

**Minutes of the Executive Board Meeting
Held Thursday, October 24th, 2024
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	
Darin Peterson	Bristol Kendall Fire District	X	
Darald Nelson	Village of Newark	X	
Josh Flanders	Oswego Fire District	X	
Scott Cryder	Lisbon Seward Fire District		X
Fred Kreinbrink	Little Rock Fox Fire District	X	
Chris Funkhouser	City of Yorkville	X	
Jennifer Jones Sinnott	Village of Oswego	X (5:43 pm)	
Mike Rennels	City of Plano		X
Andrew Steinbach	Member at Large	X	

Others present: Lynette Bergeron, KenCom Director; Pamela Hurtig, KenCom Deputy Director; Jenny Haske, KenCom Assistant Director; Bonnie Walters, KenCom Executive Assistant; Jeremy Messersmith, Bristol Kendall Fire Department.

Josh Flanders called the meeting to order and did a roll call with eight of the twelve members present, resulting in a quorum present to conduct a meeting.

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

Flanders called for Public Comment – None

Flanders called for Correspondence – Bergeron introduced Andrew Steinbach, who was appointed by the County Board, to replace Larry Nelson's seat as the Member at Large. Bergeron stated back in May, the Governor's Office sent out an email requesting people who would want to serve on the statewide 9-1-1 Advisory Board. Bergeron put in for it and received an email stating if she would like to move forward to complete the paperwork. At this point, Bergeron's retirement date was set so she did not complete the paperwork. A few days later she received a congratulatory letter for being appointed to the 9-1-1 Advisory Board so she completed the paperwork. Immediately she sent the Governor's Office an email about her upcoming retirement and to look for another nomination. Bergeron will remain the nomination until they get a replacement and will represent the counties of 100,000 to 250,000 people.

Staff Report – Bergeron gave a Personnel Report as follows: Ashley Tongate's last day with KenCom will be this Friday, September 20th. Ashley was instrumental in the 2018 CAD build and continued her commitment to keeping our CAD backend current. We wish Ashley the best on her new career path. We are proud to announce that Jennifer Haske has been promoted to Assistant Director. Trainee Joshua Wilson resigned from his position at KenCom on Monday, October 14th, 2024. Hiring for six new

employees, four vacancies, and the allotted plus two continues. Full interviews have been completed. All background checks have been completed. Five conditional offers have been given with a start date of November 4. Training as follows: In-house training for September is a LEADS refresher on orders of protection. Lynette Bergeron and Pamela Hurtig attended the APCO/NENA virtual town hall meeting to discuss Part 1325 proposed rules change by the Illinois State Police on Friday, September 27th. In-house training for October is a refresher on the Viper phone system. Bergeron, Hurtig, Jenkins, and Welter-Fichtel attended the Tyler New World User Group conference on October 8th and 9th. Bergeron, Hurtig, Haske, Jenkins, Gatto, and Mathre will attend the IPSTA Conference from October 20th through October 23rd in Springfield. Project Updates as follows: CESSA meetings have resumed. Bergeron has completed the new format and revisions for the KenCom Employee Handbook, and will continue to be discussed at the next Personnel Committee meeting. The first meeting to implement the PACE scheduling software will be held on October 17th, 2024. Misc. Information as follows: Intrado has been working to resolve the outgoing text issue since the State of Illinois Text to 911 project went live in March. Intrado and KC IT believe they have discovered it is a firewall issue and will work on correcting it. Text to 9-1-1 totals for September was 15.

Approval of Closed Session Meeting Minutes - None

Consent Agenda – Flanders called for approval of the consent agenda. Funkhouser made a motion, seconded by Peters to approve the consent agenda as follows:

- Treasurer's Report – August 2024, September 2024
- August 22nd, 2024 Executive Board Minutes
- Holiday Calendar 2025

All members present voting aye. Motion carried.

Standing Committee Reports:

Report of the Finance Committee – Flanders stated they have been working on the budget at the last two Finance meetings.

Report of the Executive Board Chair – Flanders stated the budget will be presented tonight and the final approval will be at the November 26th meeting, which is the Tuesday before Thanksgiving. We will need to make sure we have a quorum at that meeting.

Report of the Operations Board Chair – Bergeron stated they recently learned that the fire agencies are changing from NFIRS to NERIS. Tyler New World had decided to get out of the Fire Records Management business and will not implement any changes to adhere to the new Federal guidelines. Bergeron continued they sat through a demo of a third-party product that Tyler is partnering with. They had a meeting with Tyler to discuss KenCom's ten-year agreement they are locked into and was indicated at that meeting that the pricing would stay the same through 2027, and would be shifted over to the other platform. The deadline to be completed is January 1, 2026. Discussion ensued.

Jennifer Jones Sinnott joined the meeting at 5:43.

Report of the Personnel Committee – No Report.

Report of the Strategic Planning Committee – Flanders stated several agencies met to discuss the importance of Strategic Planning. There is more interest for others to be on the Committee and will bring forward new appointments at next month's meeting.

Flanders called for Old Business:

Discussion of 2-1-1 – Bergeron stated she sits on the Board as the Director of the 9-1-1 Center and they met and do have an intern Treasurer to replace Larry Nelson.

Whistle Blower Policy – Frienbrink made a motion to approve the Whistle Blower Policy/Procedures, seconded by Jones Sinnott. Discussion. All members present voting aye. Motion carried.

Other Old Business – None

Flanders called for New Business:

Executive Board Closed Session Audio Destruction – None

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

Fiscal Year 2025 Surcharge Budget – Bergeron reviewed the Fiscal Year 2025 Surcharge Budget. Discussion ensued.

Fiscal Year 2025 Operations Budget – Bergeron reviewed the Fiscal Year 2025 Operations Budget. Discussion ensued.

Executive Board 2025 Meeting Calendar – Jones Sinnott made a motion to approve the Executive Board 2025 Meeting Calendar, seconded by Steinbach. Discussion. All members present voting aye. Motion carried.

Strategic Planning Committee Meeting Calendar – Funkhouser made a motion to approve the Strategic Planning Committee Meeting Calendar, seconded by Jones Sinnott. Discussion. All members present voting aye. Motion carried.

Future KenCom Expansion – Bergeron stated the Sheriff's Office and the County are coming up with a plan to expand the Sheriff's Office. When that happens, KenCom has requested more room in the basement for KenCom to expand. KenCom is out of room and needs more space.

Second Radio Tower – Public Safety Building – Discussed during the budget.

Minooka Tower A Beep Lease – Bergeron stated it is in the packet for review. KenCom has been on Minooka's Tower since 2013, which is owned by A Beep, without a lease. The owner of A Beep Contacted Larry Nelson last May and explained that they would like to put a lease in place KenCom and sent Larry a draft. After Larry's passing, A Beep contacted Bergeron, stating that Larry had only a draft and that they were supposed to discuss a monthly rent. The amount in the contract is the amount WesCom used to pay to be in that Tower, which is minimal. Currently, that tower is not on the microwave ring and is only a receive site. They have reached out to A Beep for a quote to add the tower to the microwave ring, which would then be a transmit and receive site. Bergeron will bring the quote back from A Beep when received. Discussion ensued on the terms of the agreement and the need for attorney review. Bergeron will send the changes to the attorney and send them out to the Board before next month's meeting to review and vote on in November.

MOU Encryption Key for the Kendall County EMA – Peterson made a motion to approve the MOU Encryption Key for the Kendall County EMA, seconded by Jones Sinnott. Discussion. All members present voting aye. Motion carried.

Other business from the floor – None

Closed Session – None

The next scheduled Executive Board Meeting is Tuesday, November 26th, 2024 at 5:30 p.m. at the Plano Police Department lower-level training room. Nelson made a motion to adjourn the meeting, seconded by Funkhouser. All ten members present voted aye. Motion carried. The meeting adjourned at 7:10 p.m.

The meeting was recorded by Bonnie Walters.

Respectfully Submitted,

Dwight Baird
Secretary