

KenCom Finance Committee Meeting Minutes
Held December 15th, 2016
9:15 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; Jennifer Stein, KenCom Assistant Director; Bonnie Walters, KenCom Administrative Assistant.

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. Hausler 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 stated she received a phone call from a sergeant from the Sheriff's Office about a job well done by Cheryl Gianfrancisco who went above and beyond to help a caller. A Yorkville resident stopped into KenCom with a thank you note and a box of candy to thank the Yorkville Police Department and KenCom for the help she received during the snow storm after the Yorkville Police Department shoveled her driveway due to a snow plow pushed the snow back on her driveway.

Staff Report – Bergeron gave a report on Personnel as follows: KenCom's two new employees completed the APCO EMD Course and will begin Phase II of the training program this month. Applications will be sent to IDPH for EMD Licensing upon receiving the certificate from APCO. Once the two new employees are trained, KenCom will be fully staffed. Training as follows: Supervisor, Levi Gotte, and dispatchers, Melissa Lardi and Ashley Conrad, attended the Breach Point Training for First Responders. Information as follows: A New World CAD discovery meeting is scheduled with the fire agencies at 9 a.m. on January 24th at KenCom. The New World CAD demo is scheduled for 9 a.m. on January 25th at Oswego Fire Station #1. Jen Stein and Lynette Bergeron attended the Southern Fox Valley EMS System Chiefs and Coordinators end of the year meeting on Thursday, December 8, 2016 in Geneva. The KenCom Strategic Planning Committee met on Tuesday, December 13th. Minda Jahp along with the Oswego Fire Department received Cardiac Run of the Quarter and attended a breakfast at the Oswego Fire Station One on Wednesday November 9th. KenCom's quarterly shift meetings are scheduled for Friday, December 16, 2016. Bergeron stated KenCom provides a holiday dinner for the dispatchers and it was added into the FY 2017 budget. There was a consensus from the board to move forward with ordering the holiday dinner. Wireless 9-1-1 statistics for the month of November 2016 represented 73% of calls received.

Approval of Closed Session minutes but do not release – October 20th, 2016: Witek will bring to the next meeting for review.

Consent Agenda – Gilmour made a motion, seconded by Hausler to approve the Consent Agenda; Approving the October 20th, 2016 Finance Committee Minutes and approving the October 2016 Treasurer's Report. All members present voting aye. Motion carried.

Nelson called for the Standing Committee Reports:

Personnel Committee Report – Witek stated the committee reviewed the 2016 KenCom Operational and Director Goals and the new 2017 Operational and Director Goals. Witek stated the Personnel Committee thought the performance of the previous goals was excellent. The two goals for 2017 that directly affects the Finance Committee are buying and implementing a new radio console system by the end of the year, and select a new CAD system for KenCom. Discussion ensued. Witek stated it was discussed how grateful the Personnel Committee is to have the IGA with the County as they do a lot of the accounting including payroll, and human resources and that is a great value to KenCom. Witek continued that KenCom is disappointed in the way the administrative part of the county delivered the medical insurance change information to KenCom's employees and the issues and many hours it cost staff, which could have been avoided by good management procedures. Discussion ensued. Bergeron stated that herself and Stein as the Director and Assistant Director learned about the new health insurance the same time as all of the employees. Witek stated they are not complaining about the health carrier that was chosen but the way it was rolled out.

Finance Committee Report:

Approval of Bills:

Operation Bills – Hausler made a motion to approve the November Operation Bills in the amount of \$169,614.38, seconded by Witek. Discussion. A roll call vote was taken with all six members present voting aye. Motion carried. Witek made a motion to approve the December Operation Bills in the amount of \$212,709.67, seconded by Hausler. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Capital Bills – Gilmour made a motion to approve the November Surcharge Bills in the amount of \$5,437.45 seconded by Hausler. Discussion. A roll call was taken with all six members present voting aye. Motion carried. Witek made a motion to approve the December Surcharge Bills in the amount of \$103,912.80, seconded by Burgner. Discussion. A roll call was taken with all six members present voting aye.

Anticipated Expenses – Bergeron reviewed the anticipated expenses as follows: APC UPS SMT1500RM2U for replacement of the UPS at KenCom's Bristol Kendall Station 3 site for an amount not to exceed \$795.00; Microsoft Surface Pro 4, Keyboard and three-year accident protection for an amount not to exceed \$1,100.00. Witek made a motion to approve the anticipated expenses not to exceed \$1,895.00, seconded by Hausler. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Nelson called for Special Committee Reports:

Report of the Operations Board Chair – Nelson stated the strategic plan was discussed and they reviewed the Motorola presentation. MDC Identifiers were discussed and the importance of all agencies making sure their lists are up to date. The Operations Board asked management to come up with a system to have the dispatchers create a repair maintenance report when they notice an incorrect MDC identifier so the agencies can be notified there is an incorrect identifier right away.

Nelson called for Old Business:

Backup Power for the Montgomery Tower – No Report. Nelson mentioned they are looking into doing a study for a tower at the new Oswego Police Department in case they need it in the future and it will be part of the KenCom strategic plan. Discussion ensued.

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

Strategic Plan – Bergeron stated they had a meeting and Motorola gave a presentation on the quote for new radio console equipment. Bergeron stated Zetron is also in the process of providing a quote for KenCom. Discussion ensued.

Insurance Quote Discussion – No Report.

Any other Old Business – None

Nelson called for New Business:

Treasurer Recommendation for the Executive Board – No Report.

2017 Finance Committee Calendar – Witek made a motion to approve the 2017 Finance Committee Calendar, seconded by Burgner. Discussion. All members present voting aye. Motion carried.

Other New Business – None

Other Business – Bergeron reviewed the new Legislative Summary that had been sent to her by the County. Discussion ensued.

Nelson stated the next Finance Committee meeting is Thursday January 18th, 2017 at the Public Safety Center - 9:00 a.m. Hausler made a motion to adjourn the meeting, seconded by Baird. All members present voting aye. Meeting adjourned at 10:20 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary