

KenCom Finance Committee Meeting Minutes
Held October 15th, 2020
9:00 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: Lynette Bergeron, KenCom Director; Jennifer Stein, Assistant Director; Bonnie Walters, KenCom Administrative Assistant; Pamela Hurtig, KenCom Operations Manager.

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. Baird 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 had two new employees start on September 22nd, 2020 and they are in Phase 1 of the training program. KenCom had one telecommunicator resign effective September 26th, 2020. KenCom is advertising for three open positions and the application deadline ends today. 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 which has been moved to March 2021. Information as follows: KenCom has now converted all staff emails from the county’s email system to the KenCom email system. All KenCom employees and distribution groups 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. The upgrade to New World software version 2020.1HF2 was completed on the test environment on October 7th, 2020. The upgrade is required to allow the new NIBRS module to work properly which police agencies are required to begin using on January 1st, 2021. They are not able to go live with NIBRS because of training constraints with Tyler/New World and not meeting their deadline by December 31st. There was a discussion on why Tyler/New World was not meeting their deadline. Stein stated there is a letter drafted with concerns to send to Tyler/New World and was waiting to hear back from all the agencies to send. After discussion, there was a consensus by the Board to get the letter sent out. The equipment has been installed for the NICE recording Software Upgrade and we have a go live date the week of October 19th, 2020. A Beep has distributed the portable radios and conducted training with the agencies. The radio users group has met to discuss creating/revising KenCom policies 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 September 2020 represented 86% of calls received.

Closed Session Meeting Minutes – None

Consent Agenda – Nelson called for approval of the Consent Agenda. Jensen made a motion, seconded by Prochaska to approve the consent agenda, which includes approval of the following: September 17th, 2020 Finance Committee Meeting Minutes; September 2020 Treasurer’s Report. All members present voting aye. Motion carried.

Nelson called for the Standing Committee Reports:

Personnel Committee Report – Nelson asked if all KenCom employees have taken the new Anti-Harassment Training and Stein confirmed all employees have completed the training that was given to KenCom by Illinois Counties Risk Management.

Strategic Planning Committee Report – Nelson stated they distributed all the new police portable digital radios. They have received the license for the new fire frequency to go digital. Nelson mentioned KenCom had the ability to upgrade the portable radios for police and move forward with upgrading fire because the surcharge fund have consistently been higher than budgeted. This allows Kencom to get technology where it needs to be.

Operations Board Chair Report – Bergeron stated the budgets were presented to the Operations Board.

Finance Committee Report:

Approval of Bills:

Operation Bills – Hausler made a motion to approve the October 2020 Operation Bills, in the amount of, \$206,375.66, seconded by Prochaska. 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 October 2020 Surcharge Bills, in the amount of, \$309,510.31, seconded by Baird. 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 they are finalizing some policy changes.

IPFlex – AT&T has installed the third router and are going to schedule a date to port over test numbers to begin testing.

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

Backup Center – Bristol Kendall Fire Station One - Bergeron stated she has drafted a Memorandum of Understanding with Bristol Kendall Fire for the use of the backup center and will be sending to KenCom’s attorney to approve. Bergeron stated the cost to keep it running would be the four new computer towers they would need to purchase.

License Plate Reader – Deferred to the 10 am special meeting.

Any other Old Business – None

Nelson called for New Business:

Finance Committee Closed Session Audio Destruction – None

Resolution for Electronic Attendance for Members – Bergeron stated it is with the attorney for review. The resolution would allow members to attend electronically for a qualified reason as long as a quorum is physically present in the room. After discussion, it was agreed to take the resolution to the Executive Board for a vote for all committees.

Open Meetings Act Resolution – Nelson stated KenCom’s attorney is in the process of making minor changes.

Budgets:

Operations Budget – Bergeron reviewed the draft budget. Discussion ensued. Hausler made a motion to approve the Fiscal Year 2021 Operations Budget and move forward to the Executive Board, seconded by Prochaska. A roll call was taken with all six members present voting aye. Motion carried.

Surcharge Budget – Bergeron reviewed the draft budget. Discussion ensued. Prochaska made a motion to approve the Fiscal Year 2021 Surcharge Budget and move forward to the Executive Board, seconded by Baird. A roll call was taken with Witek, Prochaska, Baird, Hausler and Nelson voting aye, Jensen voting no. Motion carried.

Any Other New Business – None

Closed Session – None

Action after Closed Session – None

Nelson stated the next Finance Committee meeting is Thursday November 12th, 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 10:02 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary