Freedom of Information Act Posting
For
KenCom Public Safety Dispatch

Purpose

The purpose of the Freedom of Information Act (FOIA) is to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials (5 ILCS 140/1). Pursuant to FOIA, the following information is made available to the general public:

Description of the Public Body

KenCom Public Safety Dispatch is an Emergency 9-1-1 Public Safety Answering Point (Emergency 9-1-1 Dispatch Center) serving the Kendall County Sheriff's Office, Police Departments of the Village of Oswego, United City of Yorkville, City of Plano and Village of Montgomery, and the Fire Protection Districts of Oswego, Bristol Kendall, Little Rock Fox, Newark, Lisbon Seward, Sandwich, Montgomery Countryside and Aurora Township. KenCom answers 9-1-1 Emergency telephone calls and provides police, fire and emergency medical dispatching services for the agencies listed above. KenCom is operated under the authority of the Kendall County Emergency Telephone Systems Board under Public Act 50 ILCS 750, also known as the Emergency Telephone Systems Act.

KenCom Public Safety Dispatch currently employs 25 full-time and 2 part-time employees.

Governance of KenCom

KenCom Public Safety Dispatch is governed by the Kendall County Emergency Telephone Systems Board which serves as the KenCom Executive Board. The KenCom Executive Board provides financial and policy oversight for the organization. In addition, the KenCom Operations Board manages the day-to-day operational aspects of KenCom (See Organizational Chart at end)

FOIA Requests

Any person or organization may obtain KenCom Public Safety Dispatch records for inspection or copying by submitting a verbal or written request to either of the FOIA Officers listed heretofore. KenCom Public Safety Dispatch will respond to all FOIA requests in accordance with the procedures set forth in the FOIA and all other applicable federal and state laws.

<u>FOIA Officers</u>

All FOIA requests to KenCom Public Safety Dispatch should be submitted to one of the following FOIA Officers:

Amber Reyes, Administrative Assistant
Bonnie Walters, Executive Assistant
Pamela Hurtig, Assistant Director
Gina Belmont, Assistant Director
Lynette Bergeron, Director

Submission of FOIA Requests can be made via the following methods:

By Mail to: KenCom Public Safety Dispatch
                         1100 Cornell Lane
                         Yorkville, Illinois 60560

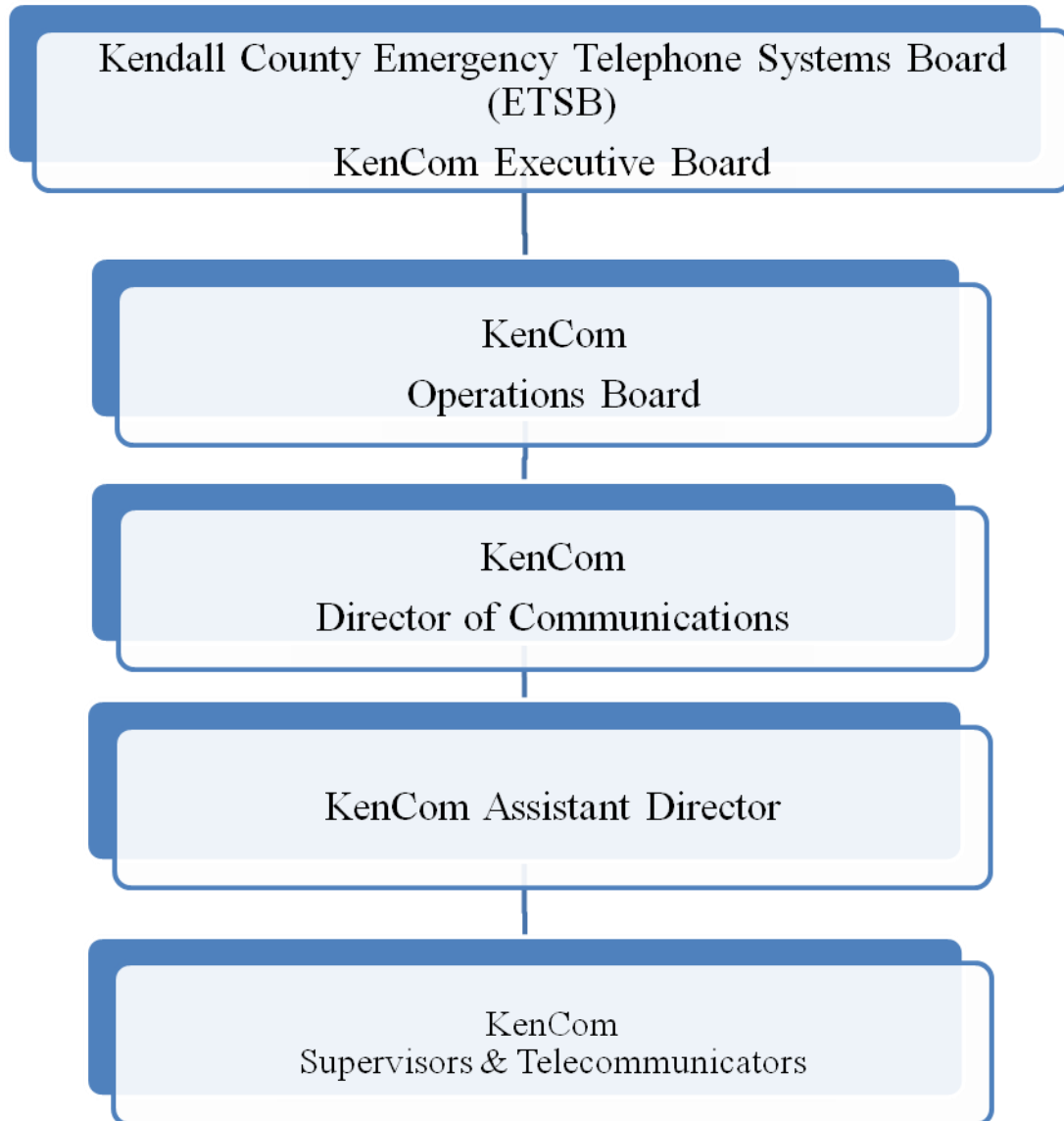By Facsimile To: (630) 882-8532

By Email To: foia@kencom911.com

<u>Costs of Reproduction:</u>

Except when a fee is otherwise fixed by statute, KenCom Public Safety Dispatch will charge the following rates for copies of requested records:

TYPE OF DOCUMENT	FEE
Black and white, letter or legal sized copies	No charge for the first 50 pages and 15 cents per page thereafter
Color copies and odd-sized copies (letter up to 11" x 17")	50 cents per page for the first 500 pages and 45 cents per page thereafter
Computer disc, tape-cassette, compact disc, and/or any other recording medium	The actual cost for the computer disc, tape-cassette, compact disc, and/or other recording medium

Organizational Chart

Kendall County Emergency Telephone Systems Board (ETSB)

KenCom Executive Board

KenCom

Operations Board

KenCom

Director of Communications

KenCom Assistant Director

KenCom

Supervisors & Telecommunicators

KENCOM 911 EMERGENCY COMMUNICATIONS POLICE · FIRE · EMS

KenCom Public Safety Dispatch
1100 Cornell Lane, Yorkville, Illinois 60560
Phone (630) 553-0911
Fax (630) 882-8532
Email: foia@kencom911.com

Request for Public Records

NAME: _____

ADDRESS: _____

TELEPHONE NO.: _____

E-MAIL ADDRESS: _____

DATE OF REQUEST: _____

In the space below, please describe the public records you are requesting. In order to expedite the search for records, please be as specific as possible.

_____

_____

_____

_____

Do you wish to inspect or receive a copy of the requested records?

Inspect _____   Copy _____   Both _____

Do you wish to receive the requested records in hard copy or electronic form, if available?

Hard Copy _____   Electronic Form, if available _____

Is your request made for a commercial purpose as defined by the Freedom of Information Act (i.e., do you intend to sell the requested records or use the records in advertisement)?

Yes _____   No _____

_____
Signature of Requestor

FOR OFFICE USE ONLY

Date and Time of Receipt _____

How Request Was Sent _____

FOIA Officer's Initials _____   Date _____

FOIA Due Date _____