

**KenCom Finance Committee Meeting Minutes**  
**Held July 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	
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( Via Zoom)	

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 six 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 Hausler. Discussion. A roll call was taken with all six 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 and a Quality Assurance Analyst. KenCom has one employee on FMLA leave, two employees on intermittent FMLA leave and one employee scheduled for a twelve-week leave at the beginning of August. Training as follows: KenCom staff is 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. Adam Votava, Lynsey Ingram, Bev Harmes and Cheryl Kemp participated in an active assailant training with KCSO on July 7<sup>th</sup> and 14<sup>th</sup>. It was a very beneficial training and KenCom would like to be included in future trainings. KenCom’s Lead Trainer, Sarah Berry, conducted skills training with each TC and Supervisor throughout the month covering transferring phone calls in the Viper phone system, accessing EMnet computer programs, and TTY. Information as follows: Lynette Bergeron attended the Illinois NENA/APCO virtual membership meeting on July 9<sup>th</sup>, 2020. Lynette Bergeron attended the Kendall County Multi-Disciplinary Team meeting on July 10<sup>th</sup>, 2020. Project Updates as follows: The microwave is up and stable between Grundy and KenCom and KenCom’s servers have been relocated to Grundy. Grundy made some changes to their monitor configuration which requires new cables to allow KenCom to utilize Grundy’s monitors. Grundy has already ordered the cables. Staff and IT met with Kim Knutsen and Angi Ostrom to discuss upgrading New World software to 2020.1 HF2. The upgrade is required to

allow the new NIBRS module to work properly which police agencies are required to begin using on January 1<sup>st</sup>, 2021. Nice recording software upgrade is waiting in the queue for a project start date. ABeep is in the process of programming the portable radios. ABeep will deliver programmed radios to Oswego and Yorkville Police for temporary deployment early next week. Oswego and Yorkville's current radios will be tested, firmware updated, encrypted, programmed and retested, which is estimated to take two weeks to complete. Oswego and Yorkville's radios will be returned and all the new radios with accessories will be delivered to the other police agencies. The Memorandum of Understanding will be sent to all police agencies for signatures in the near future. Jaymee Goodspeed, KenCom Supervisor, created a group called KenCom Cares. This group acknowledges birthdays, employment anniversaries, holiday celebrations, Fire/EMS/Police week recognition, potlucks, shout outs and much more to bring the employees together. CAD Wireless 9-1-1 statistics for the month of June 2020 represented 91% of calls received.

Closed Session Meeting Minutes – None

Consent Agenda – Nelson called for approval of the consent agenda. Hausler made a motion, seconded by Witek to approve the consent agenda, which includes approval of the following: June 18<sup>th</sup>, 2020 Finance Committee Meeting Minutes; June 2020 Treasurer's Report. A roll call was taken with all six members present voting aye. Motion carried.

Nelson called for the Standing Committee Reports:

Personnel Committee Report – Jensen stated Bergeron presented a positional change for staffing that will benefit KenCom and make them better. The Personnel Committee was in support of the staffing proposal Bergeron presented.

Establishment of Lead Supervisor Position - Bergeron stated she would like to take one of the supervisor's off the dispatch floor and make them a Lead Supervisor. She reviewed her proposal of the job responsibilities to reclassify the supervisor, which will be a salaried position from 8-4 Monday-Friday and available to supervise day shift as needed. The other two supervisors will report directly to the Lead Supervisor and remain working a dispatch position. There is an additional salary in the budget for the vacant Quality Assurance Position, which will be the job responsibility of the Lead Supervisor. Reclassifying this position would not affect the current budget. During discussion, Bergeron mentioned this addresses an immediate need without negatively affecting the agencies financially. Bergeron stated KenCom is growing and moving forward and in the future will need to plan operationally to pull the supervisors off the floor to supervise, which would require adding staff. Witek made a motion to reclassify a supervisor position to an Operations Manager position, seconded by Hausler. A roll call was taken with all six members present voting aye. Motion carried.

Strategic Planning Committee Report – Nelson stated there was a demonstration done by Flock Safety about license plate reader cameras. It was discussed for KenCom to be the hub to make sure all agencies are on the same system to allow all the information to flow through the system. Discussion ensued on how to educate on the benefits of having this tool.

Operations Board Chair Report – Bergeron stated they gave an update on the portable radios for the police agencies. There were discussions to keep Bristol Kendall Fire Station 1 backup center operational to be used in the event of a pandemic situation, which would require KenCom to split staff again. The cost would be minimal for it to remain operational.

Finance Committee Report:

Approval of Bills:

Operation Bills – Hausler made a motion to approve the July 2020 Operation Bills, in the amount of, \$199,255.30, seconded by Baird. 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 July 2020 Surcharge Bills, in the amount of, \$12,195.03, seconded by Burgner. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Anticipated Expenses – Witek made a motion to approve the purchase of a tower computer for the new Managing Supervisor position for a cost not to exceed \$1,000.00, seconded by Hausler. 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 it is complete and in the final testing.

Upgrading Police 5 and/or Police 7 – Bergeron stated P7 is up and working and dispatch has been using it. They are working with A Beep and they are in the process of programing the portable radios for the police agencies.

IPFlex – Bergeron stated AT&T could not get the order placed for the equipment needed for KenCom after five attempts. The AT&T project manager got approved to outsource the IPFlex project and KenCom is now working with a different company. Since this change the site visit is set up and the equipment has been shipped.

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 – Bergeron stated they have asked KenCom’s attorney to draft a resolution for the board to vote on and should have back from the attorney within the next couple of days.

Any other Old Business – Bergeron stated Yorkville Police and Oswego Police originally purchased new radios before KenCom agreed to pay for all the new radios and they need to discuss how they are going to handle the reimbursement for those radios previously purchased. Discussion ensued.

Nelson called for New Business:

Finance Committee Closed Session Audio Destruction – Baird made a motion to destroy the October 18<sup>th</sup>, 2018 closed session audio destruction, seconded by Witek. A roll call was taken with all six members present voting aye. Motion carried.

Any Other New Business – None

Closed Session – None

Action after Closed Session – None

Nelson stated the next Finance Committee meeting is Thursday August 20<sup>th</sup>, 2020 at the Public Safety Center - 9:00 a.m. Burgner made a motion to adjourn the meeting, seconded by Witek. All members present voting aye. Meeting adjourned at 9:57 a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary