

KenCom Finance Committee Meeting Minutes

Held November 10th, 2021

9:05 a.m.

Kendall County Public Safety Center

1102 Cornell Lane, Yorkville

Emergency Operations Center

Member	Agency	Present	Absent
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	
Josh Flanders	Oswego PD	X	
James Jensen	Yorkville PD	X	

Others present: Jennifer Stein, KenCom Assistant Director; Pamela Hurtig, KenCom Operations Manager; Bonnie Walters, KenCom Executive Assistant; Mike Rennels, City of Plano.

Larry Nelson called the meeting to order and requested a roll call of the membership. A roll call was taken with six members present, which resulted in having a quorum for voting purposes.

Nelson called for a motion to approve the agenda. DeBolt made a motion to approve the agenda as submitted, seconded by Baird. Discussion. All six members present voting aye. Motion carried.

Public Comment – None

Nelson called for Correspondence – None

Staff Report – Stein gave a Personnel Report as follows: Jenny Burkart and Dakota Peterson begin Phase Two of the training program on November 15th. Phase Two lasts 4-8 weeks. KenCom is currently down one supervisor position and one telecommunicator position and is currently in the process of testing applicants. Part time telecommunicator, Jaymee Goodspeed, resigned November 2nd. Training as follows: Melissa Lardi and Mindi Jahp attended CPR training with the Oswego Fire Department on November 9th. Thank you to the Oswego Fire Department for conducting that training. All employees will take an online Cyber Security training through IPMG during the month of November. Lynette, Jen and Pamela attended the IPSTA conference October 24th through 27th. Stein reviewed some key information from the conference. 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 1st. Project Updates as follows: 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. Windows updates were installed on the CAD servers for the test environment on November 3rd. The test environment was upgraded to New World version 2021.1 SP3 on November 4th. It is available for testing through February 13th. KenCom's attorney is currently in the process of reviewing a purchasing contract for the portable radios. Each fire agency was asked to provide a total number of portable radios used by their department. 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 is unable to give us the functionality needed for a three-way call. We are working with our phone vendor to see if there is a way to complete a three-way via our system. The License Plate Reader Committee has completed the public relations statement, system monitoring and audit protocols, and protocols on moving cameras. Outstanding items include the MOU which is pending attorney approval and IDOT permits which need to be resubmitted

with changes, and the removal of the camera and concrete at Orchard/30 that was installed at the wrong location. Viper Upgrade training on backend maintenance is scheduled for December 1st and 2nd. The on-site work will begin 1/31/22-2/11/22. Wireless 9-1-1 statistics for the month of October 2021 represented 88% calls received. Text to 9-1-1 totals for the month of October 2021 were 3.

Closed Session Minutes but do not release – None

Consent Agenda – Nelson called for approval of the consent agenda. Jensen made a motion, seconded by Gomez to approve the consent agenda, which includes approval of the October 2021 Treasurer’s Reports for the Surcharge and Operating Funds and the October 21st, 2021 Finance Committee Minutes. All six members present voting aye. Motion carried.

Nelson called for the Standing Committee Reports:

Personnel Committee Report – Jensen gave a report as follows: Stein is reviewing the Technology and Harassment Policies and getting sample policies from other accredited communication centers to create updated policies for KenCom. There was discussion on the process when a request is received by KenCom from a Committee or Board. After discussion there was a consensus that any future requests from a Committee or Board come to the Director or Assistant Director and they will direct the flow of the workload. Stein will send an email out to the Committees and Board Chairman’s informing them of the change.

Strategic Planning Committee Report – No Report.

Operations Board Chair Report – Flanders stated they will meet this afternoon. Sandwich Fire sent a request to change their representatives on the Operations Board which was sent to the Executive Board for approval at the next meeting.

Finance Committee Report:

Approval of Bills:

Operation Bills – DeBolt made a motion to approve the November 2021 Operation Bills, in the amount of, \$117,438.78, seconded by Baird. Discussion. A roll call vote was taken with all six members present voting aye. Motion carried.

Surcharge Bills – DeBolt made a motion to approve the November 2021 Surcharge Bills, in the amount of, \$20,583.68, 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:

Development of Fire 3 channel to be Digital – Nelson stated the testing is completed and acceptable. They are working on the contract to purchase the portable radios and getting the final count of radios needed. Nelson reminded all departments that the mobile radios are at the cost of each agency and if interested the price is locked down until December 31, 2021.

License Plate Reader – Discussed in the staff report.

Discussion of UHF Frequency for Oswego Township Road District – No report.

Brazo’s Update – Stein gave an update from the meeting last week between the police agencies and Brazo’s. There are nine issues pending; from the original list of issues there are 3 items left with only one item outstanding and the other two are waiting on verification from the police agencies. The status of the pending issues will be discussed at the Operations Board meeting.

Any other Old Business – None

Nelson called for New Business:

Finance Committee Closed Session Audio Destruction – None

Other Business – Flanders stated the anticipated expenses are going through the Operations Board and Finance Committee for approval and questioned if it would make more sense to put spending limits if the items are approved in the budget. Discussion ensued on creating a purchasing policy and reaching out to get samples from other agencies current policies as a guideline.

Closed Session – None

Nelson stated the next Finance Committee meeting is Thursday December 16th, 2021 at 9:00 a.m. at the Kendall County Public Safety Building, Lower Level Emergency Operations Center. DeBolt made a motion to adjourn the meeting, seconded by Gomez. All members present voting aye. Motion carried. Meeting adjourned at 9:32 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary