

**KenCom Finance Committee Meeting Minutes**  
**Held October 20<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 (9:11)	
Bob Hausler	City of Plano		X
Larry Nelson	Member At Large	X	
Jeff Burgner	Oswego PD		X

Others Present: Lynette Bergeron, KenCom Director; Jennifer Stein, KenCom Assistant Director; Bonnie Walters, KenCom Administrative Assistant; James Jensen, Oswego Police Department; Scott Koeppel, Kendall County IT Services.

Informational: Bergeron stated County IT is willing to hire a position which will be cost shared between KenCom and the Circuit Clerks Office and in return get access to all of County's IT services. KenCom's portion to buy into County IT is \$45,000 per year. Scott Koeppel from Kendall County IT Services gave a presentation to the board. During discussion Koeppel explained that this will be an amendment of the current Administrative and Treasury Services IGA of 2012. Koeppel advised that the addendum is an extension of the current IGA and the time frames have not been changed in regards to the renewal.

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. Witek made a 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 Josh Flanders from Oswego Fire Department sent an email stating dispatcher Ashley Conrad did a great job dispatching multiple fire calls. Robert Watermann from the Aurora Township Fire Department forwarded on an article about how overlooked dispatchers are and how critical they are, and wanted to let the dispatchers know what a good job they do.

Staff Report – Bergeron gave a report on Personnel as follows: KenCom hired two new telecommunicators who started on Monday, October 3<sup>rd</sup>. KenCom has one employee on FMLA and will be coming back on Monday. Heather Gutierrez will hold the position of DIC (Dispatcher in Charge) during times when there is no supervisor on duty. Training as follows: Jennette Welter-Fichtel and Levi Gotte attended the APCO Active Shooter for Public Safety Communications course on September 19<sup>th</sup> at the Lemont Police Department. The Kendall County Sheriff's Office along with Mutual Ground provided in-house training on domestic violence September 28<sup>th</sup>. Bergeron thanked the Sheriff's office and Mutual Ground for hosting the training. Lynette Bergeron, Jen Stein, and dispatcher Ashley Conrad will be attending the IPSTA (APCO/NENA) conference November 6<sup>th</sup>-9<sup>th</sup> in Springfield. October 24<sup>th</sup> KenCom will be conducting in-house training utilizing 9-1-1 on DVD that will include Active Shooter Aurora, Vehicle Submersion and Say This, Not That – Handling Calls. During discussion Jensen asked if

Bergeron would be willing to offer that training to the Oswego Police Department to show the dispatcher side and they agreed to get together on dates. Information as follows: On Wednesday, September 28<sup>th</sup> AT&T moved Montgomery ESN's to point to KenCom, and the remaining two ESN's will be directed to KenCom on October 20<sup>th</sup> at 1:00. After the ESN's are transferred KenCom will be answering all of Montgomery's 9-1-1 calls. KenCom's afternoon shift worked out of the backup center on Monday, October 3<sup>rd</sup> without any issues for the monthly backup center exercise. The second quarter of the Quality Assurance/Quality Improvement Program resulted in 130 full reviews of 9-1-1 calls and 462 reviews were completed for compliance with the location verification policy. Enroute will be scheduling a CAD demo for the Sequel CAD. The Operations Board agreed on November 18<sup>th</sup> at 9 a.m. at the Oswego Fire Department Station 1. Wireless 9-1-1 statistics for the month of September 2016 represented 74% of calls received.

Consent Agenda – Witek made a motion, seconded by Gilmour to approve the Consent Agenda; Approving the September 15<sup>th</sup>, 2016 Finance Committee Minutes and approving the September 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: Bergeron mentioned the upcoming meeting scheduled with Enroute to demo the new CAD Sequel on November 18<sup>th</sup> at 9 am at the Oswego Fire Department Station 1, and encouraged anyone that can join to come. Baird mentioned it will be very hard for him to support any CAD system that does not interface with New World, and he wants a commitment with any CAD company KenCom decides to go with, including a hard date and financial impact if they fail to do so. Nelson stated that discussion was done in the Operations Board and they know the importance of record management between the police and fire departments. Discussion ensued. Nelson stated it was also mentioned at the Operations Board meeting to look into making a policy on vehicle locator to dispatch closest and for the safety of the police and fire and that any CAD that is considered supports AVL.

Approval of Bills:

Operation Bills – Baird made a motion to approve the October Operation Bills in the amount of \$164,706.65 seconded by Witek. Discussion. A roll call vote was taken with all four members present voting aye. Motion carried.

Capital Bills – Witek made a motion to approve the October Surcharge Bills in the amount of \$34,297.50 seconded by Gilmour. Discussion. A roll call was taken with all four members present voting aye. Motion carried.

Anticipated Expenses – None

Nelson called for Special Committee Reports:

Report of the Operations Board Chair – Bergeron stated the budget was presented to the Operations Board members.

Nelson called for Old Business:

Backup Power for the Montgomery Tower – No Report

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

Strategic Plan – Bergeron mentioned she is going to look at dates to schedule a meeting and send out to the members of the committee.

IT Support – Discussion ensued on keeping with KenCom’s current IT Support (The Isidore Group) or to move to Kendall County’s IT support. Witek made a motion to move forward a recommendation to the Executive Board to sign the contract with County IT for KenCom’s IT support subject to legal review with KenCom’s attorney, seconded by Baird. During discussion it was agreed to ask The Isidore Group to continue service with KenCom through November to help with the turnover and begin with County IT on December 1<sup>st</sup>, 2016. All members present voting aye. Motion carried.

Insurance Quote Discussion – No report

9-1-1 Modification Plan – Reported in the staff report.

Any other Old Business – None

Nelson called for New Business:

Tower AC/Heating Maintenance Contract – Bergeron stated the maintenance agreement is for the A/C and heating in all the tower sites (5 sites). Witek made a motion to enter into a maintenance agreement with R. Bedal Heating & Cooling in the amount of \$2,500.00/year, twice yearly maintenance, seconded by Gilmour. A roll call was taken with all four members present voting aye. Motion carried.

Treasurer Recommendation for the Executive Board – No Report

Closed Session Minutes Semi-Annual Review – Witek made a motion keep the closed session minutes closed, seconded by Gilmour. All members present voting aye. Motion carried.

Transfer \$500,000 to the Capital Equipment Fund – Witek made a motion to transfer \$500,000 from the ETSB fund to the Equipment fund, seconded by Gilmour. All members present voting aye. Motion carried.

Transfer \$100,000 to the Building Fund – Witek made a motion to transfer \$100,000 from the ETSB fund to the Building fund, seconded by Baird. All members present voting aye. Motion carried.

Other New Business – None

Closed Session - Witek made a motion to go into closed session for 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 5 ILCS 120/2(c)(2), seconded by Baird. A roll call vote was taken with all four members present voting aye. Motion carried. James Jensen stayed for closed session. Lynette Bergeron, Jen Stein, and Bonnie Walters left closed session. Closed session began at 10:27 a.m. .

Open session resumed at 10:43 a.m. All members are the same as before closed session. Lynette Bergeron, Jen Stein, and Bonnie Walters joined open session.

No action after closed session.

Budget Discussion – Baird made a motion to move the FY 2016 Operation and Surcharge Budget with wage increases as a recommendation to the Executive Board, seconded by Gilmour. All members present voting aye. Motion carried.

Other Business – Witek made a motion to change the November Finance meeting from November 10<sup>th</sup> to November 17<sup>th</sup>, 2016 at 9:00 a.m., seconded by Baird. All members present voting aye. Motion carried. Nelson stated the next Finance Committee meeting is Thursday November 17<sup>th</sup>, 2016 at the Public Safety Center - 9:00 a.m. Baird made a motion to adjourn the meeting, seconded by Gilmour. All members present voting aye. Meeting adjourned at 10:53 a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary