

**KenCom Finance Committee Meeting Minutes**  
**Audio Conference Meeting**  
**Held April 16<sup>th</sup>, 2020**  
**9:00 a.m.**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Greg Witek	LRFFD	X (9:06)	
Matt Prochaska	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	
James Jensen	Yorkville PD	X	

Others present on conference call: Lynette Bergeron, KenCom Director; Jennifer Stein, 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 five of the seven members present, which resulted in having a quorum for voting purposes.

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

Public Comment – None

Nelson called for Correspondence – None

Staff Report – Bergeron gave a Personnel Report as follows: KenCom is currently down one telecommunicator. KenCom has one employee on FMLA. Training as follows: They Tyler Connect Conference has been cancelled. CPR training with the Oswego Fire Department has been cancelled. Information as follows: Economic interest statements were mailed and are due back by May 1<sup>st</sup>. KenCom received an extension on the LEADS security audit. The new deadline is June 30<sup>th</sup>, 2020. Project updates as follows: The NICE Recording Software upgrade is in motion. KenCom submitted an order on March 19<sup>th</sup>, 2020 for the purchase of the Kenwood portable radios through ABeeP. Miscellaneous as follows: Staff and supervisors are meeting weekly via video conference to stay connected and discuss COVID-19 prevention strategies. Staff has attended several conference calls and webinars related to COVID-19 planning with the 9-1-1 State Administrator, APCO 9-1-1 Center Leaders and IDPH. KenCom has taken the following measures in regards to the COVID-19 virus to protect our employees and to ensure that KenCom is able to continue delivering the essential function of telecommunication services to our communities: Implemented screening protocols for employees reporting an absence; Required all employees to wash their hands frequently; Required all employees to disinfect their workspace at the end of their shift; Required regular cleaning of all commonly touched surfaces; Required all employees to wear face masks while working; Restricted entrance to the dispatch center by non-essential staff and visitors; Spilt staff between KenCom’s main center and the backup center at Bristol Kendall Fire Station 1; Assigned consoles to maintain social distancing at the primary center and encouraged social

distancing at the back-up center to the best of their ability. KenCom is taking the following measures to ensure responders are informed of potential COVID-19 exposure risks: Screening all calls for services in which responders will likely have contact with the public; Adding alerts to locations reported to have a positive COVID case. Wireless 9-1-1 statistics for the month of March 2020 represented 88% of calls received.

Greg Witek joined the meeting during the staff report at 9:06 a.m.

Closed Session Meeting Minutes – None

Consent Agenda – Nelson called for approval of the consent agenda. Hausler made a motion, seconded by Jensen to approve the consent agenda, which includes approval of the following: March 19<sup>th</sup>, 2020 Finance Committee Meeting Minutes; March 2020 Treasurer’s Report. All members present voting aye. Motion carried.

Nelson called for the Standing Committee Reports:

Personnel Committee Report – Jensen stated the Personnel Committee met and discussed the following: COVID-19 updates; Staffing updates and concerns; Hiring updates; Concerns moving forward from COVID-19 that staff may be dealing with. Jensen stated administrative staff is doing a great job keeping KenCom employees healthy.

Strategic Planning Committee Report – No Meeting

Operations Board Chair Report – No Meeting

Finance Committee Report:

Approval of Bills:

Operation Bills – Baird made a motion to approve the April 2020 Operation Bills, in the amount of, \$188,461.60, seconded by Burgner. Discussion. A roll call vote was taken with all six members present voting aye. Motion carried.

Surcharge Bills – Hausler made a motion to approve the April 2020 Surcharge Bills, in the amount of, \$56,240.77, seconded by Witek. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Anticipated Expenses – Bergeron withdrew the anticipated expenses contained in the packet.

Nelson called for Old Business:

Grundy County 9-1-1 Backup/Microwave Radio Expansion /Fiber Connection – Bergeron stated the microwave is up and next Tuesday a network person is coming in to finish the IP connection to Grundy County.

Upgrading Police 5 and/or Police 7 – The testing is completed and KenCom received good feedback from the police agencies on the testing of the new radios. Bergeron stated based on the good results, the order to purchase the remaining police radios from A Beep was completed. Bergeron stated she is in the process of completing a memorandum of understanding between the police agencies and KenCom. Once completed she will send out to legal for review.

NG9-1-1 Grant Phone Upgrade – Bergeron noted the final reimbursement check has been submitted to the state and the final reporting has been completed. Once the check is received, the grant is closed.

IPFlex – Bergeron stated they have had multiple meetings with AT&T, Intrado and Grundy County. They received definitive answers yesterday that KenCom can remain on analog exactly as they are today. Grundy County can get their session border control for their phone system and everything should work. KenCom is going to move forward and contact AT&T stating they remain on analog and there should be no additional cost to KenCom. Discussion ensued.

Development of Fire 3 channel to be Digital –Bergeron stated she has a drafted an RFP and will be sending to legal for review. Nelson stated the license applications are out and Bergeron has sent letters to neighboring departments to sign off. Bergeron stated signed letter are received daily.

Open Meeting Act Certificates – L. Nelson mentioned there are still Board members that have not taken/supplied KenCom with their Open Meeting Act Certificates. Letters were sent to each outstanding member by KenCom as a return/receipt requesting them to complete their OMA training and submit to KenCom as soon as possible. Discussion ensued.

Any other Old Business – None

Nelson called for New Business:

Finance Committee Closed Session Audio Destruction – None

Fiscal Year 2019 Audit – Witek made a motion to approve the KenCom Fiscal Year 2019 Audit, seconded by Jensen. Discussion. All members present voting aye. Motion carried.

Any Other New Business – Bergeron noted KenCom has started back their newsletter the last two months. Adam Votava, midnight supervisor, has been creating the newsletters and putting a lot of time and effort into them. Nelson mentioned KenCom is purchasing zoom for future meetings and staff will be contacting all board members to make sure it is set up on their computers before the May meetings.

Closed Session – None

Action after Closed Session – None

Nelson stated the next Finance Committee meeting is Thursday May 21<sup>st</sup>, 2020 at the Public Safety Center - 9:00 a.m. Jensen made a motion to adjourn the meeting, seconded by Hausler. All members present voting aye. Meeting adjourned at 9:30 a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary