

**KenCom Finance Committee Meeting Minutes**  
**Held November 12<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; Bonnie Walters, KenCom Executive Assistant.

Larry Nelson called the meeting to order and requested a roll call of the membership. A roll call was taken with four 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 Burgner. 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’s two trainees are in Phase 2 of the call taking portion of the training program. KenCom completed the testing phase for new applicants the week of October 26<sup>th</sup>, 2020 and conducted interviews the week of November 2<sup>nd</sup>. Three conditional offers of employment were sent pending background checks and medical screenings. KenCom has two employees on FMLA leave and one employee on intermittent FMLA leave. Training as follows: On November 4<sup>th</sup> KenCom administrators were trained on the upgraded NICE Inform recording software. KenCom staff were trained on the text to 9-1-1 software and are working on a policy. 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 the new cables and KenCom can now utilize Grundy’s monitors. Staff, IT and member agencies have met with Kim Knutsen and Angi Ostrom to discuss upgrading New World software to 2020.1 JF2. 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. 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 was successfully upgraded the week of October 19<sup>th</sup>, 2020. The radio users group has met to discuss creating/revising KenCm 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. Wireless 9-1-1 statistics for the month of October 2020 represented 88% of calls received.

Closed Session Meeting Minutes – None

Consent Agenda – Nelson called for approval of the Consent Agenda. Hausler made a motion, seconded by Burgner to approve the consent agenda, which includes approval of the following: October 15<sup>th</sup>, 2020 Finance Committee Meeting Minutes; October 2020 Treasurer’s Report. All members present voting aye. Motion carried.

Nelson called for the Standing Committee Reports:

Personnel Committee Report – Nelson stated there was a meeting scheduled before the Finance Committee Meeting and Jensen and himself were in attendance, which resulted in not having a quorum to conduct a meeting. Nelson stated they discussed the current challenges KenCom is experiencing with the pandemic.

Strategic Planning Committee Report – No meeting.

Operations Board Chair Report – Bergeron stated the Operations Board unanimously approved the budget to move forward to the Finance Committee for approval.

Finance Committee Report:

Approval of Bills:

Operation Bills – Baird made a motion to approve the November 2020 Operation Bills, in the amount of, \$209,723.69, seconded by Hausler. Discussion. A roll call vote was taken with all four members present voting aye. Motion carried.

Surcharge Bills – Hausler made a motion to approve the November 2020 Surcharge Bills, in the amount of, \$25,251.73, seconded by Burgner. Discussion. A roll call was taken with all four members present voting aye. Motion carried.

Anticipated Expenses – Bergeron stated the purchase of two laptop computers is in the Surcharge budget for approval and would like to get them ordered as soon as the budget is approved. Baird made a motion for staff to purchase two laptop computers for an amount not to exceed \$3000.00, seconded by Hausler. Discussion. A roll call was taken with all four members present voting aye. Motion carried.

Nelson called for Old Business:

Grundy County 9-1-1 Backup/Microwave Radio Expansion /Fiber Connection – No Report.

Upgrading Police 5 and/or Police 7 – No Report.

IPFlex – Bergeron noted AT&T is working on a testing date.

Development of Fire 3 channel to be Digital – No 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 for approval.

Open Meeting Act Resolution – Bergeron stated the resolution will be presented at the Executive Board Meeting.

Operation Budget – Bergeron reviewed the changes in the Operations Budget from the presentation at the October meeting. Baird made a motion to approve the FY 2021 Operations Budget and move forward to the Executive Board, seconded by Hausler. Discussion. A roll call was taken with all four members present voting aye. Motion carried.

Surcharge Budget – Bergeron reviewed the changes in the Surcharge Budget from the presentation at the October meeting. Baird made a motion to approve the FY 2021 Surcharge Budget and move forward to the Executive Board, seconded by Hausler. Discussion. A roll call was taken with all four members present voting aye. Motion carried.

Any other Old Business – None

Nelson called for New Business:

Finance Committee Closed Session Audio Destruction – None

Any Other New Business – None

Closed Session – None

Action after Closed Session – None

Nelson stated the next Finance Committee meeting is Thursday December 17<sup>th</sup>, 2020 at the Public Safety Center - 9:00 a.m. Baird made a motion to adjourn the meeting, seconded by Hausler. All members present voting aye. Meeting adjourned at 9:32 a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary