

KenCom Finance Committee Meeting Minutes
Held September 20th, 2018
9:02 a.m.

Member	Agency	Present	Absent
Greg Witek	LRFFD	X	
Judy Gilmour	Kendall County Board Member	X	
Mike Peters	KCSO	X	
Bob Hausler	City of Plano		X
Larry Nelson	Member At Large	X	
Josh Flanders	Oswego FD	X	

Others Present: Lynette Bergeron, KenCom Director; Jennifer Stein, Assistant Director; Bonnie Walters, Executive Assistant.

Larry Nelson called the meeting to order and requested a roll call of the membership. A roll call was taken with five of the six members present which resulted in having a quorum for voting purposes.

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

Nelson called for Public Comments – None

Nelson called for Correspondence – None

Staff Report – Bergeron gave a report on Personnel as follows: We have one employee currently on FMLA leave. Chris Walat, who was a long term employee of KenCom, has returned to KenCom and needed minimal re-training. This puts KenCom fully staffed. Training as follows: Lynette and Jen attended “In Honor of the Charleston 9”, a training seminar, at the Oswego Fire Station on September 7th. Heather Gutierrez and Chris Walat took a CPR class hosted by the Oswego Fire Department on September 8th. Information as follows: The State has delayed announcing the final grant awards until mid-September. Once notice of awards go out, recipients will need to submit acceptance along with monthly performance reports, quarterly finance reports and reimbursement requests. Meetings have begun on the next steps once the grant is received. CAD Project Updates: There are still a couple of agencies that need to pick-up there AVL devices which are packaged and ready for distribution. The message switch was installed on August 13th through 15th with the connection to the state being established on August 16th. Tyler has been working both on-site and remotely throughout the month on preparing the server for Field Based Reporting and installing and configuring equipment for the interfaces such as E911, ePCR, paging and Web CAD. Beginning the week of September 24th, Tyler will be on-site installing the LEADS to CAD interface. During the week of October 1st, Tyler will be on-site for functional review of Field Based Reporting. Fire Mobile Messaging Train-the Trainer is scheduled for October 16th-18th. The review of LERMS and Corrections for the upgrade from V11.1 to V2017.2 is also scheduled from October 16th-18th. Due to space constraints, these review dates will likely be changing. Law Mobile Messaging Train-the-Trainer is scheduled for the week of October 29th. Tyler will be scheduling a second week for this training but dates have not yet been decided on. The final CAD build week was August 21st through 23rd. Fire agencies have been given a list of information needed to

complete the build of fire response plans. This should be returned to KenCom as soon as possible. Wireless 9-1-1 statistics for the month of August 2018 represented 78% of 9-1-1 calls received.

Consent Agenda – Nelson called for approval of the consent agenda. Flanders made a motion, seconded by Gilmour to approve the consent agenda which includes approval of the August 2018 Treasurer’s Report, and August 16th, 2018 Finance Committee Meeting Minutes. All members present voting aye. Motion carried.

Nelson called for the Standing Committee Reports:
Personnel Committee Report – No Report

Strategic Planning Committee Report – Nelson stated they are waiting on proposals back from vendors.

Operations Board Chair Report – Flanders noted there was a revised policy that was approved. The Operations Board was down a representative for the Strategic Planning Committee, Phil Smith was voted to fill that vacancy and move forward for final approval at the Executive Board meeting.

Finance Committee Report:

Approval of Bills:

Operation Bills – Witek made a motion to approve the September Operations Bills in the amount of \$190,387.04, seconded by Flanders. Discussion. A roll call vote was taken with all five members present voting aye. Motion carried.

Surcharge Bills – Witek made a motion to approve the September Surcharge Bills in the amount of \$167,228.81 seconded by Gilmour. During discussion, Witek noted on the account receivable aging report it shows that all agencies are up to date. A roll call was taken with all five members present voting aye. Motion carried.

Anticipated Expenses – None

Approval of Closed Session Minutes – Witek made a motion to approve the August 16, 2018 closed session meeting minutes but do not release, seconded by Flanders. All members present voting aye. Motion carried.

Nelson called for Old Business:

Backup Power for the Montgomery Tower – Nelson stated the backup generator has already been approved and the funds are available in the equipment fund. There is not a line number specified for the backup generator. Witek made a motion to reclassify funds that were earmarked for another project to be earmarked for the purchase of the diesel generator, seconded by Flanders. All members present voting aye. Motion carried.

Somonauk Police/Somonauk Fire – Nelson gave an update that they are still working with AT&T to finish installing the lines, which will allow KenCom to receive ANI/ALI for calls that are transferred from DeKalb County.

Grundy County 9-1-1 Backup/Microwave Radio Expansion /Fiber Connection – No Report

Microwave Radio/Radio Reception – Nelson gave an update, they are working with the Village of Montgomery and A Beep to get a quote for an additional receive site. Additionally, mobile radios have been installed in all the Montgomery squad cars and are working well.

Converting Police 5 or Police 7 – No Report

Any other Old Business – None

Nelson called for New Business:

Fiscal Year 2018/2019 Operations Budget – Bergeron reviewed the draft 2018-2019 Operations Budget to the committee. Discussion ensued.

Fiscal Year 2018/2019 Surcharge Budget – Bergeron reviewed the draft 2018-2019 Surcharge Budget to the committee. Discussion ensued.

2019 Finance Committee Meeting Calendar – Witek made a motion to approve the 2019 Finance Committee meeting calendar, seconded by Peters. Discussion. All members present voting aye. Motion carried.

Any Other New Business – None

Other Business – None

Closed Session – None

Nelson stated the next Finance Committee meeting is Thursday October 18th, 2018 at the Public Safety Center - 9:00 a.m. Witek made a motion to adjourn the meeting, seconded by Gilmour. All members present voting aye. Meeting adjourned at 10:26 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary