

**KenCom Finance Committee Meeting Minutes**  
**Held July 21<sup>st</sup>, 2016**  
**9:00 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 PD	X	

Others Present: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director; Bonnie Walters, KenCom Administrative Assistant; Scott Koepfel, Kendall County IT 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. Gilmour made the motion to approve the agenda, seconded by Baird. All members present voting aye. Motion carried.

Nelson called for Public Comments – None

Nelson called for Correspondence – Bergeron stated there were flowers delivered to KenCom from a parent who lost their child last year, thanking the dispatchers for what they do, acknowledging how important their jobs are and expressing her appreciation

Staff Report – Bergeron gave a report on Personnel as follows: Tyler Giannotti was on a military leave of absence for 11 days from June 19<sup>th</sup> through July 3<sup>rd</sup>. He has taken a total of 22 days of military leave for training (6 events) since January 1<sup>st</sup> of 2016 and has four more days (2 events) scheduled in August and September. Dave Steinhoff (KenCom trainee) has tendered his resignation with KenCom effective July 11<sup>th</sup>, 2016. One trainee was released from training on July 16<sup>th</sup>. KenCom is currently in the hiring process for two telecommunicators to fill the vacant positions and orientation is scheduled for August 4<sup>th</sup>. Training as follows: APCO Fall training Seminar on the demographics of today and tomorrow will be held on September 15<sup>th</sup> in Woodridge. The Director, Assistant Director and Supervisors will be attending. August monthly training will cover ILEAS and fire special teams. Jen Stein completed her recertification on the updated version of APCO Public Safety Telecommunicator Instructor Course. Stein also received her recertification for Fire Service Communications and Emergency Medical Dispatch Instructor courses. Information as follows: KenCom is requesting agencies provide an updated list of radio MDC identifiers. Bergeron stated she received an email from Rush Copley announcing Oswego Fire and KenCom have been voted for the Cardiac Run of the Quarter. Congratulations Wendy Buri and Cheryl Mastrodomenico. Rush Copley will be hosting a breakfast for those involved. On Wednesday, July 7<sup>th</sup> the Newark, Legion Road, WSPY and the Minooka radio towers went into fail. A Beep had a very quick response time and was able to restore all tower sites. It was discovered the microwave radio at Legion Road that was pointed at the Grande Reserve tower needed to be rebooted. A Beep stated the transmitters only were down at these sites and receivers were still operational. Due to the receivers being functional, the microwave path did not reverse itself as it was designed to do. A Beep made some adjustments to hopefully alleviate this from occurring in the future. Badge numbers have been created to allow KenCom to put riders (interns) on duty with the primary officer for safety purposes. When a unit goes on duty they can advise KenCom they have riders, which will be logged into CAD. Just a reminder that the designated police and fire radio line phone numbers should not be given out to the public. These calls are the lowest in the answering priority and do not roll to other lines when busy. The second quarter of the Quality Assurance/Quality Improvement Program resulted in 106 full reviews of 9-1-1 calls and 301 reviews were completed for compliance with the location verification policy. Wireless 9-1-1 statistics for the month of June 2016 represented 76% of calls received.

Bergeron stated herself and Stein had asked the Operations Board to do hourly status checks for the safety of the officers, between the hours of 0200 to 0600 seven days a week. The Operations Board unanimously agreed to begin now and to create a policy and bring back to next month's meeting. Discussion ensued.

Consent Agenda – Witek made a motion, seconded by Burgner to approve the Consent Agenda; Approving the June 16<sup>th</sup>, 2016 Finance Committee Minutes and approving the June 2016 Treasurer's Report. All members present voting aye. Motion carried.

Nelson called for the Standing Committee Reports:

Personnel Committee Report – Witek gave a report as follows: The Personal Improvement Plan was approved. The Military Leave Section was moved into the non union personnel section in the handbook.

Finance Committee Report:

Approval of Bills:

Operation Bills – Witek made a motion to approve the July Operation Bills in the amount of \$271,267.70, seconded by Hausler. During discussion Bergeron stated Jill Ferko deposited \$887,500 and it will reflect on the August Operations Fund Balance. A roll call vote was taken with all six members present voting aye. Motion carried.

Capital Bills – Hausler made a motion to approve the July Surcharge Bills in the amount of \$30,470.05 seconded by Burgner. During discussion Bergeron noted KenCom has still not received the Caterpillar check. L. Nelson stated he will reach out to Caterpillar. A roll call was taken with all six members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses as follows: A complete preventative maintenance on the radio system in the amount of \$4,000 (quoted from A Beep), and \$1,000 for batteries for various UPS systems. The amount does not include any equipment that needs to be repaired. Bergeron stated going forward she would like to add this into the budget to be done every year. Witek made a motion to approve the anticipated expenses for an amount of \$5,000, seconded by Burgner. A roll call vote was taken with all six 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 with the Aurora Police Department – Bergeron stated the agreement has been signed by Witek and the Aurora Police Department and she has received the originals. KenCom was waiting on this document in order to file our modification application with the Illinois State Police for KenCom to receive Montgomery's calls directly in the village limits and changing our alternate routing to Aurora Police Department PSAP.

Backup Power for the Montgomery Tower – Nelson reported that Dan Meyers stated at the Operations Board meeting that he is working with Nicor to try and get the gas pipe issue worked out to the water tower. Nelson stated Meyers mentioned there is a possibility (not guaranteed) there will be no cost to KenCom.

Challenge Coin Perpetual Plaque – Stein gave an update on the progress of the plaque.

Strategic Plan – Bergeron stated they did get two volunteers at the Operations Board Meeting, Jonathan Howell (Plano Police Department) and a member from Bristol Kendall Fire Department. It will now be moved forward to the Executive Board for volunteers to start the Strategic Plan Committee.

Any other Old Business – None

Nelson called for New Business:

Budget Discussion – Bergeron handed out and reviewed a new format for the Surcharge Budget that she will be using to create the new proposed budget for FY 2017. Bergeron stated two large items included are new radio console equipment and a new CAD system. Discussion ensued.

Other New Business – Bergeron introduced Scott Koepfel who is the Director of the Kendall County IT Department. Bergeron stated currently KenCom uses The Isidore Group for their managed IT services. KenCom currently uses County IT for various items because of the integration of some of our systems. Bergeron stated she reached out to Koepfel to see if there was any interest from the County’s IT Department for supporting KenCom’s IT needs on a cost sharing basis. Koepfel stated currently County IT is at capacity with their personnel. Koepfel stated he did get a non official interest from the courts that they would possibly be willing to fund half of a position if KenCom would want to fund the other half of the position to add to the County IT team. This position would cover KenCom and the duties of the courts. Koepfel mentioned the estimated portion for KenCom would be approximately \$40,000 (The IGA would not state a dollar amount but that each is responsible for half of the salary with benefits). Koepfel stated the process is on a ticketing system and KenCom would be treated like any other County department. During discussion Bergeron stated Jonathan Oelschlager from the County GIS Mapping department currently helps KenCom with their mapping and he has been so beneficial to KenCom. Discussion continued. Witek stated he would support this position if KenCom can get equal or better service and keep the money in the County. After discussion it was agreed that Bergeron is going to work with Koepfel and update him on KenCom’s needs and in response receive a simple proposal from Koepfel. Koepfel stated that the County manages twenty one email accounts for KenCom and they recently passed a new resolution, beginning on July 1<sup>st</sup>, 2016, that states they keep email for seven years for archive compliance and that would include the KenCom email accounts. Koepfel gave the Director the IGA that was drafted for all the non county organizations stating they will follow the rules of County IT.

Insurance Quote Discussion – Witek stated he would like to begin bidding outside for insurance quotes for the upcoming budget. Discussion ensued. Bergeron will get Witek a loss report from KenCom’s current workman’s comp company.

Treasurer Resignation – Nelson stated Scott Koster resigned from the Operations and Executive Board due to his retirement and a new Treasurer needs to be appointed by the Executive Board. Discussion ensued. Burgner made a motion for staff to order a plaque for Scott Koster for his services on the Operations and Executive Boards not to exceed \$200, seconded by Witek. All members present voting aye. Motion carried.

Other Business – Nelson gave an update that the Village of Somonauk is still working on the transferring of their 9-1-1 lines to KenCom.

Nelson stated the next Finance Committee meeting is Thursday August 18<sup>th</sup>, 2016 at the Public Safety Center - 9:00 a.m. Baird made a motion to adjourn the meeting, seconded by Witek. All members present voting aye. Meeting adjourned at 10:20 a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary