

**KenCom Finance Committee Meeting Minutes**  
**Held December 21<sup>st</sup>, 2017**  
**9:00 a.m.**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Greg Witek	LRFFD	X	
John Purcell	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, Executive 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. Baird made a motion to approve the agenda as submitted, seconded by Hausler. All members present voting aye. Motion carried.

Nelson called for Public Comments – None

Nelson called for Correspondence – Bergeron, along with KaneCom and Aurora Dispatch received an email from the TriCom Director in regards to the Batavia robbery thanking the KenCom dispatchers for their teamwork and collaboration with the four different dispatch centers.

Staff Report – Bergeron gave a report on Personnel as follows: KenCom has one employee returning from an extended FMLA leave on December 29<sup>th</sup>. KenCom has a second employee that began a 6-week FMLA leave on December 8<sup>th</sup>. KenCom tested 48 applicants and conducted speed interviews of 25 people on Saturday, December 9<sup>th</sup> at Oswego Fire Station 1. KenCom’s new Candidate Selection Committee members assisted with this event. Full interviews will be scheduled for select applicants. The two employees in training are working in Phase 3 of 3 of the training program with an anticipated release from the training program on December 30<sup>th</sup>. KenCom has scheduled interviews for the Assistant LEADS Coordinator vacancy. Training as follows: Quarterly shift meetings are scheduled for January 4<sup>th</sup>. Training on the new console radio equipment is scheduled for January 10<sup>th</sup>. Information as follows: KenCom has formed committees with dispatch staff to assist with evaluating and improving standards of the dispatch center. An update on the radio console equipment was given. An anticipated completion date of December 24<sup>th</sup> was given for the Challenge Coin Plaque. Maciano’s was selected to cater the employee holiday dinner with delivery scheduled for each of the shifts on Sunday, December 24<sup>th</sup>. Tyler will be on-site for a workgroup session with the fire agencies on Wednesday, January 3<sup>rd</sup> from 1-3 p.m. at Oswego Fire Station #1 to provide a more in-depth look at how to build response plans for the new CAD. KenCom discovered on December 5<sup>th</sup> that phone calls taken at Console #1 had not been recording since October 27<sup>th</sup>. On December 7<sup>th</sup>, Miner Electronics worked with Word Systems and discovered the problem to be a loose network adapter which has been repaired. Wireless 9-1-1 statistics for the month of November 2017 represented 75% of calls received.

Closed Session Minutes – None

Consent Agenda – Nelson called for approval of the consent agenda. Hausler made a motion, seconded by Burgner to approve the consent agenda which includes approval of the November 2017 Treasurer's Report, and November 16<sup>th</sup>, 2017 Finance Committee Minutes. All members present voting aye. Motion carried.

Nelson called for the Standing Committee Reports:

Personnel Committee Report – Witek gave an update as follows: The new 2018 committee calendar was approved. A formal review system has been put in place and the committee Chair is in the process of the Directors review. A comparison study of the Director and Assistant Director's salaries was reviewed and more details were asked and will be brought to next month's meeting.

Strategic Planning Committee Report – Nelson gave a report as follows: There have been delays in the implementation of the new backup at Grundy County. Grundy County partnered with Will County to go to the StarCom21 radio system and they are at least for months behind going live due to a delay with AT&T. In order for KenCom to move their backup center to Grundy County they need to be on StarCom21. In the interim KenCom needs to keep the old backup center at Bristol Kendall Fire Station 1. Bergeron stated Miner Electronics confirmed that the new and old radio console equipment can run in tandem together and are two standalone radio console systems. With the ability to continue using Bristol Kendall Fire Station 1 as KenCom's backup, the replacement of the radio console equipment will continue as scheduled and should have a go live date soon.

Operations Board Chair Report – Bergeron stated Everbridge was discussed and Jonathan Howell is reaching out to Everbridge to get a renewal amount and date. They will also be reviewing comparable companies and bringing a recommendation back by March. Nominations for the board elections were done, Josh Flanders was nominated to remain as Chairman and Mike Peters for Co-Chairman.

Finance Committee Report:

Approval of Bills:

Operation Bills – Baird made a motion to approve the December Operations Bills in the amount of \$303,582.65, seconded by Burgner. Discussion. A roll call vote was taken with all six members present voting aye. Motion carried.

Surcharge Bills – Hausler made a motion to approve the December Surcharge Bills in the amount of \$150,460.19 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 – No Report

Somonauk Police/Somonauk Fire – Nelson stated KenCom does have a signed contract from Somonauk Police for dispatching and gave an update on the status of the 9-1-1 call transferring.

Tyler/New World CAD – Bergeron stated a calendar of all the upcoming dates for KenCom has been handed out and will continue to be distributed monthly, which included all the Tyler/New World CAD dates.

Grundy County 9-1-1 Backup Intergovernmental Agreement – Bergeron stated KenCom has the signed IGA's between KenCom and Grundy County to be each other's backup. The state formally approved the modification for Grundy County to be KenCom's physical backup site.

Microwave Radio Expansion – Nelson gave a brief update.

Everbridge – Discussed in the Operations Board report.

Police and Fire Records Management – Bergeron reviewed the minor changes to the Police and Fire Records documents. Witek made a motion to recommend the changes to the Police and Fire Records Management Agreements to the Executive Board, seconded by Baird. Discussion. All members present voting aye. Motion carried.

Any other Old Business – None

Nelson called for New Business:  
Closed Session Audio Destruction – None

Other New Business – None

Nelson stated the next Finance Committee meeting is Thursday January 18<sup>th</sup>, 2018 at the Public Safety Center - 9:00 a.m. Baird made a motion to adjourn the meeting, seconded by Hausler. All members present voting aye. Meeting adjourned at 9:48 a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary