

**Minutes of the Executive Board Meeting
Held Thursday, November 21st, 2019
5:30 p.m.**

Member	Agency	Present	Absent
Matt Prochaska	Kendall County Board	X	
Mike Peters	Kendall County Sheriff's Office	X	
David Thompson	Newark Fire District	X	
James Bateman	Bristol Kendall Fire District	X	
Darald Nelson	Village of Newark	X	
Mike Veseling	Oswego Fire District	X	
Jim Horton	Lisbon Seward Fire District		X
Larry Nelson	Member at Large	X	
Greg Witek	Little Rock Fox Fire District	X	
Chris Funkhouser	City of Yorkville	X	
Terry Olson	Village of Oswego	X	
Scott Mulliner	City of Plano	X	

Others present: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director; Bonnie Walters, Executive Assistant.

Greg Witek called the meeting to order and requested a roll call of the membership. Eleven of the twelve members were present creating the necessary quorum for voting purposes.

Witek called for a motion to approve the agenda. Prochaska made a motion to approve the agenda, seconded by L. Funkhouser. Discussion. All members present voting aye. Motion carried.

Witek called for Public Comment –None

Witek called for Correspondence – None

Staff Report – Bergeron gave a Personnel Report as follows: KenCom currently has one employee on FMLA leave. Mike Hoffer has accepted the position of QA Analyst. Jennette Welter-Fichtel has stepped down from her position as shift supervisor and will no longer provide GIS support but will remain employed with KenCom as a telecommunicator effective December 1st. Jaymee Goodspeed has been promoted to shift supervisor and will begin working in that capacity on November 17th. Sheila Roberts resigned from KenCom and Amber Reyes has been hired to fill the part-time Administrative Assistant and began on October 15th. Two new employees, Dianne Biggs and Chris Rodriguez, started with KenCom on November 18th, 2019 and are currently in Phase 1 of KenCom's training program. Training as follows: Pamela Hurtig and Jaymee Goodspeed attended "Positive Interactions with Difficult People" in DeKalb on October 22nd. Jen Stein attended the Open Meetings Act Training presented by the Attorney's General's Office on Thursday, September 19th. Lynette Bergeron, Jen Stein, Adam Votava (Supervisor), Dianne Vaillancourt (TC of the Year), Sarah Berry (Lead Trainer) and Ryan Shain attended the APCO/NENA IPSTA conference in Springfield Nov 3rd- 6th. Bonnie Walters attended Tyler Munis

end user training November 12th and 13th. Jen Stein attended Tyler New World 13 User Group in Elgin on Tuesday, October 8th. Lynette Bergeron, Jen Stein, Pamela Hurtig, Adam Votava and Jaymee Goodspeed attended Viper Administrative Training on Friday, November 15th, 2019. Telecommunicators attended Viper End User Training on Monday, November 18th and Tuesday, November 19th, 2019. Information as follows: KenCom is continuing discussions with Kendall County GIS in reference to future, ongoing GIS support and met with them on October 24th. A draft IGA is currently under review. KenCom and Kendall County Court Services are in the process of finalizing an MOU for dispatch services. Staff met with Will and Grundy Counties on Wednesday, September 25th to discuss PSAP boundaries for submission to the State for NG911 GIS requirements. Jen Stein did a presentation at the Montgomery PD Citizen's Police Academy on October 22nd at 7pm. Project Updates: New World release 2019.1 was installed on the test environment on 9/27/19. KenCom goes live with the new Viper System on Thursday, November 21st. Grundy County went live on Friday November 15th. KenCom continues to work with AT&T for the installation of IPFlex. AT&T stated it will still be thirty to sixty days before we go live with IPFlex. The next Tyler checkpoint call with CSAM, Kim Knutsen, is scheduled for December 11th at 9:30 am. Power Phone Total Response, APCO Intellicom and Priority Dispatch EMD demos were conducted on Wednesday, October 23rd at Oswego fire Station 1. Wireless 9-1-1 statistics for the month of October 2019 represented 88% of 9-1-1 calls received.

Closed Session Minutes but do not release – None

Consent Agenda – Witek called for approval of the consent agenda. Prochaska made a motion, seconded by Veseling to approve the consent agenda as follows:

- August 22nd, 2019 Executive Board Minutes
- Treasurer's Report – August 2019, September 2019, October 2019
- Deputy Chief Ray Mikolasek from the Yorkville Police Department as the primary member on the Operations Board; Deputy Chief Behr Pfizenmaier from the Yorkville Police Department as the alternate member on the Operations Board.
- Bobby Richardson from the Kendall County Sheriff's Office as the primary member on the Operations Board; Jason Langston from the Kendall County Sheriff's Office as the alternate member on the Operations Board.

All members present voting aye. Motion carried.

Standing Committee Reports:

Report of the Finance Committee – Nelson noted the budget will be presented and approved later in the meeting.

Report of the Executive Board Chair – Witek stated a couple of years ago there was strain between the Operations Board and the Executive Board and they worked together which resulted in more authority and decision making given to the Operations Board. The last couple of Operations Board meetings there was not a quorum and it is important for decision-making purposes that they have a quorum. Witek asked the board to stress to their members on the Operations Board the importance of attending all of the meetings.

Report of the Operations Board Chair – Peters stated they reviewed and discussed policies. There was an amendment with the board up policy to include police in having the access to the board-up companies if they needed their services.

Report of the Personnel Committee – None

Report of the Strategic Planning Committee – None

Witek called for Old Business:

Somonauk Police/Fire – Nelson stated the Village of Somonauk unanimously passed a resolution by the city council, which is informing DeKalb County that they wanted their calls to be transferred to KenCom. It is currently at DeKalb County for their next meeting.

Grundy 9-1-1 Backup/Microwave/Fiber Radio Expansion – Nelson stated the microwave is moving along and are waiting on parts to come in. The expected completion is by the end of December. The microwave will connect KenCom's system to Grundy County's and will be each other's backup and provide two diverse paths. Prochaska mentioned the tower at the Public Safety building being crowded and Nelson stated they are having a study done to determine if it is overloaded. After that study is completed, they will discuss what needs to be done to the tower structurally or the possibility of a second tower.

NG 9-1-1 Grant Phone Upgrade – Bergeron stated they went live yesterday on the new Viper Phone System. They moved personnel over to the backup center at Bristol Kendall Fire Station 1 for answering phones and the fire dispatcher, which allowed them to bring the system completely down and switch. Bergeron noted this upgrade was funded by a grant of \$186,000 from the state for KenCom's portion and Grundy County received a portion. During discussion, Bergeron stated a benefit of the new Viper phone system is that Grundy County is KenCom's true backup center for all the 911 calls. If KenCom had to evacuate the main center, they can go to Grundy County, log in, and work as if they were working from KenCom. Nelson stated they were going to have to update regardless in the next couple of years so getting the grant saved KenCom approximately \$250,000.

Microwave Radio Expansion – Montgomery – No Report

Upgrading Police 5 and/or 7 – Nelson stated they are putting up two additional UHF channels and will be completed by the end of December. One channel will be digital with the full capability to go encrypted. The second channel will be analog which everyone will have the ability to use.

Open Meeting Act Training Certificate – Witek reminded everyone if they had not already done so, to forward their Open Meetings Act Certificates to be held in a file at KenCom.

Other Old Business – None

Witek called for New Business:

2019/2020 Surcharge Budget – Bergeron reviewed the 2019/2020 Surcharge Budget. Thompson made a motion to approve the 2019/2020 Surcharge Budget, seconded by Veseling. Discussion. A roll call was taken with all eleven members present voting aye. Motion carried.

2019/2020 Operations Budget – Bergeron reviewed the 2019/2020 Operations Budget. L. Nelson made a motion to approve the 2019/2020 Operations Budget, seconded by Prochaska. Discussion. A roll call was taken with all eleven members present voting aye. Motion carried.

Amend Current FY 2018/2019 Surcharge Fund Transfer Increase – Veseling made a motion to amend the current FY 2018/2019 Surcharge Budget to transfer an additional \$900,000 to the Building Fund and an additional 1,250,000 to the Equipment Fund from the General Fund, seconded by L. Nelson. Discussion. A roll call was taken with all eleven members present voting aye. Motion carried.

Request for Proposal, Joint Purchase of Radios, Accessories and Licenses for Multiple Agencies – Nelson stated the City of Yorkville and the Village of Oswego went out for an RFP on UHF radios for the police

that are compatible with digital, encryption and digatalk. L. Nelson made a motion to accept the RFP bid from A Beep for the purchase of the radios, seconded by Funkhouser. Discussion. All members present voting aye. Motion carried.

AT&T IPFlex Contract – No report

KenCom Lease – Bergeron reviewed the renewal of the lease between KenCom and Kendall County. L. Nelson made a motion to give notice to extend KenCom's lease with Kendall County for one five-year term, seconded by Prochaska. Discussion. All members present voting aye. Motion carried.

Court Services MOU – Bergeron reviewed the Memorandum of Understanding with Court Services for KenCom to dispatch which will have minimal impact on KenCom. The first year amount is \$11,800 for the dispatch services. L. Nelson made a motion to approve the Court Services Memorandum of Understanding with KenCom for dispatch services, seconded by Prochaska. Discussion. All members present voting aye. Motion carried.

2020 Holiday Schedule – Veseling made a motion to approve the 2020 Holiday Schedule, seconded by Prochaska. Discussion. All members present voting aye. Motion carried.

2020 Executive Board meeting calendar – Veseling made a motion to approve the 2020 Executive Board meeting calendar, seconded by Thompson. Discussion. All members present voting aye. Motion carried.

Executive Board Treasurer – L. Nelson stated Mike Hitzemann has retired as Treasurer for the Board. L. Nelson recommended Josh Flanders to fill the Treasurer's position. D. Nelson made a motion to offer the Treasurer's position to Josh Flanders, seconded by Prochaska. Discussion. All members present voting aye. Motion carried.

Semi Annual Closed Session Review – L. Nelson made a motion for the Executive Board closed session meeting minutes to remain closed, seconded by Thompson. All members present voting aye. Motion carried.

Executive Board Closed Session Audio Destruction – None

Other business from the floor –

Closed Session – Funkhouser made a motion to move into closed session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Section 2.06 5 ILCS 120/2(c)(1), seconded by Prochaska. A roll call vote was taken with all eleven members voting aye. Motion carried. Closed session began at 6:28 p.m. Jennifer Stein and Bonnie Walters left for closed session. Lynette Bergeron stayed for a portion of closed session.

Open session resumes at 6:42. The same members are present as before closed session.

Action After Closed Session – L. Nelson made a motion to increase wages for Jaymee Goodspeed, Adam Votava, Pamela Hurtig, Amber Reyes, Bonnie Walters, Jennifer Stein and Lynette Bergeron by 2.75% effective December 1st, 2019, seconded by Funkhouser. Discussion. A roll call was taken with all eleven members present voting aye. Motion carried.

The next scheduled Executive Board Meeting is Thursday, December 26th, 2019 at 5:30 p.m.

Funkhouser made a motion to adjourn the meeting, seconded by Prochaska. All members present voted aye. Motion carried. The meeting adjourned at 6:45 p.m.

Meeting recorded by Bonnie Walters.

Respectfully Submitted,

Dwight Baird
Secretary