

**KenCom Finance Committee Meeting Minutes**

**Held July 15<sup>th</sup>, 2021**

**9:06 a.m.**

**Kendall County Public Safety Center  
1102 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	
Dwight Baird	KCSO	X	
Zoila Gomez	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 all 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 Burgner. Discussion. All seven members present voting aye. Motion carried.

Public Comment – None

Nelson called for Correspondence – None

Staff Report – Bergeron gave a Personnel Report as follows: One trainee is working independently as a call taker and fire dispatcher and began training in police dispatch on May 24<sup>th</sup> and is projected to be released from training the first week of August. Jaymee Goodspeed's last day as a fulltime telecommunicator will be August 11<sup>th</sup>, 2021. Latina Cooper's last day as a fulltime telecommunicator will be July 31<sup>st</sup>, 2021. KenCom is currently down three telecommunicators and one supervisor. A job ad was posted on Indeed and KenCom received twenty-three applications. Typing tests and speed interviews were conducted on Friday, May 14<sup>th</sup>. Full interviews for ten applicants were completed the week of June 7<sup>th</sup>. Four candidates will be selected to move on the background phase of our hiring process. Training as follows: All KenCom employees are currently completing training for LEADS 3.0. Lead Trainer, Sarah Berry, is providing one-on-one training during the month of July on call transferring protocols. Heather Gutierrez participated in the Dresden exercise on June 30<sup>th</sup>, 2021. Jordan Mahara and Brooke Gatto will be attending a MABAS training in DeKalb on August 9<sup>th</sup>, 2021. 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 sure you make the necessary changes. Email forwarding from the old email addresses will end December 1<sup>st</sup>. Project Updates as follows: Jen Stein and Pamela Hurtig tested at Grundy and everything appears to be working properly. An instruction guide will be created on how to activate and use KenCom's systems in the event we need to relocate to Grundy. Any bills that are sent directly to an agency from Tyler should be turned over to KenCom (do not pay) 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. The Memorandum of Understanding will be sent to all police agencies for signatures in the near future. The fire 3 project is underway and ABeep has ordered the necessary equipment. It was discovered after go live that three-way calling is not an option with IPFlex, which changed the way KenCom has to transfer calls. Currently we are unable to utilize Voiance (interpretation service) on the IPFlex lines as the calls have to be bridged together (three-

way calling) to bring the caller, KenCom and Voiance on the line together. AT&T has been contacted to try to come up with a solution to this issue. The License Plate Reader Committee met on April 20<sup>th</sup>, 2021. A copy of the final draft of the Memorandum of Understanding that included all revisions from KenCom's attorney was given to the agencies. The agencies are in the process of getting approval from their respective attorneys for the final document to be ready for approval. The committee has completed the public relations statement, system monitoring and audit protocols, camera placement and protocols and protocols on camera movement. Bergeron received a call from Dan Murdock from Flock Safety and without KenCom's knowledge three of the cameras have been installed. The agencies that those cameras are within have all been notified. The License Plate Reader Committee has requested that the cameras be turned off until they are ready and Bergeron has contacted Flock to do so. LEADS 3.0 is now live and KenCom is working through a variety of issues with LEADS 3.0. The interface to Tyler New World is not fully functional and Jen Stein is working with Tyler to try and get everything resolved. Wireless 9-1-1 statistics for the month of June 2021 represented 88% of calls received. Text to 9-1-1 totals for the month of June 2021 were 4.

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 June 2021 Treasurer's Report and the June 17<sup>th</sup>, 2021 Finance Committee Minutes. All seven members present voting aye. Motion carried.

Nelson called for the Standing Committee Reports:

Personnel Committee Report – Jensen gave a report as follows: Two telecommunicators tendered their resignations for full-time and Bergeron is looking into a part-time telecommunicator program. There is money in the budget to cover the cost. An employee survey was done and a couple of the main concerns were employees are getting burnt out with all the overtime due to being short staffed, many changes happening in KenCom the last couple of years and feeling disconnected. Management is working with staff to address the concerns.

Strategic Planning Committee Report – Nelson stated the IT department was in the meeting to discuss if KenCom was secure against Cyber Security and they believe KenCom is as robust as they can be.

Operations Board Chair Report – Bergeron stated the action items on the agenda were approved.

Finance Committee Report:

Approval of Bills:

Operation Bills – Witek made a motion to approve the July 2021 Operation Bills, in the amount of, \$198,997.37, seconded by DeBolt. Discussion. A roll call vote was taken with all seven members present voting aye. Motion carried.

Surcharge Bills – Witek made a motion to approve the July 2021 Surcharge Bills, in the amount of, \$50,779.85, seconded by Jensen. Discussion. A roll call was taken with all seven members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses contained in the packet. Witek made a motion to approve the anticipated expenses not to exceed \$1,650.00 for a Dell Monitor and Reconfiguration of the Supervisors office, seconded by Burgner. Discussion. A roll call was taken with all seven members present voting aye. Motion carried.

Nelson called for Old Business:

Grundy County 9-1-1 Backup/Fiber Connection – Discussed in the staff report.

IPFlex – Discussed in staff report.

Development of Fire 3 channel to be Digital – Nelson stated they are moving forward and are on target to have management testing at the fire departments ready by September. Bergeron stated they will have to bring Fire 3 to the radio console equipment and the new Kendall County EMA frequency in KenCom and that does not fall under the current maintenance agreement with Motorola and she has reached out to them for a quote.

License Plate Reader – Discussed in the staff report.

Discussion of 2-1-1 – Nelson stated 2-1-1 in an informational number primarily used for social services. Neighboring Counties have begun using 2-1-1. Nelson and Bergeron attended a meeting in DeKalb and are proceeding to figure out how to move forward to getting 2-1-1 done in Kendall County. With 2-1-1 all the calls are routed to one point and it would be identified at that point where all the calls are coming from. There are companies around the state that provide these services for a fee and the biggest one is Path in Bloomington. Path would create a database, with the counties help, of all the social services available and how to get ahold of them. Nelson stated the approximate fee they gave him for the size of Kendall County is about \$15,000 per year. They are looking to explore an Advisory Board in the County made up of people from different organizations to spear head and figure out funding. Discussion ensued.

Discussion of UHF Frequency for Kendall County EMA – Nelson stated they have begun working on a UHF frequency for EMA and they are repurposing old repeaters. Currently they use police 1, so this would give them their own UHF channel for their talk around. They would have one repeater at the Legion Road Tower. The frequency would be in the consoles but KenCom would not monitor it.

Any other Old Business – None

Nelson called for New Business:

Finance Committee Closed Session Audio Destruction – Jensen made a motion to destroy the December 19, 2019 Finance Committee Closed Session Audio, seconded by DeBolt. All members present voting aye. Motion carried.

Cyber Security Measures – Bergeron stated the County is going to a two-factor authentication to access their emails when not in KenCom’s environment. It is another layer of protection for security when accessing emails outside of the building. The County is moving forward by the end of the month and Bergeron would like to bring forward that KenCom does the same. The annual cost would be approximately \$2,400.

Any Other New Business – None

Other Business – None

Closed Session – Witek made a motion to go into closed session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Section 2.06 5 ILCS 120/2(c)(1)., seconded by DeBolt. A roll call was taken with all seven members present voting aye. Motion carried. Closed session began at 9:46 a.m. Bonnie Walters left the meeting for closed session.

Open session resumed at 10:26 a.m.

Action after Closed Session – None

Nelson stated the next Finance Committee meeting is Thursday August 19<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 seven members present voting aye. Motion carried. Meeting adjourned at 10:26 a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary