

**Minutes of the KenCom Operations Board Meeting  
Held, Thursday, December 18<sup>th</sup>, 2019  
2:00 p.m.**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Josh Flanders, Chairman	OFD	X	
Armando Sanders	MPD	X	
Bobby Richardson	KCSO	X	
Tim Fairfield	BKFD	X	
Norm Allison	PPD	X	
Ray Mikolasek	YPD	X	
Joe Severson	Village of Newark		X
Dave Kellogg	NFD		X
Dave Jordan	LRFFD	X	
Tim Wallace	LSFD	X	
Nate King	SFD	X	
Kevin Norwood	OPD	X	
Tom Meyers	MFD		X
Dave Kunkel	ATFD		X

Others Present: Lynette Bergeron, KenCom Director; Jennifer Stein, KenCom Assistant Director; Jaymee Goodspeed, KenCom Supervisor; Liz Palko, Montgomery Police Department;

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

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

Flanders called for Public Comment – None

Flanders called for Correspondence – None

Staff Report – Bergeron gave a Personnel Report as follows: Dianne Biggs and Chris Rodriguez began working with KenCom on November 18<sup>th</sup>, 2019 and are currently in Phase 1 of KenCom’s training program. Jaymee Goodspeed was promoted to shift supervisor on December 1<sup>st</sup>, 2019 and has been assigned to dayshift. Training as follows: Jaymee Goodspeed attended the Intrado 911 MSAG Webinar on December 10<sup>th</sup> and will take over maintenance on KenCom’s Master Street Address Guide. Lynette Bergeron, Jen Stein and Bonnie Walters attended ECATS Power Metrics training on December 5<sup>th</sup> to learn how to run reports on the new Viper Phone software. Information as follows Kendall County GIS began providing temporary GIS support for KenCom on December 1<sup>st</sup>, 2019 until the IGA is finalized. Project Updates as follows: New World release 2019.1 was installed on the test environment on 9/27/19. KenCom has reserved the EOC on Monday January 6<sup>th</sup> 2019 from 8am-4pm for testing of all systems of 2019.1. Windows updates were installed on the test environment on December 5<sup>th</sup> which lasted approximately 4 hours. Windows updates for the productions environment are scheduled for Tuesday, January 7<sup>th</sup>, 2020 beginning at midnight. The test MSP server will be down for approximately 90 minutes on Friday, December 20<sup>th</sup> beginning at 12pm for an address reverification. County IT will be upgrading KenCom’s firewall on Wednesday January 8<sup>th</sup>, 2020 at 9 am. County IT will be making changes to a server rack and switch that will be used for connectivity to our back-up center at Grundy County on

Tuesday, January 14<sup>th</sup>, 2020. The next Tyler checkpoint call with CSAM, Kim Knuutsen, is scheduled for January 9<sup>th</sup>, 2020 at 9:30 am. KenCom is working through billing issues with Tyler. Any bills received directly by an agency from Tyler should be turned over to KenCom (do not pay) if it is for equipment procured by KenCom on behalf of the agency. KenCom went live on the Viper phone system on Wednesday, November 20<sup>th</sup>, 2019. Downtime was estimated at four hours but lasted approximately nine hours during which time KenCom successfully operated out of the Bristol Kendall back-up center. All go live issues have been resolved. A huge thank you to our dispatchers who held over into the next shift to assist and to those who assisted at the primary center exhaustively testing the new system. Wireless 9-1-1 statistics for the month of November 2019 represented 85% of calls received.

Closed Session Minutes but do not release – None

Consent Agenda – Flanders called for approval of the consent agenda. Mikolasek made a motion, seconded by Sanders to approve the consent agenda, which includes approval of the November 2019 Treasurer's Report and the November, 20<sup>th</sup>, 2019 Operations Board Minutes. All members present voting aye. Motion carried.

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

Finance Committee Report:

Operation Bills – Fairfield made a motion to approve the December 2019 bills for payment in an amount of \$249,618.46 seconded by Norwood. Discussion. A roll call was taken with all ten members present voting aye. Motion carried.

Surcharge Bills – Fairfield made a motion to approve the December 2019 bills for payment in an amount of \$2,243.65 seconded by Allison. Discussion. A roll call was taken with all ten members present voting aye. Motion carried.

Anticipated Expenses – None

Flanders called for Old Business:

NG 9-1-1 Grant Phone Upgrade – Bergeron stated KenCom is live on the new Viper phone system. KenCom will submit the final bill to the state for payout once received from Intrado.

Somonauk Police – No report.

Flanders called for New Business:

Policy and Procedures – Stein reviewed the policies contained in the packet. Mikolasek made a motion to approve the new Forensic team Notifications policy and the revised Radio Frequency Usage and Radio MDC Identifier policies, seconded by Sanders. Discussion. All members present voting aye. Motion carried.

Nominations for Chair and Vice Chair – After discussion, the nominations were for Josh Flanders to remain as Chair and Kevin Norwood to fill the vacant spot for Vice Chair. Approval of the nominations will be on the January agenda.

Lodging Per Diem for Tyler Conference – Bergeron stated the Tyler Conference in April is in Orlando Florida. KenCom has a policy that states if the lodging is over GSA pricing it needs to be approved by the board. The GSA pricing was \$129/night and the lowest they could find is \$258/night. Richardson made a motion to approve \$258 plus taxes and fees per night for a hotel room in Orlando Florida for the

Director and Supervisor for the Tyler Conference in April, seconded by Mikolasek. A roll call was taken with all ten members present voting aye. Motion carried.

Other New Business – None

Closed Session – None

Flanders stated the next Operations Board Meeting is Wednesday, January 15<sup>th</sup>, 2020 at 2 p.m. at KenCom Public Safety Center, Lower Level. Fairfield made a motion to adjourn the meeting, seconded by Wallace. All members present voting aye. Meeting adjourned at 2:18 p.m.

Respectively Submitted,

Bonnie Walters  
Recording Secretary