

**Minutes of the Executive Board Meeting
Held Thursday, February 23rd, 2023
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
Scott Cryder	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	
Mike Rennels	City of Plano	X	

Others present: Lynette Bergeron, KenCom Director; Pamela Hurtig, KenCom Assistant Director; Gina Belmont, KenCom Assistant Director; Bonnie Walters, KenCom Executive Assistant; Josh Flanders, Oswego Fire Department; Jennifer Stein, Grundy County Director

Greg Witek called the meeting to order and requested a roll call of the membership. Eight of the twelve members were present which created a quorum present for voting purposes.

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

Witek called for Public Comment – Witek presented Jennifer Stein with a plaque for her years of service with KenCom. Witek stated KenCom has grown with promotions in management from within which stands out. Stein started with KenCom in 2008 as a dispatcher and continued to move up to supervisor, training supervisor, and was then promoted to Assistant Director. Witek thanked her for all the hard work and great job she did while at KenCom. Bergeron stated she hired Jen and has worked with her and it has been an amazing journey, Jen has done a fantastic job with KenCom, and wishes her all the luck in Grundy County. Hurtig thanked Stein for her support, guidance, and being a great leader, and her faith in her to succeed.

Witek called for Correspondence – None

Staff Report – Bergeron gave a Personnel Report as follows: Pamela Hurtig and Gina Belmont were promoted to Assistant Director. Sarah Jenkins was promoted to supervisor, filling the vacant position. KenCom is currently down three positions. One employee is on FMLA. KenCom is currently advertising for the open Telecommunicator positions. The deadline is February 22. Training as follows: Jenny Burkart and Brooke Gatto will be attending the Illinois MABAS Dispatcher Summit in Bloomington Normal from Feb 22nd through 24th. Sarah Jenkins provided one-on-one training to staff for

the Flock software. Sarah Jenkins provided one-on-one training on TTY, elderly callers, and call-taking procedures with a focus on entering locations into CAD. Bergeron thanked Oswego Fire for conducting CPR training for several employees. Project updates are as follows: All ten cameras for Flock have been installed and are functional. The Undelete software for digitizing LEADS records has been installed and configured. Guidelines have been established on how to catalog the records. We will begin scanning in the near future. The purpose of the program is to reduce the number of physical documents stored on premise due to space constraints. The New World test environment was upgraded on February 9th to 2022.2. Tyler found a glitch in the upgrade and the NCIC forms were wrong, they gave the option to reinstall the new service pack that fixes that glitch which will be done on April 7th. The production environment is still to be determined. The Exagrid primary site is complete and backing up records. CESSA Protocols & Standards Committee and Regional Committees have been meeting. At the last CESSA meeting on February 6th the Standards and Protocols meeting did present their first draft of the risk matrix that dispatchers are going to use to help determine if they are sending a call to 9-8-8, dispatching police, or dispatching EMS. It consists of four tiers, three of the four would involve sending police and there was pushback by CESSA that they do not want police responding to three of the four tiers. They have to create training and curriculum for telecommunicators for all venues of the State of Illinois for response times. Miscellaneous as follow: Activation of the emergency alert button on the fire portable radios gives a visual indicator on the consoles but no audible alert, which is different from the police portable radios. A Beep, with the help of Oswego Fire, discovered a program setting that is preventing the activation of the audible alarm. More information to come on what the next steps will be for reprogramming the portable radios. Kendall County 2-1-1 officially launched on February 7th, 2023. Text to 9-1-1 totals for the month of January was 10.

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

- Treasurer’s Report – November 2022
- November 29th, 2022 Executive Board Minutes
- Approval for Captain Derek Forseth to replace Dave Jordan as the primary member of the Operations Board for the Little Rock Fox Fire Department.
- Approval for Chris Biggs to replace Kevin Norwood as the primary member of the Operations Board for the Oswego Police Department.

All members present voting aye. Motion carried.

Standing Committee Reports:

Report of the Finance Committee – L. Nelson stated the Finance Committee made a recommendation to approve the Collective Bargaining Agreement, which is on the agenda in New Business.

Report of the Executive Board Chair – No Report

Report of the Operations Board Chair – Flanders stated there were two new members approved on the consent agenda for the Operations Board. With Kevin Norwood’s pending retirement, next month there will be a vote for Ray Mikolasek from Yorkville Police Department to take the Vice Chair position on the Operations Board.

Report of the Personnel Committee – Bergeron stated they met and approved the Assistant Director’s job description. Witek stated there is no longer an Operations Manager position and now have two Assistant Directors and they have built roles and goals. The intention is to cross-train both Assistant Directors and switch roles each year.

Report of the Strategic Planning Committee – No Report.

Witek called for Old Business:
Discussion of 2-1-1 – No Report.

Whistle Blower Policy – No Report.

988/CESSA Information – Reported in the staff report.

Other Old Business – None

Witek called for New Business:
Executive Board Closed Session Audio Destruction – None

Collective Bargaining Agreement – Bergeron stated during the negotiations they stayed within the boundaries that were approved previously by the Executive Board. Bergeron continued that they agreed to a four-year agreement and cleaned up some clerical errors that were approved by the attorneys. This was the first year there was not an attorney in the room during negotiations. They met three times and the attorney did the final approval. The total attorney fees for the entire process were \$611.00. Witek stated the process went so smoothly because Mike Powell, the Union Representative, and the three Stewards did a great job working together. DeBolt made a motion to approve the Collective Bargaining Agreement that began December 1, 2022, for four years, seconded by L. Nelson. Discussion. A roll call was taken with all eight members present voting aye. Motion carried.

Economic Interest Statement – Bergeron stated everyone received an email from the County Clerk to submit their Economic Interest Statement electronically and to add KenCom, which is due by May 1st.

Other business from the floor – None

DeBolt made a motion to move into closed session at 5:54 p.m. for the appointment, employment, compensation, discipline, 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 Olson. A roll call vote was taken with all eight members voting aye. Motion carried. Lynette Bergeron, Pamela Hurtig, Gina Belmont, Bonnie Walters, and Jennifer Stein left for closed session.

Open session resumed at 6:16 p.m. The same members are present as before closed session

Action after Closed Session – L. Nelson made a motion to approve non-union wage increase effective 12/1/22 as follows: Supervisors \$91,821.50, Gina Belmont \$102,599.35; Pamela Hurtig \$108,747.90, Lynette Bergeron \$127,681.55 plus \$4,000 a year for a car allowance, Bonnie Walters \$65,520.00 and Amber Reyes is \$17.25 per hour, second by DeBolt. A roll call was taken with all eight members present voting aye. Motion carried.

The next scheduled Executive Board Meeting is Tuesday, March 23rd, 2023 at 5:30 p.m. at the Plano Police Department lower-level training room. DeBolt made a motion to adjourn the meeting, seconded by Olson. All ten members present voted aye. Motion carried. The meeting adjourned at 6:19 p.m.

The meeting was recorded by Bonnie Walters.

Respectfully Submitted,

Dwight Baird
Secretary