

**KenCom Finance Committee Meeting Minutes**  
**Held August 18<sup>th</sup>, 2016**  
**9:07 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 (9:12)	
Bob Hausler	City of Plano	X	
Larry Nelson	Member At Large	X	
Jeff Burgner	Oswego PD		X

Others Present:

Larry Nelson called the meeting to order and requested a roll call of the membership. A roll call was taken with four of the six members present creating the necessary quorum for voting purposes.

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

Nelson called for Public Comments – None

Nelson called for Correspondence – Bergeron stated a Deputy called KenCom and spoke with a supervisor stating Neely Zuhn did a great job on July 31<sup>st</sup> with her performance during her shift above the normal work load. Bergeron stated that Wendy Buri and Cheryl Mastrodomenico along with the Oswego Fire Department received cardiac run of the year from Rush Copley. They will be attending a dinner held September 16<sup>th</sup> at Rush Copley where they will be given awards. Bergeron reviewed an email Nelson had sent out from the Attorney General in regards to FOIA law and the use of personal cell phones (emails/texts) are now subject to FOIA if it pertains to work. Discussion ensued. Bergeron stated A Beep completed the radio inspection and she reviewed their findings. A Beep gave Bergeron an inventory list of the items in the towers.

Baird joined the meeting at 9:12 a.m.

Staff Report – Bergeron gave a report on Personnel as follows: KenCom is currently in the hiring process for two telecommunicators to fill the vacant positions. KenCom received 50 applicants; of the 50 applications 36 were scheduled for a typing test, 32 performed the typing test, 25 passed and moved on to orientation and testing; of the 25, 10 passed the written exam. Orientation and testing was held on Thursday, August 4<sup>th</sup>. KenCom has held interviews with those that passed the written exam and is currently completing background checks. 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 two supervisors will be attending. The Oswego Fire District will be providing in-house training and certification on the use of fire extinguishers on Wednesday, August 31<sup>st</sup>. The Kendall County Sheriff's Office will be providing in-house training on domestic violence on September 28<sup>th</sup>. Two of our supervisors will be completing the on-line APCO Communications Center Supervisor Course beginning on October 12<sup>th</sup>, 2016. The Director and Assistant Director have interest in completing APCO's Registered Public Safety Leader (RPL) Course. Information as follows: A Beep has completed

the preventative maintenance on our radio system. The VHF antennae needed to be replaced at the Hill and Rt. 34 tower after it was damaged due to a lightning strike. KenCom successfully ran out of the backup center the morning of July 27<sup>th</sup> while the additional memory was installed on the recording server. On August 4<sup>th</sup>, KenCom experienced a malfunction on P3 where there appeared to be an open key that made P3 unusable. After trouble shooting it was discovered that a radio console issue caused the Legion Road comparator to lock up. The comparator was cleared and the issue of the "open key" was resolved, however KenCom could still not hear or talk over P3. After the P3 BIM card was reseated all operations on P3 resumed to normal. Wireless 9-1-1 statistics for the month of July 2016 represented 75% of calls received.

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

Nelson called for the Standing Committee Reports:  
Personnel Committee Report – No Report

Finance Committee Report:

Approval of Bills:

Operation Bills – Witek made a motion to approve the August Operation Bills in the amount of \$183,621.48, seconded by Hausler. Discussion. A roll call vote was taken with all five members present voting aye. Motion carried. Witek reviewed the Account Receivables contained in the packet. After discussion Nelson stated he will contact Caterpillar and request payment.

Capital Bills – Hausler made a motion to approve the August Surcharge Bills in the amount of \$7,058.54 seconded by Witek. Discussion. A roll call was taken with all five members present voting aye. Motion carried.

Anticipated Expenses – None

Nelson called for Special Committee Reports:  
Report of the Operations Board Chair – No Report

Nelson called for Old Business:

Backup Power for the Montgomery Tower – No Report

Challenge Coin Perpetual Plaque – No Report

Strategic Plan – Bergeron stated two members need to be appointed at the Executive Board Meeting on August 25<sup>th</sup>.

IT Support – Bergeron stated Scott from County IT is meeting with the Circuit Clerk's Office. The IT position is contingent on KenCom and the Circuit Clerk's Office buying into a new employee (50% each). Bergeron noted she and Stein made a pro's and con's list between staying with KenCom's current IT company or going with the County's IT and they would be in favor of moving to County's IT. Discussion ensued.

Budget – Bergeron stated the two large projects for the future were discussed at the Operations Board. Due to many issues occurring, the top priority needs to be the replacement of the console radio equipment. Bergeron reviewed a verbal quote she received from Motorola which includes a redundant system for the backup center for radio console equipment. Bergeron mentioned the CAD project was also

discussed at the Operations Board meeting and the price will vary depending on what direction they decide to go. Bergeron expects the CAD system project to overlap two fiscal years. Nelson stated he informed the Operations Board when looking at options for radio console's and CADs to keep in mind if it exceeds the amount budgeted for the projects a surcharge may be needed to get both projects completed. Discussion ensued.

Insurance Quote Discussion – No report

Any other Old Business – None

Nelson called for New Business:

New Credit Card for KenCom – Nelson stated KenCom can get a credit card from First National Bank with 2% cash back for government and a waiver for a personal guarantee. Hausler made a motion to acquire two credit cards for Lynette Bergeron and Jennifer Stein (one account) from First National Bank with 2% cash back, seconded by Witek. All members present voting aye. Motion carried.

9-1-1 Modification Plan – Bergeron stated it was filed on July 27<sup>th</sup> to the Illinois State Police. The modification plan is for KenCom to start receiving all the Village of Montgomery's 911 calls as well as putting in place the IGA between Kane County and Kendall County and Aurora Police becoming KenCom's backup.

Other New Business – Baird mentioned there was discussion from the state that there are grant funds available from the consolidation later than 2010 and did not know if Montgomery Police could apply and/or any other agency that comes to KenCom.

Other Business – Witek asked if the Finance Chair should reach out to Montgomery Police and ask about the funds that were set aside for the tower sites and see about getting it transferred so they can begin on that project.

Nelson stated the next Finance Committee meeting is Thursday September 14<sup>th</sup>, 2016 at the Public Safety Center - 9:00 a.m. Witek made a motion to adjourn the meeting, seconded by Hausler. All members present voting aye. Meeting adjourned at 10:32 a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary