

**KenCom Finance Committee Meeting Minutes**  
**Held September 17<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

Others present: Lynette Bergeron, KenCom Director; Jennifer Stein, Assistant Director; Bonnie Walters, KenCom Administrative Assistant; Pamela Hurtig, KenCom Operations Manager; Josh Flanders, Oswego Fire Department.

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. Hausler made a motion to approve the agenda, seconded by Prochaska. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Public Comment – None

Nelson called for Correspondence – Bergeron stated she received an email from a secretary at Circle Center Grade School thanking dispatcher Beverly Harmes in regards to a 9-1-1 call she took for being professional and handling the call well.

Staff Report – Bergeron gave a Personnel Report as follows: KenCom has three new employees starting on September 22, 2020. KenCom has one employee on FMLA leave and two employees on intermittent FMLA leave. Training as follows: Supervisor’s Adam Votava and Jaymee Goodspeed and Operations Manager Pamela Hurtig will be attending 9-1-1 Center Supervisor presented by NENA October 27<sup>th</sup> through October 29<sup>th</sup>, 2020. Jen Stein, Lynette Bergeron and Ryan Shain attended text to 9-1-1 administrative training and train the trainer on August 31<sup>st</sup>, 2020. Information as follows: KenCom has now converted all staff emails from the county’s email system to KenCom’s email system. All KenCom employees and distribution group emails will end with @KenCom911.com. 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, IT and member agencies have 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. At the last status meeting, during the call Tyler/New World announced they believe the state of Illinois does not have a deadline of December 31<sup>st</sup> and not willing to give the police agencies training to build the backend for the NIBRS. KenCom is working closely with the police agencies to stay on target for December 31<sup>st</sup> and pushing Tyler/New World to honor their promise. The NICE recording system upgrade equipment has been installed and we have a go live date the week of October 19<sup>th</sup>, 2020. ABeep has distributed the portable radios and will be conducting training with the agencies over the next couple of weeks. The radio users group has met to discuss creating/revising KenCom polices to include the usage of P5. Policy changes were discussed and once those changes are made the radio users group will meet again to discuss. The Memorandum of Understanding will be sent to all police agencies for signatures in the near future. CAD Wireless 9-1-1 statistics for the month of August 2020 represented 91% 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: August 20<sup>th</sup>, 2020 Finance Committee Meeting Minutes; August 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 – Bergeron stated they discussed the ongoing changes with COVID 19 and different criteria for testing. There was discussion about the hiring of the three new telecommunicators and KenCom will be changing their training curriculum to get them on the floor faster with call taking. With the three new employees, KenCom will be at full staffing.

Strategic Planning Committee Report – Nelson stated they have received the license for the new fire frequency and moving forward with quotes from A Beep. Nelson stated Nick Bloom from Flock Safety was on zoom to answer any questions on the license plate readers, which resulted in good discussion. Witek asked what stage were they at with the license plate readers due to some concern he had received. Nelson stated there was discussion yesterday and a motion was made to take it out of the Strategic Planning Committee and to bring to the September Operations Board and Finance Committee for further discussion. If it makes it through the Operations Board and Finance Committee then it will go to the Executive Board. It was discussed to hold a special meeting at 10:00 am after the September Finance Committee meeting and invite all boards to only discuss/answer questions on the license plate readers.

Operations Board Chair Report – No additional report.

Finance Committee Report:

Approval of Bills:

Operation Bills – Witek made a motion to approve the September 2020 Operation Bills, in the amount of, \$193,473.49, seconded by Hausler. Discussion. A roll call vote was taken with all six members present voting aye. Motion carried.

Surcharge Bills – Witek made a motion to approve the September 2020 Surcharge Bills, in the amount of, \$325,118.34, seconded by Prochaska. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Anticipated Expenses – None

Nelson called for Old Business:

Grundy County 9-1-1 Backup/Microwave Radio Expansion /Fiber Connection – Bergeron gave an update in the staff report.

Upgrading Police 5 and/or Police 7 – Bergeron stated this is complete and the portable radios have been distributed to the police agencies. A Beep is going out to the agencies that wanted the training. Witek mentioned if there was any talk for the command staff on the fire side to get the capability to be on the encrypted police channel. Bergeron stated it had not been discussed but that is a good idea to look into. Witek asked if Bergeron could find out what hardware they would need and the costs in order to equip the fire command staff to access the encrypted police channel.

IPFlex – Bergeron stated they installed the wrong equipment for the second time. AT&T has reordered the equipment and the circuits. Grundy County just spun up all their lines with IPFlex and it went smoothly.

Development of Fire 3 channel to be Digital – Discussed in the Strategic Planning Committee report.

Open Meeting Act Certificates – Bergeron stated they received a resolution from KenCom’s attorney, which needs to go back for some revisions. Nelson asked for it to be put on the Finance and Executive agenda for October for approval.

Backup Center – Bristol Kendall Fire Station One - Bergeron stated she had reached out to Chief Bateman at Bristol Kendall Fire and did hear back that they have no problem for KenCom to keep their backup center there. The Strategic Planning Committee had asked Bergeron to put together a cost to keep the center running. Grundy County will remain KenCom’s full backup site; Bristol Kendall would only be used in a situation where staffing would need to be split. Nelson mentioned putting together a Memorandum of Understanding with Bristol Kendall Fire for the use of the backup center.

License Plate Reader – Discussed in the Strategic Planning Committee report.

Any other Old Business – None

Nelson called for New Business:

Finance Committee Closed Session Audio Destruction – Witek made a motion to destroy the Finance Committee closed session audio from January 17, 2019, seconded by Hausler. A roll call was taken with all six members present voting aye. Motion carried.

2021 Finance Committee Calendar – Witek made a motion to approve the 2021 Finance Committee Calendar, seconded by Hausler. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Budgets:

Operations Budget – Bergeron reviewed the draft budget. Discussion ensued.

Surcharge Budget – Bergeron reviewed the draft budget. Discussion ensued.

Any Other New Business – None

Closed Session – None

Action after Closed Session – None

Nelson stated the next Finance Committee meeting is Thursday October 15<sup>th</sup>, 2020 at the Public Safety Center - 9:00 a.m. Prochaska made a motion to adjourn the meeting, seconded by Baird. All members present voting aye. Meeting adjourned at 10:38 a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary