

**KenCom Finance Committee Meeting Minutes**  
**Held July 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	
Mike Peters	KCSO	X	
Janet Goehst	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; Harold Martin, Kendall County Sheriff's Office.

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 which resulted in having a quorum for voting purposes.

Nelson called for a motion to approve the agenda. Witek 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 – The President and CEO Chairman of the Board for Tyler Technologies sent KenCom a welcome letter as a new customer. Bergeron received an email from Chief Burgner, Sergeant Bond and the Oswego Police Department Team A in regards to a water rescue in the Fox River and the great job done by the dispatchers in communicating the needed information quickly and efficiently. Bergeron stated she sent an email out to the Operations Board and dispatch faxed to all the police agencies a list of dates that LEADS will be down and no notifications will be received.

Staff Report – Bergeron gave a report on Personnel as follows: KenCom hired one new telecommunicator who will be starting on July 31<sup>st</sup>. A nine year KenCom employee resigned his position at KenCom as of yesterday so will be hiring a second employee. KenCom has two employees currently on FMLA. Both are working intermittently. KenCom held shift meetings on Wednesday, July 12<sup>th</sup> with all three shifts. Training as follows: KenCom staffed the command van during the July Crisis training on Thursday, July 6<sup>th</sup> and July 13<sup>th</sup>. KenCom had two employees participate in the training that lasted from 8 a.m. until approximately 3 p.m. The Director and Assistant Director also attended these training sessions and want to thank both the police and fire agencies for giving KenCom this extremely beneficial training opportunity. Monthly training for July and August consists of a full review of the APCO Emergency Medical Dispatch training manual. On July 25<sup>th</sup>, the dayshift supervisor will be conducting a full review of the structure fire on Ament Road from June 13<sup>th</sup> with the dispatch staff that was working the day of the fire. Information as follows: On Saturday, June 24<sup>th</sup> a fiber cable was severed and Newark, Millington and Lisbon phone exchanges were without 9-1-1 services. KenCom sent dispatchers to the Newark Fire and Lisbon Fire Stations in order to answer their non-emergency phone lines. WSPY was contacted and requested to announce the 9-1-1 outage. The morning of Sunday, June 25<sup>th</sup> KenCom received notification that 9-1-1 services had been restored. KenCom staff did an amazing job of working as a team during this incident along with the Newark and Lisbon Fire District personnel. Bergeron thanked WSPY for quickly

getting the information out to the public about the 9-1-1 outage. Discussion ensued. Motorola has shipped the MCC7500 radio console equipment to Miner Electronics where the equipment will be programmed to KenCom's specifications. Staff has phone conference meetings every other week with Motorola on the progress of the project. The Challenge Coin Plaque is nearing completion. Ashley Conrad and Bristol Kendall Fire District were awarded Rush Copley's Cardiac Run of the Quarter on June 15<sup>th</sup> for an incident that occurred on March 25<sup>th</sup>, 2017. Rush Copley provided breakfast and awards were presented. Future back-up center rotation dates are contained in the packet. Wireless 9-1-1 statistics for the month of June 2017 represented 78% of calls received.

Consent Agenda – Witek made a motion, seconded by Burgner to approve the Consent Agenda; Approving the June 15<sup>th</sup>, 2017 Finance Committee Minutes and approving the June 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: The personnel review process was discussed and the Director, Assistant Director and supervisors are in the process of completing reviews. Dispatcher reviews will begin after all management is completed. Currently KenCom is down two employees (one vacant and a recent resignation). After discussion the Personnel Committee made a recommendation to the Finance Committee to have the Director and Assistant Director analyze the possibility of adding three dispatchers. Bergeron reviewed the statistical information she gathered from previous retention of employees during training and the percentage of fall out. Bergeron stated she currently has in the budget to withstand a third dispatcher due to a lag in being short an employee and the recent resignation being a topped out employee. After discussion, the board made a consensus to hire three employees as long as it is in the budget to do so.

Strategic Planning Committee Report – No Report

Operations Board Chair Report – Bergeron stated they have meetings scheduled with Tyler/New World and the project manager, Jim Lucas, for August 22<sup>nd</sup> and 23<sup>rd</sup>. Bergeron mentioned to the Operations Board that she would like them to identify two people from each organization that can attend all the meetings and be committed to follow through the entire CAD project. Bergeron also sent an email to the Executive Board inviting them to the kickoff meeting on August 23<sup>rd</sup> at 9 a.m. with Tyler/New World.

Finance Committee Report:

Approval of Bills:

Operation Bills – Gilmour made a motion to approve the July Operation Bills in the amount of \$261,326.31, seconded by Witek. During discussion Bergeron thanked the County for including KenCom in their electronic recycling which saved KenCom money. Bergeron mentioned KenCom tried a new employee background check company, Intelifi, and will not be using them again due to unsatisfactory work. Staff will continue doing background checks in house. A roll call vote was taken with all six members present voting aye. Motion carried.

Capital Bills – Witek made a motion to approve the July Surcharge Bills in the amount of \$209,439.45 seconded by Burgner. Discussion. A roll call was taken with all six members present voting aye. Discussion. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses as follows: Preventative maintenance for the Newark Tower generator for an amount not to exceed \$393.99; Preventative maintenance for the Legion Road Tower not to exceed \$393.99; Purchase of five Magnum Desk Chairs with Arms, Heavy Duty for an amount not to exceed \$3,570.80; HP Color LaserJet Printer for an amount not to exceed

\$750.00. Burgner made a motion to approve the anticipated expenses not to exceed \$5,108.78, seconded by Gilmour. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Nelson called for Old Business:

Backup Power for the Montgomery Tower – No Report

Insurance Quote Discussion – No Report

Somonauk Police/Somonauk Fire – No Report

Tyler/New World CAD – Updated during the Operations Board Chair discussion.

Grundy County 9-1-1 Backup Intergovernmental Agreement/Microwave Radio Expansion – Nelson gave a brief update that they have had meeting and are moving forward.

Bidding on Loan Proposal – No Report

Any other Old Business – None

Nelson called for New Business:

Closed Session Audio Destruction – Witek made a motion to approve the closed session audio destruction for December 10<sup>th</sup>, 2015, seconded by Burgner. All members present voting aye. Motion carried.

Assignment/IGA of the Village of Montgomery's Tyler/New World Contract to KenCom – Nelson reviewed the Assignment and IGA contained in the packet for the Village of Montgomery's Tyler/New World Contract to KenCom. Nelson stated the Village of Montgomery's attorney has reviewed and approved the documents. The documents are scheduled for final approval at the Village of Montgomery's Board Meeting on July 24<sup>th</sup>. Witek made a motion to approve and move forward to the Executive Board, the Assignment/IGA of the Village of Montgomery's Tyler/New World Contract to KenCom, seconded by Burgner. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Montgomery Dispatch Agreement 10 Year Extension Amendment – Nelson reviewed the Amendment contained in the packet. The Operations Board unanimously approved the Amendment at their last meeting. Nelson stated the Amendment has been to the Village of Montgomery's attorney and approved and is scheduled for final approval at the Village of Montgomery's Board Meeting on July 24<sup>th</sup>. Witek made a motion to approve and move forward to the Executive Board, the Montgomery Dispatch Agreement 10-year Extension Amendment, seconded by Gilmour. Discussion. 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 August 17<sup>th</sup>, 2017 at the Public Safety Center - 9:00 a.m. Witek made a motion to adjourn the meeting, seconded by Burgner. All members present voting aye. Meeting adjourned at 10:08 a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary