

KenCom Finance Committee Meeting Minutes
Video Conference Meeting
Held May 21st, 2020
9:05 a.m.

Member	Agency	Present	Absent
Greg Witek	LRFFD		X
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 six of the seven members present, which resulted in having a quorum for voting purposes.

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

Public Comment – None

Nelson called for Correspondence – Bergeron noted KenCom telecommunicator, Liz Stapay, wanted to thank the boards for her \$25 gift card she received for being chosen as KenCom’s Telecommunicator of the Year.

Staff Report – Bergeron gave a Personnel Report as follows: KenCom is currently down one telecommunicator. KenCom has two employees on intermittent FMLA. KenCom was accepting job applications for telecommunicator between April 30th and May 15th. KenCom received 73 applications. Training as follows: Jen Stein and Supervisor Goodspeed will be attending the 9-1-1 NET Webinar hosted by Intrado on June 18th. The webinar covers maintenance of the MSAG and ALI data. Information as follows: KenCom staff voted Elizabeth Stapay as KenCom’s Telecommunicator of the Year during TC Week in April. KenCom received an extension on the LEADS security audit. The new deadline is June 30th, 2020. Chicago Fire and Restoration cleaned the primary and back-up centers on April 26th. Tyler support successfully installed the address reverification file on April 30th within the 30 minutes of the scheduled downtime. There is planned Tyler Outage on Wednesday May 27th at 7 am. The outage will last approximately 10 minutes while the microwave link between KenCom and Grundy are brought online. CAD will remain operational; however, LEADS, mobiles and RMS systems will be down. Project Updates as follows: Reminder any bills that are sent directly to an agency from Tyler should be turned over to KenCom if it is for equipment, software, services, etc that KenCom has procured on behalf of the agency. The NICE Recording Software upgrade is in motion. KenCom submitted an order on March 19th, 2020 for the purchase of the Kenwood portable radios through ABeep.

Miscellaneous as follows: Staff would like to thank everyone that remembered KenCom during Telecommunicator week in April. It means so much to all of us and we sincerely appreciate it. Staff and supervisors are meeting weekly via video conference to stay connected to discuss COVID-19 prevention strategies. Staff remains vigilant on ensuring the measures put in place to keep the workplace free of the COVID virus are carried out. KenCom continues to screen all calls for service to assess risk for first responders. Our primary center employees and back-up center employees swapped worksites as of May 18th. CAD Wireless 9-1-1 statistics for the month of April 2020 represented 87% of calls received.

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: April 16th, 2020 Finance Committee Meeting Minutes; April 2020 Treasurer’s Report. All members present voting aye. Motion carried.

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

Strategic Planning Committee Report – Nelson stated they did not meet but are progressing with the fire digital radio frequency.

Operations Board Chair Report – Bergeron stated they reviewed the Memorandum of Understanding for the new Kenwood portable radios for the police agencies and the MOU will be sent to legal for review. KenCom would request that when the agencies receive their new portable radios to give the old portable radios to KenCom to repurpose around the County. Nelson stated the radios will be owned by the police agencies and each agency is responsible for maintenance and any additional radios needed. Bergeron stated they discussed and moved forward with Comtech, which is a free web based application for text to 911. Staff will bring back a policy to the Operations Board to accept text to 911 and will take approximately six months to implement.

Finance Committee Report:

Approval of Bills:

Operation Bills – Baird made a motion to approve the May 2020 Operation Bills, in the amount of, \$258,257.26, seconded by Hausler. Discussion. A roll call vote was taken with all six members present voting aye. Motion carried.

Surcharge Bills – Jensen made a motion to approve the May 2020 Surcharge Bills, in the amount of, \$12,043.66, seconded by Hausler. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expense contained in the packet. Hausler made a motion to approve the transfer of funds for an amount of \$2,500 from the salaries line item to the employee expense line item for the purchase of eSkill Corporation for online new employee testing, seconded by Prochaska. During discussion, Bergeron stated that eSkill is a testing procedure for new applicants that is done online. A roll call was taken with all six members present voting aye. Motion carried.

Nelson called for Old Business:

Grundy County 9-1-1 Backup/Microwave Radio Expansion /Fiber Connection – Nelson stated the microwave is done and the connection is there. Next Wednesday they will be doing an update and after that will be doing more testing.

Upgrading Police 5 and/or Police 7 – Bergeron stated A Beep is meeting with the portable radio user group to finalize. A Beep has picked all of the test radios up and completed the encryption. There was a consensus by the Board, once the Memorandum of Understanding comes back from KenCom's attorney review to distribute to all the police agencies.

NG9-1-1 Grant Phone Upgrade – Bergeron noted the final reimbursement check has been received and the grant is closed.

IPFlex – Bergeron stated they are moving forward and returning the session border equipment that they will not be using since the decision to stay with analog. There will not be any cost to KenCom.

Development of Fire 3 channel to be Digital – Nelson stated they are waiting on one more signed letter and once that is received, they will let the FCC know all neighboring agencies have consented and move forward.

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.

Any other Old Business – None

Nelson called for New Business:

Teleconference – Hausler made a motion to move forward to the Executive Board if the Finance Committee has a majority of a quorum per statute present other board members can teleconference in, seconded by Jensen. Discussion. All members present voting aye. Motion carried.

Finance Committee Closed Session Audio Destruction – None

Any Other New Business –

Closed Session – None

Action after Closed Session – None

Nelson stated the next Finance Committee meeting is Thursday June 18th, 2020 at the Public Safety Center - 9:00 a.m. Jensen made a motion to adjourn the meeting, seconded by Prochaska. All members present voting aye. Meeting adjourned at 9:40 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary