

KenCom Finance Committee Meeting Minutes
Held June 18th, 2020
9:00 a.m.

Member	Agency	Present	Absent
Greg Witek	LRFFD	X	
Matt Prochaska	Kendall County Board Member	X	
Mike Peters	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: 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 all seven members present, which resulted in having a quorum for voting purposes.

Nelson called for a motion to approve the agenda. Witek made a motion to approve the agenda, seconded by Prochaska. 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 two telecommunicators and a Quality Assurance Analyst. Chris Walat resigned from KenCom effective June 16th, 2020. KenCom has two employees on intermittent FMLA (scheduled to return on June 20th) and one scheduled to begin FMLA leave on July 2nd. Training as follows: Lynette Bergeron attended a webinar for FEMA’s COVID19 Applicant Briefing on June 1st. Only overtime can be submitted for reimbursement, no straight time. KenCom staff are in the process of completing Harassment Prevention for Illinois Employees, Stress Management for Public Safety Telecommunicators, Bullying and Other Disruptive Behavior, and Taped Sexual Harassment Training for Illinois Employees. KenCom will be participating in Active Shooter Training with KCSO on July 7th and 14th. Information as follows: The LEADS Security Audit is complete and will be submitted to ISP at the beginning of the week. Bergeron reviewed a few deficiencies they are working on to change. Audit logs should be reviewed weekly for all users that access KenCom servers; currently this is not being accomplished. The IT Director, Matt Kinsey, is looking at a software program to purchase called Splunk to flag and monitor the audit logs. The approximate initial cost for setup up would be \$5,000 and an annual maintenance of \$1500, which would put KenCom in compliance. After discussion, there was a consensus for staff to purchase the software of an amount not to exceed \$5,000. Project Updates as follows: Kendall County Technology will be finishing testing of the microwave between KenCom and Grundy County and will begin the move of KenCom’s backup center to Grundy. Reminder any bills that are sent directly to an agency from Tyler should be turned over to KenCom (do not pay) 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. Word Systems advise they are running behind schedule due to COVID-19, however we are in the que for upgrading. KenCom submitted an order on March 19th, 2020 for the purchase of the Kenwood portable radios and a final draft of the radio programming has been completed. Miscellaneous as follows: KenCom's staff has been reunited with all staff working out of the primary center as of June 13th. 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. KenCom's AED has been installed and is in the main hallway near the front entrance. CAD Wireless 9-1-1 statistics for the month of May 2020 represented 90% of calls received.

Closed Session Meeting Minutes – None

Consent Agenda – Nelson called for approval of the consent agenda. Witek made a motion, seconded by Prochaska to approve the consent agenda, which includes approval of the following: May 21st, 2020 Finance Committee Meeting Minutes; May 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. Nelson noted A Beep informed him that the new Kenwood radios have an option for two types of encryption on the same frequency. A general encryption, which all calls are transferred to and a second encryption for a smaller group on another channel. Discussion ensued.

Nelson stated he met with Jim Smiley from facilities and they looked at where KenCom could build a second tower at the public safety center. There appears to be room next to the existing tower to build a second tower. The next step is to get tentative quotes. Discussion ensued.

Operations Board Chair Report – Stein mentioned they passed a Cyber Security Policy, which is directly related to the LEADS Security Audit. Stein reviewed the policy. The Operations Board voted until further notice to hold the Operations Board meetings at the Oswego Fire Department Station 1 in the training room.

Finance Committee Report:

Approval of Bills:

Operation Bills – Hausler made a motion to approve the June 2020 Operation Bills, in the amount of, \$223,326.24, seconded by Burgner. Discussion. A roll call vote was taken with all seven members present voting aye. Motion carried.

Surcharge Bills – Jensen made a motion to approve the June 2020 Surcharge Bills, in the amount of, \$9,062.82, seconded by Hausler. Discussion. A roll call was taken with all seven members present voting aye. Motion carried.

Anticipated Expenses – None

Nelson called for Old Business:

Grundty County 9-1-1 Backup/Microwave Radio Expansion /Fiber Connection – Bergeron's goal is to be up and running at the backup center by June 30th.

Upgrading Police 5 and/or Police 7 – Bergeron stated the upgrade is complete and they are still working on the portable radios.

IPFlex – Bergeron received an order to ship back equipment that they will not be using and are waiting on a router that needs to be shipped from AT&T. Bergeron will reach back out to AT&T and see when they can get scheduled for installation and go live.

Development of Fire 3 channel to be Digital – Nelson stated all the letters have been signed and are moving forward to apply for the license.

Open Meeting Act Certificates – L. Nelson stated they have asked KenCom’s attorney to draft a policy/resolution for the board to vote on. It would require all board members to complete and return the OMA certificate to KenCom within sixty days of being on the board. If the certificate is not on file after that, they no longer are able to have a vote on the board and the board will ask the County Board to appoint a replacement.

Any other Old Business – None

Nelson called for New Business:

Finance Committee Closed Session Audio Destruction – None

Semi-Annual Closed Session Review – Witek made a motion for the Finance Committee Closed Session meeting minutes to remain closed, seconded by Prochaska. All members present voting aye. Motion carried.

Any Other New Business –

Closed Session – None

Action after Closed Session – None

Nelson stated the next Finance Committee meeting is Thursday July 16th, 2020 at the Public Safety Center - 9:00 a.m. Jensen made a motion to adjourn the meeting, seconded by Witek. All members present voting aye. Meeting adjourned at 9:50 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary