

**Minutes of the KenCom Operations Board Meeting  
Held, Thursday, March 20<sup>th</sup>, 2019  
2:02 p.m.**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Josh Flanders	OFD		X
Phil Smith	MPD	X	
Mike Peters	KCSO	X	
Tim Fairfield	BKFD	X	
Johnathan Whowell	PPD	X	
Terry Klingel	YPD		X
Joe Severson	Village of Newark		X
Dave Kellogg	NFD		X
Jeff Spang	LRFFD	X	
Tim Wallace	LSFD	X (2:04)	
Nathan King	SFD		X
James Jensen	OPD	X	
Thomas Meyers	MFD		X
Dave Kunkel	ATFD		X

Others Present: Lynette Bergeron, KenCom Director; Jennifer Stein, KenCom Assistant Director; Bonnie Walters, KenCom Executive Assistant; Kevin Norwood, Oswego Police Department; Pamela Hurtig, KenCom Supervisor.

Mike Peters called the meeting to order and requested a roll call of the membership. Six of the fourteen members were present which resulted in not having a quorum for voting purposes.

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

Peters called for Public Comment – None

Peters called for Correspondence – None

Staff Report – Bergeron gave a report on Personnel as follows: KenCom has promoted Adam Votava to the vacant supervisor’s position as of February 28<sup>th</sup>, 2019. KenCom is currently down one position and staff is in the process of conducting background checks. KenCom will be interviewing for the Assistant LEADS Coordinator position that was previously held by Supervisor Votava. Training as follows: KenCom dispatchers and supervisors attended in house training on Monday, March 18<sup>th</sup>, 2019. Sarah Berry will be attending the CoRE Pipeline Training and Tabletop Exercise in Joliet on March 20<sup>th</sup>. Information as follows: Reminder to make sure that you complete the Economic Interest Statements, they are due back to the County Clerk’s Office no later than May 1, 2019. IT is working on changing KenCom’s web filter from Barracuda to Sophos. National Telecommunicator Week is April 14<sup>th</sup>-April 21<sup>st</sup>. The Annual Employee Appreciation Awards Dinner is Tuesday, April 16<sup>th</sup> at 6pm at Kennedy Pointe Restaurant. KenCom has 9 employees receiving service awards: Lynette Bergeron (20 years); Cheryl Gianfrancisco (15 years); Beverly Harmes (15 years); Heather Gutierrez (10 years); Sarah Berry (10 years); Jennifer Powell (10 years); Mindi Jahp (5 years); Neely Zuhn (5 years); Ashley Conrad (5 years). Dianne Vaillancourt has been nominated for TC of the Year for the Kendall County Chief’s Association. CAD Project Updates as follows: Tyler New World Decision Support (DDS) Training was held for the fire agencies and KenCom March 5<sup>th</sup> and 6<sup>th</sup> and for the police agencies and corrections on

March 7<sup>th</sup> and 8<sup>th</sup>. Wireless 9-1-1 statistics for the month of February 2019 represented 86% of 9-1-1 calls received. The Everbridge Training is scheduled for April 16<sup>th</sup> and 17<sup>th</sup> from 8-4 at the Plano Police Department. Bergeron will be on vacation April 1<sup>st</sup>-5<sup>th</sup>.

Tim Wallace joined the meeting at 2:04 p.m.

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

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

Finance Committee Report:

Operation Bills – Spang made a motion to approve the March 2019 bills for payment in the amount of \$195,600.64 seconded by Smith. Discussion. A roll call was taken with all seven members present voting aye. Motion carried.

Surcharge Bills – Spang made a motion to approve the March 2019 bills for payment in the amount of \$18,248.30 seconded by Jensen. Discussion. A roll call was taken with all seven members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses as follows: Tyler New World servers require Microsoft Office and KenCom is in need of two additional Microsoft Office Professional Plus 2016 licenses for an amount not to exceed \$700.00. Jensen made a motion to approve the anticipated expenses for the additional Microsoft Office Professional Plus 2016 licenses for an amount not to exceed \$700.00, seconded by Fairfield. Discussion. A roll call was taken with all seven members present voting aye. Motion carried.

Peters called for Old Business:

NG9-1-1 Grant Phone Upgrade/9-1-1 Call Load Study – Bergeron stated the call study is complete and the two wireless lines are going to be removed next Monday and transferred to come in on the seven wireline lines. This was the recommendation from the P.01 study after the 30-day call load study was completed. Bergeron stated they had a demo from West Safety Solutions on their text to 9-1-1 Solution and had a second demo yesterday from Comtech. Comtech is a free solution for text to 9-1-1 and they did like the free solution better than the integrated solution. Bergeron noted, KenCom’s sales representative from West, Bret Stillwagon, who has been working with them on quotes and timelines is no longer with the company. They will be meeting the new sales representative soon and will continue moving forward. Discussion ensued on the text to 9-1-1 solution. Bergeron stated they will more than likely be bringing forward at next month’s meeting to move forward with text to 9-1-1. They will not be live on the new system until closer to the end of the year. Bergeron has requested a quote for a renewal of maintenance on KenCom’s current Viper System for nine months and will bring back once received.

Peters called for New Business:

Policy and Procedures – Stein reviewed the Criminal Sexual Assault Call Handling and the Training Program policies contained in the packet. After a lengthy discussion on the Criminal Sexual Assault policy, Stein is going to make recommended changes and bring back next month for approval. Jensen made a motion to approve the revised Training Policy contained in the packet, seconded by Smith. All members present voting aye. Motion carried.

Other New Business – None

Closed Session – None

Peters stated the next Operations Board Meeting is Wednesday, April 17<sup>th</sup>, 2019 at 2:00 p.m. Fairfield made a motion to adjourn the meeting, seconded by Smith. All members present voting aye. Meeting adjourned at 2:52 p.m.

Respectively Submitted,

Bonnie Walters  
Recording Secretary