

**Minutes of the Executive Board Meeting
Held Thursday, September 30th, 2021
5:30 p.m.**

Member	Agency	Present	Absent
Brian DeBolt	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	
John Cornish	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 (5:37)	
Scott Mulliner	City of Plano	X (5:32)	

Others present: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director; Pamela Hurtig, KenCom Operations Manager; Bonnie Walters, Executive Assistant; Josh Flanders, Oswego Fire Department.

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

Witek called for a motion to approve the agenda. Funkhouser made a motion to approve the agenda as submitted, seconded by DeBolt. 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: Jaymee Goodspeed's last day as a full-time telecommunicator was August 14th. She is now working as a part-time telecommunicator. Jenny Burkart and Dakota Peterson are in Phase 1 of KenCom's training program. Bill Linder came with years of prior experience and may be released from the training program next week. Alexa Woodard resigned from her position as telecommunicator on Tuesday, September 7th, 2021. KenCom is currently down one supervisor and one telecommunicator position. Training as follows: Jen Stein, Pamela Hurtig and Lynette Bergeron attended the Carbyne Innovation Summit on June 3rd. Lead Trainer, Sarah Berry, completed one-on-one training during the month of July on call transferring protocols and TTY communications. Heather Gutierrez participated in the Dresden exercise on June 30th, 2021. Jordam Mahara and Brooke Gatto attended a MABAS training in DeKalb on August 9th, 2021. Adam Votava attended a CPR class with Oswego FD on August 27th. Information as follows: Staff attended the Kendall County Association of Chiefs of Police Respect for Law Banquet on Thursday, September 19th, 2021. Jennifer Powell and

Sarah Jenkins were nominated for Telecommunicator of the Year and Sarah Jenkins was selected as winner. KenCom is no longer operating off the County's email system. All KenCom employees and distribution group emails will end with @KenCom911.com. Please make sure you make the necessary changes. Email forwarding from the old email addresses will end December 1st. KenCom Assisted the Oswego Police and Fire agencies with Prariefest by staffing the command van with a telecommunicator over Labor Day weekend. Project Updates as follows: Jen Stein and Pamela Hurtig tested at Grundy and everything appears to be working properly. An instruction guide will be created on how to activate and use KenCom's systems in the event we need to relocate to Grundy. Any bills that are sent directly to an agency from Tyler should be turned over to KenCom (do not pay) if it is for equipment, software, services, etc. that KenCom has procured on behalf of the agency. The radio users group will be scheduling a meeting to discuss creating/revising KenCom policies to include the usage of P5 and P7. The Memorandum of Understanding has been sent to all police agencies for review. The fire 3 project is underway and operational. Two portable radios were delivered to each department to begin testing which will end October 31st. It was discovered after go live that three-way calling is not an option with IPFlex, which changed the way KenCom has to transfer calls. Currently we are unable to utilize Voiance (interpretation service) on the IPFlex lines as the calls have to be bridged together (three-way calling) to bring the caller, KenCom and Voiance on the line together. AT&T is unable to give us the functionality needed for a three-way call. We are working with our phone vendor to see if there is a way to complete a three-way via our phone system. The License Plate Reader Committee met on August 26th, 2021 to review attorney changes and finalized the MOU. KenCom will be forwarding the revised MOU to KenCom's attorney for final review. The committee has completed the public relations statement, system monitoring and audit protocols, camera placement and protocols on camera movement. IDOT permits have been applied for and we should be getting approval in the near future. LEADS 3.0 is now live and KenCom is working through a variety of issues with LEADS 3.0. The interface to Tyler New World is not fully functional and Jen Stein is working with Tyler to try and get everything resolved. Wireless 9-1-1 statistics for the month of August 2021 represented 88% of calls received. Text to 9-1-1 totals for the month of August 2021 were 5.

Scott Mulliner joined the meeting at 5:32 pm during the staff report.

Closed Session Minutes but do not release – None

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

- Treasurer's Report – May 2021, June 2021, July 2021, August 2021
- May 27th, 2021 Executive Board Minutes

All members present voting aye. Motion carried.

Standing Committee Reports:

Report of the Finance Committee – L. Nelson stated the budget was approved to review by the Executive Board and monthly bills were approved.

Report of the Executive Board Chair – None

Report of the Operations Board Chair – No report

Report of the Personnel Committee – No report

Report of the Strategic Planning Committee – No Meeting

Witek called for Old Business:

IP Flex – Bergeron stated IP Flex is up and running. The only lines left to bring over are the Sherriff Office’s lines and the Sandwich Fire Department.

Development of Fire 3 Channel to be Digital – Bergeron stated it is up and running and testing has begun with the fire agencies. Bergeron emphasized the importance for the fire agencies to do the testing and document problem areas.

License Plate Reader – Bergeron stated they are having multiple delays with IDOT with not getting the permits or cameras on the IDOT roadways.

Terry Olson joined the meeting at 5:37 p.m.

Other Old Business – None

Witek called for New Business:

Executive Board Closed Session Audio Destruction – Olson made a motion to destroy the audio from the November 21st. 2019 Executive Board closed session, seconded by D. Nelson. All members present voting aye. Motion carried.

Discussion of 2-1-1 – L. Nelson stated there was a meeting with some stakeholders with a favorable response in moving forward. L. Nelson stated 2-1-1 is a non-emergency informational number to disseminate services for social services throughout the County. They are gathering information from other counties who have put a system together. KenCom is getting the program going and will hold a position on the board once formed but will not be answering the calls. The surrounding counties use a separate company in Bloomington they hire to answer the calls 24/7.

Transfer of \$1,500,000.00 from the ETSB General Fund to the Equipment Fund – Olson made a motion to transfer \$1,500,000.00 from the ETSB General Fund to the Equipment Fund, seconded by DeBolt. Discussion. A roll call was taken with all eleven members present voting aye. Motion carried.

Transfer \$100,000 from ETSB General Fund to the Building Fund – L. Nelson made a motion to transfer \$100,000 from the ETSB General Fund to the Building Fund, seconded by Olson. Discussion. A roll call was taken with all eleven members present voting aye. Motion carried.

2022 Holiday Schedule – Thompson made a motion to approve the 2022 Holiday Schedule, seconded by Peters. Discussion. All members present voting aye, motion carried.

2022 Executive Board Meeting Calendar – DeBolt made a motion to approve the 2022 Executive Board Meeting Calendar, seconded by Olson. Discussion. All members present voting aye, motion carried.

Fiscal Year 2020 Audit – Olson made a motion to approve the Fiscal Year 2020 Audit, seconded by L. Nelson. Discussion. All members present voting aye, motion carried.

Budgets:

Operations Budget – Bergeron reviewed the Fiscal Year 2022 Operations Budget. Discussion ensued.

Surcharge Budget – Bergeron reviewed the Fiscal Year 2022 Surcharge Budget. Discussion ensued. Witek asked board members to send any questions they may have to Bergeron so they can be answered before the October Executive board meeting.

Other business from the floor – None

Closed Session – DeBolt made a motion to go into closed session for Litigation, when an action against, affecting or behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Section 2.06 5 ILCS 120/2(c)(11), seconded by Olson. A roll call was taken with all eleven members present voting aye. Motion carried. Closed Session began at 6:19 p.m.

Closed session ended at 6:35 p.m. All members present as before closed session.

Action after Closed Session – None

The next scheduled Executive Board Meeting is Thursday, October 28th, 2021 at 5:30 p.m. Olson made a motion to adjourn the meeting, seconded by D. Nelson. All members present voted aye. Motion carried. The meeting adjourned at 6:37 p.m.

Meeting recorded by Bonnie Walters.

Respectfully Submitted,

Dwight Baird
Secretary