

**Minutes of the KenCom Operations Board Meeting**  
**Held, Tuesday, August 14<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; Bonnie Walters, KenCom Executive Assistant; Drew Santa, Oswego Police Department.

Ray Mikolasek called the meeting to order and requested a roll call of the membership. Four of the thirteen members were present, resulting in 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 – Bergeron stated the State of Illinois 911 Division were offering Grants for EMD Integrated Software which KenCom had already purchased last year. KenCom submitted their invoice and will get reimbursed \$54,197.00 for the EMD Integrated Software.

Staff Report – Bergeron gave a Personnel Report as follows: We have one TC currently in phase 1 of the training program. Paul Pope was released from training to the afternoon shift on July 27<sup>th</sup>, 2024. The hiring process for four new employees, two vacancies, and the allotted plus two continues. Speed interviews and typing test are being scheduled for next week. Training as follows: In-house training for August is on Powerphone. Pamela Hurtig attended the APCO 2024 International Conference in Orlando, FL, from August 3<sup>rd</sup> through the 8<sup>th</sup>. Jennifer Haske and Madison Gunter will attend Plainfield’s Illinois APCO Fall Training Seminar “Defining the 9-1-1 Professional: The First Three Minutes” on September 20<sup>th</sup>, 2024. 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 August 15<sup>th</sup>. The Tyler New World test server was upgraded on May 30<sup>th</sup>, 2024, and all testing should be completed for the production server upgrade scheduled for August 14<sup>th</sup> at 7:00 am. An email with instructions to report any post-upgrade issues has been sent. Misc. Information as follow: The PACE Scheduling software contract has been signed, and implementation will begin soon. 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 work on correcting it. Bill Linder and Jordan Mahara represented KenCom at the Kendall County Sheriff’s Office National Night Out on August 6<sup>th</sup>. A Beep has been working on P1, P3, and P7 to go fully digital

and they have had an issue with tones. The delay to get fixed has not been ABeep, it is Motorola and they have a meeting on August 27<sup>th</sup> to hopefully get a work around. Tomorrow morning Bergeron wants to move P1 over to P5 to do testing from 6-2. Text to 9-1-1 totals for July was 39.

Closed Session Minutes but do not release – None

Consent Agenda – Schiradelly 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 July and July 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 – Schiradelly made a motion to approve the July 2024 Operation bills, in the amount of \$223,807.13, seconded by Richardson. Discussion. A roll call was taken with all four members present voting aye. Motion carried.

Surcharge Fund Bills – Richardson made a motion to approve the July 2024 Surcharge bills, in the amount of \$19,937.08 seconded by Schiradelly. Discussion. A roll call was taken with all four 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

Policy and Procedures – Hurtig reviewed the Notification Policy & Procedure contained in the packet. Schiradelly made a motion to approve the revised Notification Policy & Procedure, seconded by Fox. Discussion. All members present voting aye. Motion carried.

Other New Business – None

Other Business –None

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Closed Session – None

Action After Closed Session – None

Mikolasek stated the next Operations Board Meeting is Wednesday, September 18<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 Fox. All members present voting aye. The meeting adjourned at 2:16 p.m.

Respectively Submitted,

Bonnie Walters  
Recording Secretary