

**KenCom Finance Committee Meeting Minutes**  
**Held April 20<sup>th</sup>, 2017**  
**9:00 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; Bonnie Walters, Administrative Assistant; Josh Flanders, KenCom Operations Board Chair.

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

Nelson called for a motion to approve the agenda. Hausler made a motion to approve the agenda as submitted, seconded by Burgner. 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 held orientation and testing for 34 applicants on Friday, April 7<sup>th</sup> at Oswego Fire Station 1. KenCom has two employees currently on FMLA. Both are working intermittently. Training as follows: Training recertification through ICRMT for Sexual Harassment Prevention, Unlawful Harassment Prevention, Workplace Bullying and Violence Prevention has been completed. Five employees attended PSTC - Defeating Workplace Drama for Peak 9-1-1 Performance on March 20 at the Elgin 9-1-1 center. Two employees attended PSTC – Responder Risk and the 9-1-1 Professional on March 21 at the Elgin 9-1-1 Center. Two employees attended a training class on pipeline safety on March 21<sup>st</sup> in Joliet. Several dispatchers will be attending a training at Bristol Kendall Fire Department April 24-26 for Radio Drills for Structure Fires. Information as follows: Shift meetings were held on Friday, March 24<sup>th</sup>. Staff will be sending out the annual Employee Engagement Survey to all employees. KenCom is scheduled for a LEADS Security audit that will be due in May. County Technology is working with KenCom on this audit. Yearly preventative maintenance was performed on the Viper phone system. Future back-up center rotation dates are included in the packet. The April backup date has been changed to Thursday, April 20<sup>th</sup>. National Telecommunicator’s Week was April 9<sup>th</sup> – 15<sup>th</sup>. Our annual banquet was held on Thursday, April 13<sup>th</sup> from 6-8 p.m. at the Kennedy Pointe Restaurant. Heather Gutierrez was awarded as Telecommunicator of the Year, and Dianne Vaillancourt was recognized for her 25 years at KenCom. Economic Interest Statements were mailed out and must be returned to the County Clerk by May 1<sup>st</sup>, 2017. Wireless 9-1-1 statistics for the month of March 2017 represented 76% of calls received.

Consent Agenda – Gilmour made a motion, seconded by Hausler to approve the Consent Agenda; Approving the March 16<sup>th</sup>, 2017 Finance Committee Minutes and approving the March 2017 Treasurer’s Report. All members present voting aye. Motion carried.

Nelson called for the Standing Committee Reports:

Personnel Committee Report – Josh Flanders stated the annual Employee Engagement Survey will be going out to staff. Staff was also given recommendation of different companies to use for background checks.

Strategic Planning Committee Report – Nelson stated the Strategic Planning Committee moved forward the recommendation for New World CAD to the Finance Committee. Nelson stated there is an IGA they are working on with Grundy County to be each other’s backup which will also include the building of a microwave link between here and Grundy County as a leg of the redundancy system. Discussion ensued. Nelson mentioned there was a negotiating committee for the Radio Console Equipment that met with Motorola and Miner Electronics and came up with a package that Motorola is now putting into a contract. The agreed package was at state bid with a buying incentive of \$75,000 if purchased by June 1<sup>st</sup>, 2017. Motorola has also agreed that KenCom can use their credit card to pay for the radio console equipment which will also save money due to KenCom’s 2% credit card cash back. Nelson continued that Motorola agreed that they have done a full inventory of KenCom’s facility and everything included in the proposal will be covered for the project and that will be included in the contract. The intent is to have the contract from Motorola by the May 25<sup>th</sup> Executive Board Meeting for approval to move forward and have installed by Thanksgiving of this year. After the contract is received from Motorola KenCom’s attorney will review it. Nelson mentioned currently there are enough funds in the equipment fund to cover the radio console equipment purchase, the microwave radio expansion, and the CAD purchase, however, he is concerned it will bring the fund balance too low. Nelson and Hitzemann’s concerns are if there is an unexpected expense that comes up and how to prepare for that. Nelson stated he approached First National Bank about the possibility of borrowing money, as an option. Nelson received a loan proposal from First National Bank for a five-year credit line with 3% simple interest on declining balance and can pre pay at any time without a penalty. This would be a certifiable loan for a government agency. Discussion ensued. Nelson reviewed the Tyler/New World CAD proposal and stated the existing contract Kendall County has possession of they would like to be transferred to KenCom and KenCom can do all the payouts as the CAD project progresses. Kendall County would still pay their portion for New World to KenCom, but KenCom would bill out the other agencies and would assume the current Intergovernmental Agreement the County has with the cities. Nelson stated there is a meeting scheduled with management and KenCom’s attorney for next Tuesday at 1:30 p.m. to create an Intergovernmental Agreement between the County and KenCom, and it will be distributed once completed for review. Discussion ensued.

Operations Board Chair Report – Flanders stated the Operations Board had three CAD demonstrations from three different companies, and moved forward a recommendation to the Finance Committee and Executive Board to purchase the Tyler/New World CAD. There were a group of nine that went up to Tyler/New World in Troy Michigan to see their center and how they are using the system. There was also a recommendation to move forward to the Finance Committee and Executive Board to purchase the new Radio Console Equipment. Flanders stated the current CAD system and Radio Console Equipment KenCom is using is at end of life and it is critical to move forward with the projects. After discussion it was agreed for staff to prepare a summary of the Radio Console Equipment and the new CAD project and the process involved with all departments being an active role in the decision making process. Along with the summary, staff will send out the Motorola and Tyler/New World proposals prior to the meetings to give all board members time to review.

Finance Committee Report:

Approval of Bills:

Operation Bills – Witek made a motion to approve the April Operation Bills in the amount of \$176,767.21, seconded by Hausler. During discussion Nelson mentioned that the Operations Board had unanimously voted on the bills at their meeting. A roll call vote was taken with all five members present voting aye. Motion carried.

Capital Bills – Hausler made a motion to approve the April Surcharge Bills in the amount of \$84,403.83 seconded by Witek. Discussion. A roll call was taken with all five members present voting aye. Discussion. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses as follows: Replacement for a Viper Phone System Sonic Box at the backup center for an amount not to exceed \$440.00; GIS Computer for an amount not to exceed \$1,400.00. Hausler made a motion, seconded by Gilmour to approve the anticipated expenses not to exceed \$1,840.00. Discussion. A roll call was taken with all five members voting aye. Motion carried.

Nelson called for Old Business:

Backup Power for the Montgomery Tower – No Report

Challenge Coin Perpetual Plaque – No Report

Insurance Quote Discussion – No Report

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

CAD Recommendation – Nelson stated they are going to begin negotiations with Tyler/New World and the intent is to come back at the May Finance Committee meeting and ready to recommend the proposal to the Executive Board on May 25<sup>th</sup>, 2017. Discussion ensued.

Staffing for CAD implementation – Bergeron reviewed the staffing proposal contained in the packet for the CAD implementation. Nelson stated the proposal is with the assumption KenCom enters into a CAD project and as part of that project are proposing to capitalize the amount of the additional staff needed during the CAD implementation only. Nelson mentioned the Personnel Committee voted the proposal unanimously at their meeting. Discussion ensued. After discussion, management will make the changes suggested and bring back a revised proposal at the next Finance Meeting on May 18<sup>th</sup>.

Radio Console Equipment Replacement – Burgner made a motion to approve proceeding negotiations for a draft contract with Motorola and Miner Electronics for the Radio Console Equipment Replacement, seconded by Hausler. Discussion. All members present voting aye. Motion carried.

Grundy County 9-1-1 Backup – Bergeron stated they are in discussions with Grundy County to be each other's 9-1-1 backup and that is the reason they are moving forward with the radio console equipment replacement in tandem with Grundy County. Nelson stated once this backup is complete KenCom will discontinue their backup center at Bristol Kendall Fire Station 1 and Grundy will do the same. After discussion there was a consensus to continue moving forward.

Any other Old Business – None

Nelson called for New Business:

Closed Session Audio Destruction – None

Fiscal Year 2016 KenCom Audit – Nelson reviewed the Fiscal Year 2016 KenCom Audit, and will bring back to next month’s meeting for approval.

Will County Intergovernmental Agreement – No New Report

Microwave Radio Expansion – Bergeron stated the information from A Beep is contained in the packet and will bring back at next month’s meeting for further discussion/approval.

Josh Flanders left the meeting at 10:26 a.m.

Finance Committee By-Laws – No Report

Finance Committee Alternates – Nelson mentioned he would like to have an alternate for each primary member on the Finance Committee and to forward that individual to staff to be added.

New Employee Background Checks – Bergeron reviewed the discussion and approval from the Personnel Committee to begin using an outside company to conduct background checks. The Personnel Committee unanimously approved for staff to choose a company to conduct new employee background checks for an amount not to exceed \$125.00 per new hire, and to conduct these checks as a condition of employment after a job offer has been made. Discussion ensued.

Semi Annual Closed Session Review –Witek made a motion for the closed session minutes to remain closed, seconded by Hausler. All members present voting aye. Motion carried.

Other New Business – Gilmour mentioned the County has a new Law, Justice and Legislation Committee that is held at the courthouse and there is a KenCom report in the packet and KenCom is welcome to come.

Nelson stated the next Finance Committee meeting is Thursday May 18<sup>th</sup>, 2017 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 10:43 a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary