

**KenCom Finance Committee Meeting Minutes**  
**Held February 16<sup>th</sup>, 2017**  
**9:17 a.m.**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Greg Witek	LRFFD	X	
Judy Gilmour	Kendall County Board Member	X	
Dwight Baird	KCSO	X	
Bob Hausler	City of Plano	X	
Larry Nelson	Member At Large	X	
Jeff Burgner	Oswego PD	X	

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

Larry Nelson called the meeting to order and requested a roll call of the membership. A roll call was taken with all six members present creating the necessary quorum for voting purposes.

Nelson called for a motion to approve the agenda. Gilmour made a motion to approve the agenda, seconded by Hausler. 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: KenCom’s two new employees are both in phase three of KenCom’s training program. One trainee will be released from training on Saturday, February 18<sup>th</sup> and the second will be released early March. KenCom has two employees on intermittent FMLA. Training as follows: Supervisor Pamela Hurtig just completed the APCO Communications Center Supervisor on-line training course that began on December 14<sup>th</sup>. Admin and Supervisors are continuing the DVD training series presented by Gordon Graham on Risk Management. Monthly training for January included PSTC DVD training on Locations, and APCO PST Liability Issues. Training for February included an overview of EMD protocol. Training recertification through ICRMT for Sexual Harassment Prevention, Unlawful Harassment Prevention and Workplace Bullying has begun for employees. Supervisor Pamela Hurtig and Dispatcher Mike Hoffer attended the MABAS Conference in Bloomington Feb 8-10<sup>th</sup>, 2017. March’s monthly training will cover suicidal callers and include an APCO training video. Information as follows: Tyler/New World CAD presented their CAD demo on January 25<sup>th</sup> at Oswego Fire Station #1. Lynette and Jen attended a Hexagon Intergraph CAD demo presented to Northwest Central Dispatch on Feb 8<sup>th</sup> at the Embassy Suites in Schaumburg. The Intergraph CAD demo for KenCom is scheduled for March 15<sup>th</sup> at 9 a.m. at Oswego Fire Station 1. KenCom successfully worked out of the back-up center on Thursday, February 9<sup>th</sup> from 1400-2200 hours. Future back-up center rotation dates are included in the packet. Lynette Bergeron attended an Emergency Management Committee meeting for Yorkville School District 115 on Monday, February 13<sup>th</sup>. KenCom met with the auditors on Thursday, January 26<sup>th</sup>. Wireless 9-1-1 statistics for the month of January 2017 represented 74% of calls received.

Consent Agenda – Hausler made a motion, seconded by Witek to approve the Consent Agenda; Approving the January 19<sup>th</sup>, 2017 Finance Committee Minutes and approving the January 2017 Treasurer’s Report. All members present voting aye. Motion carried.

Nelson called for the Standing Committee Reports:

Personnel Committee Report – Witek gave a report as follows: There was a recommendation from the Committee to move forward to the Executive Board, to temporarily increase staff by one full time employee to assist during the CAD implementation. That cost was discussed to be part of the capital expenditures for the CAD project. Discussion ensued.

Finance Committee Report:

Approval of Bills:

Operation Bills – Burgner made a motion to approve the February Bills in the amount of \$250,188.04, seconded by Baird. A roll call vote was taken with all six members present voting aye. Motion carried.

Capital Bills – Hausler made a motion to approve the February Surcharge Bills in the amount of \$5,220.00 seconded by Gilmour. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses as follows: Orion UPS for the phone system at the backup center not to exceed \$325.00. Witek made a motion to approve the anticipated expenses not to exceed \$325.00, seconded by Hausler. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Nelson called for Special Committee Reports:

Report of the Operations Board Chair – Witek stated there was a NetMotion demonstration and it went very well, and the Operations Board unanimously voted to recommend the purchase of NetMotion and to move forward to the Executive Board.

Nelson called for Old Business:

Backup Power for the Montgomery Tower – Bergeron stated Dan Meyers gave a report at the Operations Board meeting.

Challenge Coin Perpetual Plaque – No Report

Strategic Plan – Bergeron stated they had met with Grundy County 911 Center a couple of weeks ago and started the conversation about the possibility of backing each other up. Grundy County is very similar in structure to Kendall County. That proceeded into a meeting on Tuesday with Grundy County, Miner Electronics, Motorola, Starcom, and Grundy and KenCom’s IT and began the discussions on the possibility of being able to connect with Grundy County as a full backup. Bergeron stated discussions are still continuing with the different options that are available. Discussion ensued.

Insurance Quote Discussion – No Report

Somonauk Police/Somonauk Fire – Nelson gave an update on the status of Somonauk Police and Fire. Discussion ensued.

Any other Old Business – None

Nelson called for New Business:

Treasurer Recommendation for the Executive Board – Hausler made a motion to recommend to the Executive Board to appoint Mike Hitzemann as the new Treasurer, seconded by Baird. Discussion. All members present voting aye. Motion carried.

Daily Meals/Lodging for Conferences and Training Resolution – Bergeron reviewed the resolution contained in the packet. Baird made a motion to adopt the Daily Meals/Lodging for Conferences and Training Resolution and forward to the Executive Board, seconded by Burgner. All members present voting aye. Motion carried.

Travel Policy – Burgner made a motion to approve the Travel Policy and attached form, seconded by Hausler. Discussion. All members present voting aye. Motion carried.

First National Bank Credit Card Cash Back Rewards Redemption – Bergeron gave a report that staff spoke to the auditors and the income will be put back into KenCom’s funds as a miscellaneous income once per year.

CAD Discussion – Bergeron mentioned staff will be meeting with New World on Tuesday to get preliminary pricing information.

NetMotion – Witek made a motion to recommend the purchase of NetMotion and move forward to the Executive Board for an amount not to exceed \$48,000.00, with the initial first year purchase of hardware to come out of the Surcharge Budget and ongoing maintenance thereafter to come out of the Operating Fund, seconded by Hausler. A roll call was taken with all six members present voting aye. Motion carried.

Other New Business – None

Nelson stated the next Finance Committee meeting is Thursday March 16<sup>th</sup>, 2017 at the Public Safety Center - 9:00 a.m. Burgner made a motion to adjourn the meeting, seconded by Baird. All members present voting aye. Meeting adjourned at 10:03a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary