bergeron, KenCom Director; Pamela Hurtig, KenCom Deputy Director; Gina Belmont, KenCom Assistant Director; Bonnie Walters, KenCom Executive Assistant.

Ray Mikolasek called the meeting to order and requested a roll call of the membership. Six of the fourteen members were present, resulting in not having a majority of a quorum for voting purposes.

Mikolasek called for approval of the agenda. Richardson 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: Joshua Wilson started with KenCom on June 24<sup>th</sup> and is in phase one of the training program. KenCom has one employee in the final shadow phase, which is due to be released next week. Melissa Lardi retired from KenCom on June 14<sup>th</sup>, 2024. She came to KenCom from Bolingbrook dispatch and has been with KenCom since August 2015. We wish her well in her retirement. Training as follows: In-house training for July is mutual aid versus change of quarters. On Thursday, June 11<sup>th</sup>, Pamela and Bonnie, along with staff from the Sheriff’s Office, went to Berwyn PD to view the PACE scheduling software and learn how it works and integrates in Munis Executime. Pamela Hurtig and Gina Belmont will be attending the APCO 2024 Conference in Orlando, FL, from August 3<sup>rd</sup> through the 8<sup>th</sup>. Project Updates as follows: CESSA meetings continue. Bergeron has completed the new format and revisions for the KenCom Employee Handbook, which will be discussed at the next Personnel Committee meeting on July 18<sup>th</sup>. The Tyler New World test server was upgraded on May 30<sup>th</sup>, 2024. All agencies should be testing the upgrade on the test server so any issues that are discovered can be addressed before we upgrade on the Tyler New World production server on Wednesday, August 14<sup>th</sup>. Misc. Information as follow: Intrado has been working to resolve the outgoing text issue since the State of Illinois Text to 911 project went live in March. Intrado and KC IT believe they have discovered it is a firewall issue and will be working on getting it corrected. Bill Linder and Jordan Mahara will be representing KenCom at the Kendall County Sheriff’s Office National Night Out on August 6<sup>th</sup>. On July 12<sup>th</sup>, the Kendall County Chiefs of Police had their Respect for Law Banquet.

Brooke Gatto received telecommunicator of the year and Jordan Mahara the lifesaving award for the Kendall County Chiefs. Text to 9-1-1 totals for June is 11.

Closed Session Minutes but do not release – None

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

- Approval of the June and June 2024 Treasurer's Reports
- Approval of the July 17<sup>th</sup>, 2024 Operations Board Minutes.

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 – Richardson made a motion to approve the June 2024 Operation bills, in the amount of \$223,432.54, seconded by Allison. During discussion, Bergeron mentioned she reached out to Everbridge to see the increase for next year and was told it would be 12%. Bergeron expressed how KenCom's Boards would have an issue with a 12% increase. The Everbridge representative is reaching out to his team and they are in negotiations to get that decreased. A roll call was taken with all six members present voting aye. Motion carried.

Surcharge Fund Bills – McCarty made a motion to approve the June 2024 Surcharge bills, in the amount of \$186,295.43 seconded by Schiradelly. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Anticipated Expenses – None

Mikolasek called for Old Business: None

Mikolasek called for New Business:

Closed Session Audio Destruction – None

Semi-Annual Closed Session Review – Richardson made a motion for the closed session meeting minutes to remain closed, seconded by Schiradelly. All members present voting aye. Motion carried.

Tyler Users Conference in Elgin Hotel – Allison made a motion to approve the Tyler Users Conference in Elgin Hotel at \$112 per night plus tax (GSA pricing \$107), seconded by McCarty. Discussion. All members present voting aye. Motion carried.

IPSTA Conference in Springfield Hotel – McCarty made a motion to approve the IPSTA Conference in Springfield Hotel at \$122 per night plus tax (GSA pricing \$107), seconded by Schiradelly. All members present voting aye. Motion carried.

Pace Scheduling Software – Bergeron stated the Sheriff's Office tried to work with Executime, which is the scheduling and payroll software the County is going to. They could not get it to work with their Union Contracts. KenCom's Union Contract is similar to the Sheriff's Office. The Sheriff's Office just got approval to purchase PACE. Oswego Police Department also tried Executime and was unsuccessful and has already purchased PACE and is in the build process. Bergeron continued they had to look for software that could interface with Munis Executime and put our payroll into it. This will replace Aladtec, the scheduling software KenCom currently has, and it is cheaper than KenCom's current software. KenCom will have to use both products concurrently for one year to build and switch over. Hurtig stated that this product would save time and that it looks like a great product. Richardson made a motion to move forward to the Finance Committee to purchase the PACE scheduling software, seconded by Schiradelly. Discussion. All members present voting aye. Motion carried.

Notification Policy & Procedure – Hurtig reviewed the current policy and procedure, the concerns KenCom has, and suggestions on how they would like to change it. After discussion, Hurtig will make the changes suggested and bring back to the next Operations Board meeting.

Policy and Procedures – Belmont reviewed the policies contained in the packet. McCarty made a motion to approve the following revised policies: Emergency Medical Dispatch; Hiring; Quality Assurance; General Dispatches; Officer Self-Initiated Calls for Service; Ambulance Requests; Board Up Services; Auto Aid to Sugar Grove; Radio Paging Tests; Confidential Information, seconded by Fox. Discussion. All members present voting aye. Motion carried.

Other New Business – None

Other Business – Bergeron stated on Monday when the storms came through there were issues on Police 1 and 5 with blocking of the microwave connection. Police 3 and 7 did not have any issues and are diversified into a different gateway at a different location than Police 1 and 5. Moving forward, when Police 1 goes down they will move to Police 7.

Richardson asked if Aurora Township Fire had a representative on the Operations Board. Bergeron stated they do not and have been reached out to many times by the Operations Board Chairman and staff to send a representative and never a response.

Closed Session – None

Action After Closed Session – None

Mikolasek stated the next Operations Board Meeting is Thursday, August 14<sup>th</sup>, 2024; at Yorkville Police Department, 3<sup>rd</sup> Floor East Conference Room 337, 651 Prairie Pointe, Yorkville at 2:00 p.m. Richardson made a motion to adjourn the meeting, seconded by Schiradelly. All members present voting aye. The meeting adjourned at 2:43 p.m.

Respectively Submitted,

Bonnie Walters  
Recording Secretary