

**KenCom Finance Committee Meeting Minutes**  
**Held November 16<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	
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.

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. Hausler 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: KenCom has one employee on a six-week FMLA leave that began on October 12<sup>th</sup>, 2017. KenCom had a second employee begin FMLA leave on November 5<sup>th</sup> for an undetermined amount of time. KenCom promoted Heather Gutierrez to the vacant supervisor’s position on Tuesday, October 31<sup>st</sup>, 2017. KenCom received 77 applications for the open telecommunicators position. Orientation and testing will be scheduled in December for the applicants. The two employees in training are working in Phase 2 of 3 of the training program. KenCom will be interviewing for the Assistant LEADS Coordinator position that was previously held by Supervisor Gutierrez. Training as follows: Director Bergeron, Assistant Director Stein, Supervisor Gutierrez and Telecommunicator Lardi all attended the IPSTA 9-1-1 Conference held in Springfield November 5<sup>th</sup> through the 8<sup>th</sup>. The next in-house training will cover TTY Communications and Instruction on the DCloud Software. In-house training will be combined with quarterly shift meetings. KenCom had 9 employees participate in a live fire training exercise with the Bristol Kendall Fire District held October 30<sup>th</sup> – November 1<sup>st</sup>. Supervisor Welter-Fichtel did a site visit to Elgin Dispatch, along with County GIS, to review their Tyler/New World GIS mapping. Information as follows: An update was given on the radio console equipment. The Challenge Coin Plaque inscription plates were received and plate installation is in progress. Illinois Century Network completed a site visit on October 31<sup>st</sup>, 2017 in order to move forward with the fiber connection for LEADS, internet and direct link to Grundy. Beverly Harmes and Bristol Kendall Medic 143 received Rush Copley’s cardiac run for the first quarter. Wireless 9-1-1 statistics for the month of October 2017 represented 75% of calls received.

Closed Session Minutes – Witek made a motion to approve the closed session minutes from October 19<sup>th</sup>, 2017 but do not release, seconded by Hausler. All members present voting aye. Motion carried.

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

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

Strategic Planning Committee Report – No Report

Operations Board Chair Report – Nelson noted there was a consensus at the Operations Board not to remove Everbridge from the FY 2018 budget at this point due to the initial stats showing significant use. The Operations Board agreed to research and review other companies prior to the signing of another contract with Everbridge.

Finance Committee Report:

Approval of Bills:

Operation Bills – Hausler made a motion to approve the November Operations Bills in the amount of \$195,526.30, seconded by Witek. Discussion. A roll call vote was taken with all six members present voting aye. Motion carried.

Surcharge Bills – Witek made a motion to approve the November Surcharge Bills in the amount of \$108,680.48 seconded by Baird. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Anticipated Expenses – None

Nelson called for Old Business:

Backup Power for the Montgomery Tower – No Report

Insurance Quote Discussion – Bergeron stated she had the quote from Illinois Risk Management Trust for KenCom’s property and liability insurance, which is who KenCom currently uses. Witek stated in order to get a quote for new insurance, companies ask for information from your current company/environment. Witek stated Bergeron asked the County Administrator in July for a loss history in order to look at other insurance companies. Bergeron asked for the information two times and the second time was told to reach out to Rich Ryan with Wine Sergi which was then provided to Bergeron three weeks ago. Witek stated due to this delay, KenCom was denied the opportunity to get a proper quote done by outside companies because the time frame given to them was unreasonable. Discussion ensued.

Somonauk Police/Somonauk Fire – No Report

Tyler/New World CAD – Bergeron gave an update and stated the servers have been ordered and County IT will begin working on them in December. Staff did receive a complete project schedule to look over and will send out to everyone once it is confirmed. There is a tentative go live date of December 10, 2018.

Grundy County 9-1-1 Backup Intergovernmental Agreement – Bergeron stated Grundy County’s ETSB Board meets this month and will sign the Intergovernmental Agreement’s needed to be each other’s backup which will be sent to the state.

Microwave Radio Expansion – Nelson gave an update.

Everbridge – Hausler made a motion to recommend to the Executive Board to leave Everbridge in the FY 2018 budget, based on the review and recommendation from the Operations Board, seconded by Gilmour. Discussion. All members present voting aye. Motion carried.

Police and Fire Records Management – Nelson stated all the agreements have been reviewed and approved by KenCom’s Attorney and the Tyler Sharing Structure Adhoc committee. The agreements have been sent out to all agencies for final review and plan to put the final agreements on the November 30<sup>th</sup> Executive Board meeting agenda.

Any other Old Business – Bergeron mentioned the reimbursements for the ongoing maintenance costs that were originally in the maintenance tab of the budget needed to be moved to the general ETSB fund at the advice of KenCom’s auditor.

Bergeron reviewed the health insurance increases and made a recommendation to change from 20%, which is currently budgeted, to 10% in the new budget until she has final numbers. After discussion, there was a consensus to put 10% in the budget and to amend the budget in January if needed to reflect the actual numbers. The agency billings will go out after the January Finance Committee meeting.

Nelson called for New Business:

Closed Session Audio Destruction – Witek made a motion to destroy the February 18<sup>th</sup>, 2016 and April 21<sup>st</sup>, 2016 closed session audio, seconded by Hausler. All members present voting aye. Motion carried.

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

Other New Business – None

Nelson stated the next Finance Committee meeting is Thursday December 21<sup>st</sup>, 2017 at the Public Safety Center - 9:00 a.m. Hausler made a motion to adjourn the meeting, seconded by Burgner. All members present voting aye. Meeting adjourned at 9:48 a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary