

KenCom Finance Committee Meeting Minutes
Held April 21st, 2016
10:08 a.m.

Member	Agency	Present	Absent
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	
Jeff Burgner	Oswego PD	X	

Others Present: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director.

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. Koster 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 Battalion Chief Josh Walters from Oswego Fire Department contacted herself and Jen Stein about a great job the day shift employees (Melissa Lardi, Cheryl Mastrodomenico, Dianne Vaillancourt, Wendy Buri, Karla Maurer) did with multiple Oswego Fire calls going on at the same time on March 24, 2016. Bergeron noted that the Kendall County Chief of Police Association added a category for telecommunicator of the year and KenCom nominated two of their dispatchers (Sarah Berry for the officer involved shooting, and Ashley Conrad for the male suicidal subject). The dinner is on May 6th at Whitetail Ridge Golf Course and the winner will be announced that night. Bergeron stated that there was an approval for the Mobile Link Monitoring for the generator sites and a question had been asked if they can get notifications via email when they do the weekly exercises, Bergeron confirmed that they could.

Staff Report – Bergeron gave a report on Personnel as follows: KenCom has three new employees in training who began practical training on the dispatch floor April 15th. Training as follows: Several staff members attended the A.L.I.C.E. training at Oswego Village Hall. All staff found this training to be extremely beneficial; both from an employee’s perspective as well as a 9-1-1 dispatcher’s perspective and Bergeron thanked the Oswego Police Department for extending the invitation to KenCom. Discussion ensued. On April 18, Gail Johnson trained KenCom administrative staff on how to perform employee evaluations. CPR training is scheduled for April 25th and 29th for 15 staff members. Information as follows: Telecommunicator week was April 10th through April 16th. Bergeron thanked all of the agencies that provided meals throughout the week in celebration of Telecommunicator week (Montgomery Police Department, Kendall County Sheriff’s Office, Oswego Police Department). KenCom’s Employee Recognition and Appreciation dinner was Wednesday, April 13th at Kennedy Pointe Restaurant with a total of 26 guests in attendance (16 of which were KenCom employees). Chris Walat was voted KenCom’s Telecommunicator of the Year and received an award. Jennette Welter-Fichtel was presented with a 20 year service award. Pamela Higgins was presented with a 10 year service award. Jaymee Goodspeed (who was not present) received her 5 year service award. The Aurora Police Department has agreed to be KenCom’s 9-1-1 telephone backup. Discussion ensued. Wireless 9-1-1 statistics for the month of March 2016 represented 71% of calls received.

Approval of Closed Session Minutes – Witek made a motion to approve the February 18th, 2016 Closed Session Minutes but do not release, seconded by Hausler. All members present voting aye. Motion carried.

Consent Agenda – Witek made a motion, seconded by Gilmour to approve the Consent Agenda; Approving the March 17th, 2016 Finance Committee Minutes and approving the March 2016 Treasurer’s Report. All members present voting aye. Motion carried.

Nelson called for the Standing Committee Reports:

Personnel Committee Report – Witek stated there is a new employee review process put in place with the help of Gail Johnson from the Village of Oswego. There have been a number of changes in policy and procedures which is being handled by the Personnel Committee, along with many other small items. Witek believes the process of approving these items and not having to wait for an Executive Board Meeting, in his opinion, is going very well.

Approval of Bills:

Operation Bills – Koster made a motion to approve the April Operation Bills in the amount of \$168,531.28, seconded by Burgner. During discussion Witek asked for an update on The Isidore Group (KenCom’s IT Company). Bergeron stated they are about six months into the contract and said they started rocky initially with communication errors but since the last meeting with Isidore many of the issues were resolved (tickets closed). Witek would like Isidore to present a detailed list of the work they have done for KenCom. Stein mentioned other problems they have with Isidore is they have too many technicians and it causes a delay in getting the issues resolved, and not fully reading the work order which in result causes unnecessary phone calls and delays. Bergeron mentioned an issue she has with an outside IT company is they are not readily available and able to address KenCom’s IT issues quickly. Bergeron mentioned with budget season approaching she would like to assess KenCom’s IT and if any other agencies have the need of an in house IT company and the possibility of job sharing. Bergeron reviewed the Travelers Insurance bill in the packet stating Travelers had done a formal audit of KenCom’s payroll. After the audit was complete, KenCom should have been charged more of a premium which resulted in an adjustment for both last and this year. A roll call vote was taken with all six members present voting aye. Motion carried.

Capital Bills – Koster made a motion to approve the April Surcharge Bills in the amount of \$37,388.78, seconded by Witek. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Anticipated Expenses – None.

Nelson called for Special Committee Reports:

Report of the Operations Board Chair – Koster gave a summary of the meeting as follows: Discussion about the effectiveness of the Isidore Contract. The ILEAS Response policy was approved. Staff was approved to destruct/recycle old equipment. Closed session meeting minute’s semi-annual review was completed.

Nelson called for Old Business:

KenCom Backup Agreement – Nelson stated they met with the Police Chief of Aurora and they are moving forward with the Aurora Police Department being KenCom’s Backup.

Backup Power for the Montgomery Tower – Nelson stated Dan Meyers, Montgomery Police Chief, is working with his public works director to get the natural gas pipe over to the water tower.

Any other Old Business – None

Nelson called for New Business:

Strategic Plan – Nelson stated it was brought up at the Operations Board the day before that they are waiting for a fire representative to volunteer and Josh Flanders, Operations Board Chair, is going to work on getting a volunteer. Bergeron noted they will also ask two members from the Executive Board to be part of the committee at the May Executive Board Meeting.

Destruction/Recycling of old equipment – Bergeron stated herself and Stein went through all the old equipment upstairs in the generator/boiler room and the Sheriff’s Office has asked them to condense the old equipment. Bergeron mentioned an

inventory list was made of the old equipment for the board to review and are looking for approval to recycle/destroy the old equipment. During discussion L. Nelson mentioned he would like a list of exactly where each piece of equipment goes. Gilmour made a motion to authorize staff to dispose of the unused equipment, recycle or destroy, with the proper exit inventory list seconded by Hausler. All members present voting aye. Motion carried.

Challenge Coin Perpetual Plaque – Stein stated they are putting together a plaque for the dispatchers that receive a challenge coin and she distributed a handout to show the design and pricing of the proposed plaque. Stein noted the plaque will hold 424 plates and the approximate life of the plaque is 25 years. Discussion ensued. Burgner made a motion to approve the Challenge Coin Perpetual Plaque not to exceed \$1,300.00, seconded by Hausler. A roll call was taken with all six members present voting aye. Motion carried.

Approval of wage increases for non-union personnel – Nelson reported that the union has voted and approved the contract. Nelson stated there was a consensus from the Executive Board and the authority be delegated to the Finance Committee to give Kencom non-union supervisor personnel a 3% raise and the same longevity pay in the union contract, the administrative staff would receive a 3% raise and the same longevity pay from the time they are full time, the Assistant Director would be increased to \$88,000 per year with the same longevity pay, and the Director would receive a 4% pay increase with the same longevity pay for the period retroactive from December 1, 2015 to November 30, 2016. Witek made a motion to approve the wage increase for KenCom non-union personnel, seconded by Burgner. A roll call was taken with all six members present voting aye. Motion carried. Witek noted during the Executive Board closed session the Executive board was overwhelmingly in favor in using the pay increases to continue to send a message to the Director and Assistant Director that they are doing a great job.

Closed Session Minutes Semi-Annual Review – To be discussed in closed session

Other Business – None

Closed Session – Hausler made a motion to move into closed session for the discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes of semi-annual review of the minutes as mandated by Section 2.06 5 ILCS 120/2(c)(21), seconded by Witek. A roll call vote was taken with all six members voting aye. Motion carried. Closed session began at 11:12 a.m.

Open session resumes at 11:14 a.m.

Action After Closed Session – Witek made a motion to keep the closed session minutes closed, seconded by Burgner. Discussion. All members present voting aye. Motion carried.

Witek asked staff to cancel the April Executive Board Meeting.

Nelson stated the next Finance Committee meeting is Thursday May 19th, 2016 at the Public Safety Center - 10:00 a.m. Hausler made a motion to adjourn the meeting, seconded by Burgner. All members present voting aye. Meeting adjourned at 11:15 a.m.

Meeting Recorded By: Jennifer Stein

Respectively submitted,

Bonnie Walters
Recording Secretary