

**KenCom Finance Committee Meeting Minutes
Held June 16th, 2016
9:00 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: 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. Gilmour made the motion to approve the agenda, seconded by Witek. All members present voting aye. Motion carried.

Nelson called for Public Comments – None

Nelson called for Correspondence – None

Staff Report – Stein gave a report on Personnel as follows: Two trainees continue in the training program. Heather Gutierrez was selected as KenCom’s Assistant LEADS Coordinator. Training as follows: Fifteen staff members completed their EMD Certification Training. Information as follows: The Hollenback Road generator did not perform its weekly exercise and it was discovered to have a bad control panel. The mobile link we had installed is what alerted KenCom it did not complete its exercise. Grainco FS will be moving the propane tank at the Legion Road tower site (approximately three to four feet). This was due to the propane tank being partially on private property. Stein thanked the Kendall County Sheriff’s Office for having inmates go and clear weeds at both the Newark and Legion Road tower sites (in the past KenCom has hired landscaping companies). Wireless 9-1-1 statistics for the month of May 2016 represented 74% of calls received.

Consent Agenda – Hausler made a motion, seconded by Koster to approve the Consent Agenda; Approving the May 19th, 2016 Finance Committee Minutes and approving the May 2016 Treasurer’s Report. All members present voting aye. Motion carried.

Nelson called for the Standing Committee Reports:
Personnel Committee Report – The June meeting was cancelled.

Finance Committee Report –
Approval of Bills:
Operation Bills – Koster made a motion to approve the June Operation Bills in the amount of \$170,209.45, seconded by Burgner. Discussion. A roll call vote was taken with all six members present voting aye. Motion carried.

Capital Bills – Koster made a motion to approve the June Surcharge Bills in the amount of \$5,473.69 seconded by Hausler. During discussion Stein noted KenCom received January and February’s payment from the state with the new calculation of wireline and wireless (previously KenCom was six months behind). Discussion ensued on how the state is calculating the checks that are being distributed. A roll call was taken with all six members present voting aye. Motion carried.

Anticipated Expenses – Stein reviewed the anticipated expense for a Mikro Tik Router for the Legion Road tower. Hausler made a motion to approve the anticipated expenses for an amount not to exceed \$499.30, seconded by Burgner. During discussion Koster noted that the Operations Board would like staff to be able to proceed with these types of items that are in budget without getting advanced approval and to be submitted with the monthly bills. If they are extra budgetary items or go beyond what was budgeted it is expected to come before the board. After discussion it was agreed to propose at the next Executive Board meeting for staff to purchase without prior approval budgeted items up to a \$1,000 and staff to continue bringing a summary of items purchased at the monthly Finance meetings. 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 – Koster gave a report as follows: Anticipated expenses were discussed. Policy revisions and new policies were approved regarding Flash Dispatches, General Dispatches, Title Hits, and Panic Alarms. Another attempt was made to get a volunteer from the fire side to be on the Strategic Plan committee, but no volunteers (Tim Fairfield possibly agreed to volunteer but he will let staff know in the next week). There was discussion about rerouting one of the 630 wireline trunks to a wireless trunk and staff is waiting on a call study from AT&T. If the call study comes in as anticipated the Operations Board will more than likely make that recommendation.

Nelson called for Old Business:

KenCom Backup Agreement with the Aurora Police Department – Nelson stated the agreement is completed and ready for Witek to sign and will file with the State Police. Once AT&T gets the authorization from the State Police the calls from Montgomery will be routed to KenCom directly.

Backup Power for the Montgomery Tower – Dan Meyers from Montgomery Police Department is working on talking to the public works director.

Challenge Coin Perpetual Plaque – Stein stated they are making progress on the plaque.

Strategic Plan – No Report

Any other Old Business – Gilmour gave an update on the County considering a policy on saving emails (currently they do not have a policy). They are currently kept for thirty days by the County server and are considering a policy to retain them for seven years. Nelson stated KenCom is keeping their emails for one year. Lengthy discussion ensued.

Nelson called for New Business:

Other Business – None

Closed Session – None

Action after Closed Session – None

Nelson stated the next Finance Committee meeting is Thursday July 21st, 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 10:00 a.m.

Meeting Recorded By: Jennifer Stein

Respectively submitted,

Bonnie Walters
Recording Secretary