

**KenCom Finance Committee Meeting Minutes  
Held February 18<sup>th</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	
Scott Koster	KCSO	X	
Bob Hausler	City Of Plano	X	
Larry Nelson	Member At Large	X	
James Jensen	Oswego PD	X(10:18)	

Others Present: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director; Sheila Roberts, 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. Hausler made the motion to approve the agenda, seconded by Gilmour. All members present voting aye. Motion carried.

Nelson called for Public Comments – None

Nelson called for Correspondence – Bergeron noted that Neely Zuhn had sent an email to recognize all of her coworkers. Zuhn explained everyone worked as a team during a structure fire in Plano and everything went smoothly because of that.

Staff Report – Bergeron gave a report of Personnel as follows: Both trainees have been released on their own and working independently. We have narrowed down applicants to three people. Both trainees have been released on their own and working independently. We have narrowed down applicants to three people. We are currently in the process of background checks. We will offer positions pending results. Two have dispatcher experience and the other one we feel is a really strong candidate. We feel that we are getting a better pool because of consolidation of other 911 dispatch centers, due to the new 911 laws. Discussion took place regarding the merging and closing for 911 centers all over the area. March in house Training- There will be a presentation on fire special teams, ILEAS and a demonstration on the use of fire extinguishers, which will be given by the Oswego Fire Department. Due to the new 911 Laws, once a year KenCom has to be trained on how to use a fire extinguisher. ALICE training will also be done at the Oswego Village Hall. Wendy Buri and Levi Gotte will be going to the MABAS Conference next week. Bergeron and Stein will be attending the IPELRA Public Sector Employment Law Seminar on March 4<sup>th</sup>. Quarterly shift meetings were held last Tuesday and they went well. Oswego Call box has been removed and all that is left to be taken out are Platteville, Lisbon and Newark. KenCom’s Challenge coins have been ordered and will arrive at the end of the February. 911 wireless calls remain steady, 74%.

Gilmour asked what the 911 call boxes were. A discussion took place regarding what these boxes were for.

Consent Agenda – Scott Koster made a motion, seconded by Hausler to approve the Consent Agenda; Approving the January 21<sup>st</sup>, 2016 Finance Committee Minutes and approving the January 2016 Treasurer’s Report. All members present voting aye. Motion carried.

Nelson called for the Standing Committee Reports:

Personnel Committee Report – Jensen reported, under old business, discussion on employee review process. Bergeron is working on getting management staff reviews first with a 360 review process and get samples and bring back to the personnel committee. Bergeron stated she did an employee engagement survey (didn't have a chance to go over those) and the response rate is a lot less than the previous survey. The surveys will be reviewed at next month's meeting. Bergeron and Stein are creating organizational goals. They are also creating individual goals for the Director and the Assistant Director. Staff is currently working on creating a capital equipment replacement plan.

Approval of Bills:

Operation Bills – Hausler made a motion to approve the February Operation Bills in the amount of \$162,717.15, seconded by Gilmour. Discussion. Bergeron relayed that someone had tried to hack our credit card and we were immediately notified by the bank and a new credit card was issued. A roll call vote was taken with all members present voting aye. Motion carried.

Capital Bills - Koster made a motion to approve the February Surcharge Bills in the amount of \$5,335.65, seconded by Hausler. Discussion. A roll call was taken with all members present voting aye. Motion carried.

Anticipated Expenses – None

Nelson called for Special Committee Reports:

Report of the Operations Board Chair – Nelson reported that there was a discussion of the generator. New policies were approved for KenCom. Jensen reported Bergeron will be getting information from Enroute in reference to automatic vehicle locator (AVL) and will be bringing it back to the Operations Board. KenCom will no longer be monitoring 3SI alarms and a certified letter will be sent to 3SI notifying them. The Kendall Chiefs Communications Committee will be discussing KenCom holdup and panic alarm process. Staff requested the agencies to send KenCom their updated business information including keyholders.

Nelson called for Old Business:

KenCom Backup Agreement – None

Additional Backup Power for the Montgomery Tower

Nelson reported that RFP's were sent out for backup Generator. Discussion ensued. It was decided to contact a couple of local vendors for a quote.

Any other Old Business – None

Nelson called for New Business:

Strategic Plan – No Action

Increase KenCom's credit card limit with possible cash back rewards. Nelson is looking into increasing the credit card limit because sometimes the bills exceed the limit. Nelson would also like to look into possibly using a local bank or JP Morgan and Chase. Discussion ensued. Witek made motion to approve a credit limit increase to \$10,000, seconded by Jensen. Discussion. All members present voting aye. Motion carried. Hausler made a motion to look for credit card with cash back perks, seconded by Gilmour. All members present voting aye. Motion carried. Nelson will shop around for the best deal and will sign up and bring to next meeting and Bergeron will do paperwork.

Purchase Generator and Install From RPF - Discussed earlier.

Review of Audit- Bergeron presented the Audit and it will be emailed out in the Executive Board to be discussed at next week's meeting. Witek wanted to make sure that public knows that KenCom submits itself to an outside audit even though there are no legal requirements to do so. Audit will be discussed more next month.

Any Other New Business – None

Witek made a motion to go into closed session for 5ILCS120/2(c)(2), Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, seconded by Hausler. A roll call vote was taken with all five members voting aye.

Reopened session at 11:18am

Nelson stated the next Finance Committee meeting is Thursday March 17, 2016 at the Public Safety Center - 10:00 a.m. Witek made a motion to adjourn the meeting, seconded by Hausler. All members present voting aye. Meeting adjourned at 11:19 a.m.

Respectively submitted

Sheila Roberts  
Recording Secretary