

KenCom Finance Committee Meeting Minutes
Held January 21st, 2021
9:02 a.m.
Via Zoom Conference Call

Member	Agency	Present	Absent
Greg Witek	LRFFD	X (9:10 am)	
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, KenCom Assistant Director; Pamela Hurtig, KenCom Operations Manager; 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 five of the seven members present, which resulted in having a quorum for voting purposes.

Nelson called for a motion to approve the agenda. Jensen made a motion to approve the agenda, seconded by Burgner. Discussion. A roll call was taken with all five members present voting aye. Motion carried.

Public Comment – None

Nelson called for Correspondence – None

Staff Report – Bergeron gave a Personnel Report as follows: Two of KenCom’s trainees are working independently as call takers and have started training on fire dispatch. Roshanda Chamberlain, Kayla Cluchey, Latina Cooper and Lakyn Hudziak started employment with KenCom on December 14th and are in Phase 1 of the call taking portion of the training program. Danielle Quirk resigned from KenCom effective 1/11/21. Training as follows: All KenCom staff have been trained on the text to 9-1-1 software. Admin staff has completed all training on the Guardian Tracking software and are working on customizing the software according to KenCom’s needs. Lead Trainer, Sarah Berry, is conducting one-on-one training with each telecommunicator on fire recommendations and TTY during the month of January. Several employees are scheduled for CPR training on January 27th with Oswego Fire. Information as follows: KenCom is no longer operating off the County’s email system. All KenCom employees and distribution group emails will end with @KenCom911.com. Please make the necessary changes. Email forwarding from the old email addresses will end in 10 months. Mack and Associates has started the annual financial audit. Project updates as follows: IT is in the process of loading software onto the four new computer towers for the back-up site at BK. This site will allow dispatch service only as the 9-1-1 lines have been/will be disconnected. Police agencies participated in NIBRS training on January 12th. The next training session is scheduled for Tuesday, February 9th 8:30am-12:30pm. As a reminder, 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 Portable radio user 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. KenCom will be testing IPFlex for the beginning phase of installation. The License Plate Reader Committee met on January 5th and will meet again on January 19th. The committee is in the process of creating a Memorandum of Understanding for the use of the license plate reader software, public relations statement, system monitoring and audit protocols, camera placement and protocols on camera movement. Police agencies should be on the lookout for correspondence from the Illinois State Police regarding the overhaul of the LEADS system from LEADS 2000 to LEADS 3.0. Wireless 9-1-1 statistics for the month of December 2020 represented 86% of calls received. Greg Witek joined the meeting at 9:10 am.

Closed Session Minutes but do not release – None

Consent Agenda – Nelson called for approval of the consent agenda. Witek made a motion, seconded by Burgner to approve the consent agenda, which includes approval of the December 2020 Treasurer’s Report and the December 17th, 2020 Finance Committee Minutes. A roll call was taken with all six members present voting aye. Motion carried.

Nelson called for the Standing Committee Reports:
Personnel Committee Report – No report.

Strategic Planning Committee Report – No report.

Operations Board Chair Report – Bergeron stated the Board met with nothing significant to report.

Finance Committee Report:

Approval of Bills:

Operation Bills – Baird made a motion to approve the January 2021 Operation Bills, in the amount of, \$241,710.87, 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 January 2021 Surcharge Bills, in the amount of, \$81,372.08, seconded by Burgner. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses contained in the packet. Baird made a motion to approve the purchase of 10 new monitor mounts for workstations to support a 21” monitor for an amount not to exceed \$1,700.00, second by Burgner. Discussion. 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/Fiber Connection – Nelson stated the microwave is up and will get an occasional error message that the link is going down and then comes right back on. Nelson stated to be proactive to reach out to Grundy County and see if they can set up to see which path is going down. Once the path has been identified, to find out what is causing the short failure.

IPFlex – Discussed in the staff report.

Development of Fire 3 channel to be Digital – Nelson stated they are moving forward in getting a new channel up and digital. Bergeron stated she should have a full quote to the board next month from A Beep.

Open Meeting Act Resolution – Nelson is going to reach out to the Attorney General’s office to clarify a question in regards to training from KenCom’s attorney.

Any other Old Business – None

Nelson called for New Business:

Finance Committee Closed Session Audio Destruction – None

ISP NG911 Call Delivery Grant – Bergeron stated Grundy County and KenCom would like to move forward with procuring a grant for NG911 that will get KenCom ready to accept calls on the state’s new platform. The portion KenCom would have to pay would be under \$6,000 and the remainder paid through the grant. Jensen made a motion to move forward with the NG911 Call Delivery Grant, seconded by Burgner. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

CURES Funding – Bergeron stated after she completed the application she received back that KenCom falls under the County so would not qualify as an independent government agency to apply for the Cures Grant. Bergeron stated she will be submitting all expenses as of January 31 for the FEMA Grant.

Any Other New Business – None

Action after Closed Session – None

Nelson stated the next Finance Committee meeting is Thursday February 18th, 2021 via Zoom Conference Call - 9:00 a.m. Burgner made a motion to adjourn the meeting, seconded by Jensen. A roll call was taken with all six members present voting aye. Motion carried. Meeting adjourned at 9:31 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary