

**KenCom Finance Committee Meeting Minutes  
Held, January 21<sup>st</sup>, 2016  
10:00 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 Police Department	X	

Others Present: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director; Bonnie Walters, KenCom 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 creating the necessary quorum for voting purposes.

Nelson called for a motion to approve the agenda. Baird made the motion to approve the agenda, seconded by Witek. All members present voting aye. Motion carried.

Nelson called for Public Comments – None

Nelson called for Correspondence – Bergeron stated Jennette Welter-Fichtel (KenCom Supervisor) had sent her an email recognizing Dianne Vaillancourt (KenCom employee of 25 years) of the actions she took to go above and beyond to locate a suicidal female to send paramedics. Discussion ensued.

Staff Report – Bergeron gave a report of Personnel as follows: One new dispatcher continues in training and is expected to be released on January 29<sup>th</sup>, 2016. One new dispatcher has been released from training and is working independently as of January 16<sup>th</sup>, 2016. KenCom is currently short three dispatchers, two of whom did not make it out of training. KenCom placed an employment advertisement in the Blue Line. KenCom will be holding an orientation and testing for applicants that have passed the typing test on January 22<sup>nd</sup>, 2016 at 6:00 p.m. at Oswego Fire Station 1. Training as follows: January's in-house training will be a presentation about special needs callers and TTY. The Director and Assistant Director will be attending the Illinois Public Employer Relations Association 2016 Public Sector Employment Law Seminar on March 4, 2016 in Oak Brook Terrace. Information as follows: Heather Gutierrez, Sarah Berry received a letter from State Representative John Anthony and a recognition certificate. KenCom was recognized, along with the Montgomery Fire District, for run of the quarter in December from Rush Copley. Cheryl Mastrodomenico was the call taker and the fire dispatcher for this incident. KenCom was recognized, along with the Oswego Fire District, for run of the quarter from Rush Copley. Wendy Buri was the call taker and the fire dispatcher for this incident. Sarah Berry was selected for 2015 Telecommunicator of the Year by the Illinois Sheriffs' Association. Sheriff Baird nominated Sarah Berry for the exceptional way in which Sarah handled the Oswego officer involved shooting that took place in August of 2015. Sarah and a guest have been invited to the Illinois Sheriffs' Association award banquet being held on March 7<sup>th</sup> in Peoria. Staff continues with Quality Assurance and Quality Improvement program. Staff has begun receiving their reviews. Staff continues to work on implementing the Power DMS Software. Wireless surcharges are now being dispersed with the Governor signing HB2039. Quarterly shift meetings have been scheduled for Tuesday, February 9<sup>th</sup>. Bergeron stated the December statistics are in the packet for review, and wireless 9-1-1 represents 74% of calls received. Bergeron stated KenCom is still getting in checks for wire line from December, but going forward the only checks KenCom will be getting are from the State of Illinois.

Closed Session Minutes – Hausler made a motion to approve the closed session minutes but not release from December 10<sup>th</sup>, 2015, seconded by Witek. All members present voting aye. Motion carried.

Consent Agenda – Bergeron asked for the Treasurer’s Report to be pulled out of the Consent Agenda. Witek made a motion, seconded by Baird to approve the Consent Agenda; Approving the December 10<sup>th</sup>, 2015 Finance Committee Minutes.

Treasurer’s Report – Hausler made a motion to approve the January 2016 Treasurer’s Report, seconded by Witek. Bergeron stated normally the ending balance on the Treasurer’s Report balances with the ETSB Fund Balance from the County. The two reports do not balance this month because the Treasurer’s Office had to reprint KenCom another copy today to reflect the FY2016 budget balances, therefore the balance will reflect deposits made to date. All members present voting aye. Motion carried.

Nelson called for the Standing Committee Reports:

Personnel Committee Report – Witek stated they met, and nothing new to report.

Approval of Bills:

Operation Bills – Witek made a motion to approve the January Operation Bills in the amount of \$286,624.47, approved by the Operations Board, seconded by Hausler. Discussion. A roll call vote was taken with all six members present voting aye. Motion carried.

Capital Bills - Gilmour made a motion to approve the January Capital Bills in the amount of \$30,341.91, approved by the Operations Board, seconded by Hausler. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the Anticipated Expenses as follows: Cisco Anyconnect Licenses 100 at \$135.00 per 25 licenses for an amount not to exceed \$540.00; KenCom challenge coins for employee merit awards (100) for an amount not to exceed \$500.00 Hausler made a motion to approve the anticipated expenses for an amount not to exceed \$1,040.00, seconded by Witek. 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 – L. Nelson gave a report from the Operations Board Meeting.

Nelson called for Old Business:

Upcoming KenCom Events/Training – No Report

KenCom Backup Agreement – Nelson stated they approached The City of Naperville in April and Bergeron and himself met with the Police Chief and the Director in dispatch and they thought it was a good idea and asked for a proposed agreement to be sent to them from KenCom, which was done. The agreement went to Naperville’s attorneys and they asked for a change to be made which was made and sent back to their attorney. Nelson stated himself and Bergeron had been trying to contact them wanting the agreement signed and sent back to KenCom, and finally heard back from Naperville saying they have decided not to do the agreement with KenCom. Nelson stated he spoke with Bergeron and they decided to approach the City of Aurora to do KenCom’s backup. Discussion ensued.

Additional Backup Power for the Montgomery Tower – Nelson stated the Operations Board recommended putting a new generator at the Montgomery Tower. Nelson stated Montgomery has given KenCom permission to put a generator at their tower. The RFP that had been used to bid before was brought to the Operations Board to get a new bid or use the existing bid. The final vote from the Operations Board was to contact the company that was used with the previous RFP and see if they can match the bid or below and if they are unable to do that to take the current RFP and put out for bid again. Discussion ensued to use the current bid or go out for bid. Gilmour made a motion to go out for bid for a new generator using the current RFP (same wording) for the Montgomery Tower and give a twenty day deadline to return bids back to KenCom, seconded by Burgner. During discussion, Witek asked if there was any push back from the Operations Board to installing a new generator and Nelson stated it was a unanimous agreement they need a generator. All members present voting aye. Motion carried.

Any other Old Business –Bergeron stated staff met with the auditor and it is ongoing. L. Nelson mentioned increasing KenCom’s credit card limit to pay bills when needed and asked for it to be put on February’s agenda for approval. Discussion ensued.

Strategic Plan – No Action

Election of Officers – Witek made a motion to nominate Larry Nelson as the Chairman of the Finance Committee, seconded by Hausler. All members present voting aye. Motion carried.

Economic Interest Statement – Bergeron reminded the Operations Board when filing their Economic Interest Statement to make sure and put the KenCom Boards on them.

Language Interpretation Service Options – Bergeron reviewed options for language interpretation services. Bergeron stated KenCom currently uses Language Lines, and it is expensive and closely watch each statement for errors. After reviewing the options, staff recommends moving to Voiance for language interpretation needs due to the significant cost savings and optimal service options.

Any Other New Business – Witek discussed what interest rate KenCom gets for their cash reserve and stated it is the board’s responsibility to maximize the interest they are earning. Discussion ensued. The board discussed if there was a need for an Executive Meeting for January. Witek asked staff to cancel the Executive Meeting for January.

Closed Session – None

Nelson stated the next Finance Committee meeting is Thursday February 18<sup>th</sup>, 2016 at 10:00 a.m. Baird made a motion to adjourn the meeting, seconded by Burgner. All members present voting aye. Meeting adjourned at 11:15 a.m.

Respectively submitted

Bonnie Walters  
Recording Secretary