

**KenCom Finance Committee Meeting Minutes
Held March 17th, 2016
10:05 a.m.**

Member	Agency	Present	Absent
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 PD	X	

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 five 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 Gilmour. All members present voting aye. Motion carried.

Nelson called for Public Comments – None

Nelson called for Correspondence – – Bergeron reported that the Chief and Deputy Chief of Downers Grove Fire Department came out to take a tour of the center to see how KenCom operates. They wanted to see how others operated outside of DuPage County. The Chief sent a thank you note in regards to them taking the time to do this. Bergeron reported that Sheriff Baird sent her an email in acknowledgment of Levi Gotte, KenCom Supervisor, for his quick thinking with a call that potentially saved a person’s life. Levi recognized the close proximity of a Sheriff’s Deputy carrying Narcan to a subject that had overdosed and asked the deputy to respond to the scene. Levi Gotte submitted an email to Bergeron in acknowledgment of dispatcher, Ashley Conrad. She handled a seven minute call on December 20th, 2015 from a suicidal man. Conrad was able to talk him into shutting off his car, that had been running in the garage for about 20 minutes, and got him to exit the garage to get some fresh air. She skillfully made a connection with the caller in an attempt to convince him to not harm himself and was successful in her attempt. Gotte wanted to recognize her life saving efforts. Bergeron was asked by the Finance Committee, to reach out to AT&T and the new 9-1-1 Advisory Board in reference to all of the 911 call boxes being taken out across the state of Illinois. The committee wanted to know what would happen if the central office becomes isolated and people are not able to call 911. What will the caller hear? Bergeron received a response and was told that the caller would hear a fast busy signal. AT&T also mentioned that their current plan is to notify PSAPs if a particular community or center becomes isolated so KenCom would be aware of this. Lengthy discussion ensued in regards to the call boxes, lines and towers.

Staff Report – Bergeron reported on the list of the ETSB consolidations that she emailed out to the board members. Many counties have to consolidate and the deadline for that is July 1, 2017. KenCom will not be affected by the consolidations. Bergeron reported that over the weekend, I Am Responding, CAD Paging and Daily Reports weren’t being sent out. Enroute and Isidore determined everything was working properly on KenCom’s end and the failure point was when it reached the County’s email server. Kendall County IT found that their email service had been black listed and they had to request to be removed from the list. This took approximately 48-72 hours to be removed. Bergeron requested that fire agencies using I Am Responding notify KenCom as soon as possible when they realize it is down. Bergeron mentioned that they attempted to do the Starcom Radio test and found the Starcom radio was not operational. Miner Electric took the radio in for repair which was found to have a bad power supply. The radio was repaired and is now operational. Bergeron then gave a report of personnel as follows: KenCom has hired three dispatchers who will be starting Monday

March 21, 2016. Two have prior dispatch experience. The other worked as a CSO; therefore, has radio experience. One employee will be on a short term FMLA leave, approximately 3 days, in March. Training- Bergeron reported that March's in-house training is scheduled for Thursday March 24th and will be a presentation on fire special teams and ILEAS. April's in-house training will cover fire dispatching, practice drills and a presentation from the Oswego Fire Department on fire extinguishers. Several KenCom staff members will be attending ALICE training at the Oswego Village Hall on March 21st, or March 22nd. Jennifer Stein and Lynette Bergeron attended the IPELRA seminar on March 4th. Information- Staff met with sales reps from Enroute promoting SQL CAD on March 9th. A short demonstration was given and comparisons were made between our current CAD system and the new version. Bergeron mentioned that at the end of the year they are going to ask Enroute back to give an in-depth presentation on SQL. Bergeron and Stein attended a meeting at Rush Copley on March 9th to discuss upcoming goals for EMD in regards to cardiac emergencies. This meeting addressed patient care from when 9-1-1 receives the call to when the patient enters the Cath Lab. It stressed the importance of getting resources to the scene as quickly as possible. Bergeron and Stein attended the Illinois Sheriff's Association banquet in Peoria on Monday, March 7th. Sarah Berry was presented with the Telecommunicator of the Year award by Sheriff Baird. There were 84 of the 102 sheriff's in the state of Illinois present at the banquet. National Telecommunicator week is April 10th through April 16th. Wireless 9-1-1 statistics for the month of February 2016 represented 74% of calls received.

Consent Agenda – Burgner made a motion, seconded by Witek to approve the Consent Agenda; Approving the February 18th, 2016 Finance Committee Minutes and approving the February 2016 Treasurer's Report. All five members present voting aye. Motion carried.

Nelson called for the Standing Committee Reports:

Personnel Committee Report – Nelson reported on the 360 review process and having Gail Johnson take a look at it. Bergeron mentioned the Employee Handbook and stated she is having Marji Swanson take a look at some minor changes that were proposed.

Approval of Bills:

Operation Bills – Witek made a motion to approve the March Operation Bills in the amount of \$159,012.00, seconded by Baird. Discussion. A roll call vote was taken with all five members present voting aye. Motion carried. Discussion ensued regarding Isidore and scheduling them to attend the committee meeting next month for a progress report.

Capital Bills - Witek made a motion to approve the March Surcharge Bills in the amount of \$5,044.75, seconded by Burgner. Discussion. Bergeron stated that that monthly fee for Webroot will be \$78.75 instead of the yearly \$945.00 listed on the bills. A roll call was taken with all five members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reported that there are several anticipated expenses. First, there will be two Cisco SG500-52 Ethernet Switches to replace the current HP Switches at \$3,300.00. Second, nine USB graphics cards and 2.0 display links at \$1,248.00. Third, three 11lb Halatron fire extinguishers (2 at the main dispatch center and 1 at the backup Center) at \$1,400.00. Facilities Management offered to do the installation free of charge for KenCom. Fourth, a generator maintenance agreement which will include the installation and monitoring of the Generac Mobile Link Cellular Remote Monitoring System at \$1,450.00. Anticipated expenses total \$7,398.00. Nelson called for approval of the Anticipated Expenses. Witek motioned to approve \$7,398.00 for Anticipated Expenses, seconded by Burgner. A roll call was taken and all five members present voting aye. Motion carried.

Nelson called for Special Committee Reports:

Report of the Operations Board Chair – No Report

Nelson called for Old Business:

KenCom Backup Agreement – No Report

Additional Backup Power for the Montgomery Tower - Nelson reported that a quote for the generator was received from Pierro Electric, for the amount of \$17,624.97. Discussion ensued regarding gas versus propane for the site. Nelson has done some research and there is a line that can be hooked into at the street. The consensus would be to look into a gas line

for installation. Nelson is in discussion with Montgomery because it will be located on their property. There has already been pre-approval to spend \$25,000, for this project. A final total will be needed once all is in order.

Increase KenCom's Credit Card Limit- No Report

KenCom Credit Card with Cash Back Rewards- No Report

Any other Old Business – None

Nelson called for New Business:

Strategic Plan – Bergeron reported that they want to put together a committee for this plan.

Any Other New Business- None

Other Business-None

Closed Session- None

Nelson stated the next Finance Committee meeting is Thursday April 17th, 2016 at the Public Safety Center - 10:00 a.m. Witek made a motion to adjourn the meeting, seconded by Burgner. All members present voting aye. Meeting adjourned at 11:02 a.m.

Respectively submitted,

Sheila Roberts
Recording Secretary