

Minutes of the KenCom Operations Board Meeting
Held, Thursday, May 23rd, 2019
5:30 p.m.

Member	Agency	Present	Absent
Josh Flanders	OFD	X	
Phil Smith	MPD		X
Mike Peters	KCSO	X	
Tim Fairfield	BKFD	X	
Johnathan Whowell	PPD	X	
Behr Pfizenmaier	YPD	X	
Joe Severson	Village of Newark		X
Dave Kellogg	NFD		X
Greg Witek	LRFFD	X	
Tim Wallace	LSFD	X	
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; James Bateman, Bristol Kendall Fire Department; Jeff Burgner, Oswego Police Department; Matt Prochaska, Kendall County Board; Dwight Baird, Kendall County Sheriff; Darald Nelson, Village of Newark; Larry Nelson, Member at Large; Luis Perez, Village of Oswego; Terry Olson, Village of Oswego.

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

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

Flanders called for Public Comment – None

Flanders called for Correspondence – None

Staff Report – Bergeron gave a report on as follows: Personnel as follows: One new employee started on May 6th, 2019 and is currently in Phase 1 of KenCom’s training program. KenCom will be conducting new applicant testing in the near future. Sarah Berry has been assigned the new position of Lead Trainer. Training as follows: KenCom Supervisors and Administrators attended the Everbridge training on April 16th. Pamela Hurtig, Ashley Conrad and Sarah Jenkins attended an Active Shooter Response class provided by Power Phone and hosted by Grundy County PSAP on April 23rd. KenCom Supervisors and Administrators will be attending an Active Threat Integrated Response meeting on Wednesday, May 29th in Willmington. Information as follows: The 4th annual Employee Appreciation and Service awards dinner was held Tuesday, April 16th at Kennedy Pointe Restaurant. KenCom’s Telecommunicator of the Year was Cheryl Gianfrancisco. Thank you to all the agencies and individuals that recognized TC week for our staff – Kendall County Sheriff’s Office; Kendall County Probation; Oswego Police Department; Little Rock Fox Fire District; Oswego Fire District; Mark Bunting (Kendall County Sheriff’s Office). Dianne Vaillancourt received the Kendall County Chief’s Association and the Oswego Optimist Club Telecommunicator of the Year award. Dianne was presented a plaque at the Respect for Law Banquet

held on Friday, May 3rd at the Whitetail Ridge Golf Course. Stein and Bergeron met with Illinois State Police in reference to radio interoperability with ISP. A Memorandum of Understanding will need to be signed by both agencies to install patches on the radio consoles in order to patch together ISP and KenCom agencies. Stein and Bergeron attended an Interoperable Communications meeting that was held at the Aurora Police Department on April 30th to begin discussions on resources that are available when there is a large incident and agencies need to be able to communicate with each other. Stein presented information on KenCom at the Oswego Police Citizen's Academy Class on May 1, 2019. Jaymee Goodspeed attended Camp 9-1-1 at the Newark Grade School and presented information on KenCom. KenCom Administrators will be attending a training/demo of the new Tyler Munis software the County has purchased for account payables and receivables on Wednesday, May 15th. Jennette Welter-Fichtel and Jonathan Oelschlager attended a regional GIS meeting held at Elgin Police Department May 13th. Stein and Bergeron will be attending a newly formed Crisis Intervention Team meeting, created by the Oswego Police Department on Tuesday, May 28th. CAD Project Updates as follows: The Police User Group met on March 21st and April 11th and created a list of call types that will be considered for Officer Initiated Activity. GIS is currently working on KenCom's PSAP boundaries for submission to the State for NG911. Bi-weekly maintenance status calls with Kim Knutsen (Tyler C-SAM) and Angi Ostrom (Tyler Client Executive) are scheduled for 9am every other Tuesday. Wireless 9-1-1 statistics for the month of April 2019 represented 87% of 9-1-1 calls received.

Closed Session Minutes but do not release – None

Consent Agenda – Flanders called for approval of the consent agenda. Jensen made a motion, seconded by Fairfield to approve the consent agenda which includes approval of the April 2019 Treasurer's Report and the April 17th, 2019 Operations Board Minutes. All members present voting aye. Motion carried.

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

Finance Committee Report:

Operation Bills – Whowell made a motion to approve the May 2019 bills for payment in the amount of \$199,322.59 seconded by Fairfield. Discussion. A roll call was taken with all eight members present voting aye. Motion carried.

Surcharge Bills – Jensen made a motion to approve the May 2019 bills for payment in the amount of \$6,146.91 seconded by Fairfield. Discussion. A roll call was taken with all eight members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses as follow: 20 Net Motion licenses at a cost not to exceed \$5,781.90; Cisco switch to provide a redundant switch in the event of a failure of the two main Cisco switches for a cost not to exceed \$4,590.72. Discussion. Jensen made a motion to approve the anticipated expenses not to exceed \$10,372.62, seconded by Fairfield. Discussion. A roll call was taken with all eight members present voting aye.

Flanders called for Old Business:

Officer Self-Initiated Calls – Bergeron stated they are close to finalizing the nature code and will be bringing back to the Operations and Executive Board for approval.

NG 9-1-1 Grant Phone Upgrade – Discussed in the Finance Committee Report.

Kevin Norwood joined the meeting at 5:45 p.m.

Flanders called for New Business:

Policy and Procedures – Witek made a motion to approve the following policies: Alarm Policy; Employee Expense Reimbursement Policy; Travel, Meal & Lodging Expense Policy; Rerouting CDC's; Officer Status Checks, seconded by Fairfield. After discussion the motion was amended by Witek and Fairfield to remove the Expense Reimbursement Policy until further wording can be discussed. All members present voting aye. Motion carried.

Other New Business – None

Closed Session – None

Flanders stated the next Operations Board Meeting is Wednesday, June 19th, 2019 at 5:30 p.m. at KenCom Public Safety Center, Lower Level. Jensen made a motion to adjourn the meeting, seconded by Fairfield. All members present voting aye. Meeting adjourned at 6:16 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary