

**Minutes of the KenCom Operations Board Meeting
Held, Thursday, August 14th, 2019
2:00 p.m.**

Member	Agency	Present	Absent
Josh Flanders, Chairman	OFD		X
Armando Sanders	MPD	X	
Mike Peters, Vice Chairman	KCSO	X	
Tim Fairfield	BKFD		X
Norm Allison	PPD	X	
Behr Pfizenmaier	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; Adam Votava, KenCom Supervisor.

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

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

Peters called for Public Comment – None

Peters called for Correspondence – Bergeron noted she received a letter from Deputy Lawson from the Kendall County Sheriff's Office thanking Neely Zuhn, Adam Votava and the shift working for their professionalism and speed during a home invasion, which was vital in the case.

Staff Report – Bergeron gave a Personnel Report as follows: KenCom's trainee is currently in Phase II of KenCom's training program. Mike Hoffer has turned in his resignation effective Monday, July 29th, 2019. KenCom currently has one employee on extended FMLA leave. KenCom advertised for two open positions. To date KenCom has received 64 applications and 550 inquiries on the position on the Indeed website. Training as follows: Bonnie Walters will be attending Munis training on August 14th, 15th, 16th, 20th, 21st, and 22nd. KenCom participated in the bi-annual NARS drill on Tuesday, July 30th. Admin staff attended Viper Phone System Customer Configuration Training on August 7th. KenCom's FOIA officers attended a FOIA information presentation at the Kendall County Courthouse on Wednesday, July 17th. Information as follows: KenCom hosted the Kendall County Youth Academy on July 24th and would like to thank the Sheriff's Office for including KenCom. Project Updates: GIS has submitted KenCom's PSAP boundaries to the State for NG911. The Montgomery Police data conversion was completed on Tuesday, August 6th. Bi-weekly maintenance status calls with Kim Knutsen (Tyler C-SAM) are scheduled for 9am every other Tuesday with the next meeting schedule for July 30th at 10 am. Bi-weekly

status calls on the Viper upgrade will be held on Tuesdays at 9 am beginning on August 16th. West has completed their site survey for the new Viper phone system at Grundy and KenCom. Staff met with Word Systems and Grundy County to begin discussions on recording solutions for the back-up centers. The Everbridge letter was sent out to anyone that marked any type of special needs on the original opt in. There is a new caution note form in the board packet with a new signature line that will be sent out to the Operations Board to be distributed. As a reminder to return, the IPFlex IGA's went out to all the agencies that have a phone line that rings into KenCom and the ESO IGA's went out to all the fire departments. Wireless 9-1-1 statistics for the month of July 2019 represented 90% of 9-1-1 calls received.

Closed Session Minutes but do not release – None

Consent Agenda – Peters called for approval of the consent agenda. Sanders made a motion, seconded by Pfizenmaier to approve the consent agenda, which includes approval of the July 2019 Treasurer's Report and the July 17th, 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 – Allison made a motion to approve the August 2019 bills for payment in an amount of \$186,161.30 seconded by King. Discussion. A roll call was taken with all nine members present voting aye. Motion carried.

Surcharge Bills – Meyers made a motion to approve the August 2019 bills for payment in an amount of \$30,981.61 seconded by Jordan. Discussion. A roll call was taken with all nine members present voting aye. Motion carried.

Anticipated Expenses – None

Peters called for Old Business:

Officer Self-Initiated Calls – Bergeron stated there is a report contained in the packet that will be ran monthly to show the activity of officer self-initiated calls. Stein noted they added some clarifying instructions to the draft policy that will come back to the board at the point they are ready to move forward for approval.

NG 9-1-1 Grant Phone Upgrade – Bergeron noted the equipment is scheduled to be installed in October and they will have training and go live at the end of November.

Somonauk Police – Bergeron stated they have been waiting on the attorney for the village to come back to KenCom with an offer for them to cancel their contract and did not hear back. The Executive and Finance Board Chairmen received a letter from the Village President and are currently working through that.

Peters called for New Business:

Policy and Procedures – Stein reviewed the new Quality Assurance policy contained in the packet. Allison made a motion to approve the new Quality Assurance policy as written, seconded by Pfizenmaier. Discussion. All members present voting aye. Motion carried.

OMA Training Certificate – Bergeron noted KenCom needs a copy of all the board members OMA training certificates to maintain a copy on file at KenCom. Additionally, Bergeron stated the State's

Attorney's office in conjunction with the Attorney General's office is hosting a training for the Open Meetings Act on Thursday, September 19th at 5:30 pm.

Part-time employee/New Job Description – Bergeron stated prior to the new CAD, Marsha Helland was doing the QA/QI program for KenCom and resigned in January. Mike Hoffer resigned at the end of July as a full time dispatcher from KenCom. They would like to bring him back part time as a Quality Control Analyst, 10 hours per week at \$20 per hour. This position would continue the QA/QI program that KenCom was doing prior to the new CAD. With KenCom now licensed with the State, they have to meet a minimum requirement for QA/QI. Each year this new position will save approximately \$1,300 in the Operations budget. Meyers made a motion to move forward to the Finance Committee to hire Mike Hoffer as a Quality Control Analyst at 10 hours per week and \$20 per hour, seconded by King. Discussion. All members present voting aye. Motion carried.

Other New Business – None

Closed Session – None

Peters stated the next Operations Board Meeting is Wednesday, September 18th, 2019 at 2 p.m. at KenCom Public Safety Center, Lower Level. Norwood made a motion to adjourn the meeting, seconded by Meyers. All members present voting aye. Meeting adjourned at 2:27 p.m.

Respectively Submitted,

Bonnie Walters
Recording Secretary