

**KenCom Finance Committee Meeting Minutes**  
**Held April 15<sup>th</sup>, 2021**  
**9:09 a.m.**  
**KenCom Public Safety**  
**1100 Cornell Lane, Yorkville**  
**Emergency Operations Center**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Greg Witek	LRFFD	X	
Brian DeBolt	Kendall County Board Member		X
Mike Peters	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; 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 – Bergeron received an email from a Corrections Sergeant expressing her gratitude with how helpful Supervisor Votava was with helping her out and going above and beyond.

Staff Report – Bergeron gave a Personnel Report as follows: Two of KenCom’s trainees are working independently as call takers and fire dispatch while training on police dispatch. Three of KenCom’s trainees are working independently as call takers while training on fire dispatch. KenCom is currently down one telecommunicator, with five in training. A job ad has been posted on Indeed. Training as follows: Jennette Welter-Fichtel is attending a 6-week, web based, Certified Training Officer course with APCO that began on March 31<sup>st</sup>. Pamela Hurtig and the shift supervisors attended a NENA Supervisor Course on March 30<sup>th</sup> and 31<sup>st</sup>. Information as follows: KenCom is no longer operating of the county’s email system. All KenCom employees and distribution group emails will end with @KenCom911.com. Please make sure you make the necessary changes. Project Updates as follows: IT is ready to install back-up computers in Grundy’s equipment room. KenCom is now live with the Guardian Tracking software. Reminder that 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 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. IPFLEX testing went well and AT&T will be scheduling to port the telephone numbers. The License Plate Reader Committee met on March 30<sup>th</sup> and will meet again on April 20<sup>th</sup>. The committee is in the process of creating a Memorandum of Understanding for the use of the license plate reader software and has completed the public relations statement, system monitoring and audit protocols, camera placement and protocols on camera movement. Staff met with the attorney on April 7<sup>th</sup> to finalize language in the MOU. 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. Correspondence will be directed to each agency’s LEADS Agency Coordinator. Wireless 9-1-1 statistics for the month of March 2021 represented 87% of calls received.

Closed Session Minutes but do not release – None

Consent Agenda – Nelson called for approval of the consent agenda. Jensen made a motion, seconded by Burgner to approve the consent agenda, which includes approval of the March 2021 Treasurer’s Report and the March 18<sup>st</sup>, 2021 Finance Committee Minutes. A roll call was taken with all five members present voting aye. Motion carried.

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

Strategic Planning Committee Report – Nelson stated they are moving forward in the test phase of Fire 3.

Operations Board Chair Report – No Report

Finance Committee Report:

Approval of Bills:

Operation Bills – Witek made a motion to approve the April 2021 Operation Bills, in the amount of, \$117,449.01, seconded by Burgner. Discussion. A roll call vote was taken with all five members present voting aye. Motion carried. Nelson explained he is working with the auditor regarding accrual basis versus cash basis for our accounting. Discussion ensued.

Surcharge Bills – Witek made a motion to approve the April 2021 Surcharge Bills, in the amount of, \$234,658.61, seconded by Peters. Discussion. A roll call was taken with all five members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses contained in the packet as follows: Four Microsoft Office 2019 Licenses not to exceed \$1,516.92; The purchase and installation of a new Mobile Link Generator notifications device at the Newark and Legion Road tower sites not to exceed \$852.00. The purchase of the Mobile Link Generator will put that line item slightly over budget. Jensen made a motion to approve the anticipated expenses for an amount not to exceed \$2,368.92, seconded by Burgner. Discussion. A roll call was taken with all five members present voting aye. Motion carried.

Nelson called for Old Business:

Grundy County 9-1-1 Backup/Fiber Connection – Bergeron mentioned there have been discussions with IT to make a redundant fiber path that is separate than the microwave path in the event the Public Safety building went down. The project is anticipated to begin by the end of the summer and is included in the budget.

IPFlex – Discussed in staff report.

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

Open Meeting Act Resolution – Bergeron received an email confirmation from KenCom’s attorney stating only the Open Meetings Act designees have to take their annual training and the Board Members are not required to take annually after their initial training.

License Plate Reader – Bergeron stated the License Plate Reader Committee has finalized the ten cameras and was approved by the Operations Board to move forward to the Finance Committee. Discussion ensued. Burgner made a motion to approve the ten camera placements, seconded by Witek. Discussion. All 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 – Nelson noted they had a plaque for Bob Hausler for his time on the KenCom Boards.

Other Business – The annual dinner between the KenCom Operations Board and Executive Board was discussed to move to the fall.

Burgner acknowledged the telecommunicators for National Telecommunicator Week and thanked them for the great job they do and are the front line to every call. Bergeron thanked all the agencies that showed their appreciation by sending food and gifts throughout the week which means a lot to the telecommunicators. Nelson thanked the management team for the great job they do.

Closed Session – None

Action after Closed Session – None

Nelson stated the next Finance Committee meeting is Thursday May 20<sup>th</sup>, 2021 at 9:00 a.m. at the Kendall County Public Safety Building, Lower Level Emergency Operations Center. Jensen made a motion to adjourn the meeting, seconded by Burgner. A roll call was taken with all five members present voting aye. Motion carried. Meeting adjourned at 9:51 a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary