

**KenCom Finance Committee Meeting Minutes**  
**Held August 15<sup>th</sup>, 2019**  
**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	

Others Present: Lynette Bergeron, KenCom Director; Jennifer Stein, Assistant Director; Bonnie Walters, Executive Assistant; James Jensen, Yorkville Police Department.

Larry Nelson called the meeting to order and requested a roll call of the membership. A roll call was taken with five of the six 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 as submitted, seconded by Baird. Discussion. All members present voting aye. Motion carried.

Nelson called for Public Comments – None

Nelson called for Correspondence – Bergeron noted she received a letter from Deputy Lawson from the Kendall County Sheriff’s Office thanking Neely Zuhn, Adam Votava and the shift working for their professionalism and speed during a home invasion, which was vital in the case.

Staff Report – Bergeron gave a Personnel Report as follows: KenCom’s trainee is currently in Phase II of KenCom’s training program. Mike Hoffer has turned in his resignation effective Monday, July 29<sup>th</sup>, 2019. KenCom currently has one employee on extended FMLA leave. KenCom advertised for two open positions. To date KenCom has received 64 applications and 550 inquiries on the position on the Indeed website. Training as follows: Bonnie Walters is attending Munis training on August 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup>, and 22<sup>nd</sup>. KenCom participated in the bi-annual NARS drill on Tuesday, July 30<sup>th</sup>. Admin staff attended Viper Phone System Customer Configuration Training on August 7<sup>th</sup>. KenCom’s FOIA officers attended a FOIA information presentation at the Kendall County Courthouse on Wednesday, July 17<sup>th</sup>. Information as follows: KenCom hosted the Kendall County Youth Academy on July 24<sup>th</sup> and would like to thank the Sheriff’s Office for including KenCom. Project Updates: GIS has submitted KenCom’s PSAP boundaries to the State for NG911. The Montgomery Police data conversion was completed on Tuesday, August 6<sup>th</sup>. Bi-weekly maintenance status calls with Kim Knutsen (Tyler C-SAM) are scheduled for 9am every other Tuesday with the next meeting schedule for July 30<sup>th</sup> at 10 am. Bi-weekly status calls on the Viper upgrade will be held on Tuesdays at 9 am beginning on August 16<sup>th</sup>. West has completed their site survey for the new Viper phone system at Grundy and KenCom. Staff met with Word Systems and Grundy County to begin discussions on recording solutions for the back-up centers. The Everbridge letter was sent out to anyone that marked any type of special needs on the original opt in. As a reminder to return the IPFlex IGA’s that went out to all the agencies that have a phone line that rings

into KenCom. Wireless 9-1-1 statistics for the month of July 2019 represented 90% of 9-1-1 calls received.

Closed Session Meeting Minutes – None

Consent Agenda – Nelson called for approval of the consent agenda. Hausler made a motion, seconded by Baird to approve the consent agenda, which includes approval of the July 2019 Treasurer's Report, and the July 18<sup>th</sup>, 2019 Finance Committee Meeting Minutes. All members present voting aye. Motion carried.

Nelson called for the Standing Committee Reports:

Personnel Committee Report – Discussion ensued about considering Finance Committee Member changes.

Strategic Planning Committee Report – No Report

Operations Board Chair Report – Bergeron gave an update as follows: A new QA/QI policy was approved. There was discussion on officer self-initiated calls.

Finance Committee Report:

Approval of Bills:

Operation Bills – Baird made a motion to approve the August 2019 Operation Bills, in the amount of, \$186,161.30, seconded by Burgner. Discussion. A roll call vote was taken with all five members present voting aye. Motion carried.

Surcharge Bills – Hausler made a motion to approve the August 2019 Surcharge Bills, in the amount of, \$30,981.61 seconded by Baird. Discussion. A roll call was taken with all five members present voting aye. Motion carried.

Anticipated Expenses – None

Nelson called for Old Business:

Somonauk Police/Fire – Nelson stated after last months' meeting, the impression from the Village attorney was that he would go back and talk to the Village Board about a settlement amount to pay KenCom to cancel their contract. Nelson stated July 18<sup>th</sup> he received a letter from the Village President which is contained in the packet for discussion. Nelson stated he reached out to the Village President by email and stated they will help the entire Village of Somonauk's 9-1-1 calls get transferred directly to KenCom. A resolution was drafted for the Village of Somonauk to take to DeKalb County to reroute the calls directly to KenCom. If the DeKalb County 9-1-1 board turns it down, they would have the right to appeal to the State. Lengthy discussion ensued.

Grundy County 9-1-1 Backup/Microwave Radio Expansion /Fiber Connection – Nelson stated they are waiting on Grundy County to move forward.

Microwave Radio/Radio Reception (Montgomery) – No Report

Upgrading Police 5 and/or Police 7 – Stein noted they are moving forward with a completion target date of December 1, 2019.

NG9-1-1 Grant Phone Upgrade – Stein noted they are still on target and will have training and go live at the end of November.

Kendall County Probations IGA for dispatching – No Report

IGA's to Cover the Adoption for IPFlex – Bergeron noted the IGA's have been sent out.

Discussion on email accounts – Nelson stated the decision was made for KenCom to go to their own domain name during the process of the County changing their email servers. The cost to KenCom will be \$97 per email to go to the Microsoft Office 365 Cloud. Discussion ensued.

Any other Old Business – None

Nelson called for New Business:

OMA Training Certificate – Nelson noted KenCom needs a copy of all the board members OMA training certificates to maintain a copy on file at KenCom. Additionally, Bergeron stated the State's Attorney's office in conjunction with the Attorney General's office is hosting a training for the Open Meetings Act on Thursday, September 19<sup>th</sup> at 5:30 p.m.

Finance Committee Closed Session Audio Destruction – None

Part-Time employee/Quality Control Analyst – Bergeron stated prior to the new CAD, Marsha Helland was a part time supervisor that did the QA/QI program and resigned in January. Mike Hoffer resigned at the end of July as a full time dispatcher from KenCom and now KenCom has an opportunity to bring him back as a part time employee, 10 hours a week at \$20 per hour as a Quality Control Analyst. Each year this new position will save approximately \$1,300 in the Operations Budget. Bergeron noted it is in the budget for FY 2020 and for the remainder of FY 2019 would like it to come out of the supervisor's line item, since that is where it was budgeted. Baird made a motion to approve hiring Mike Hoffer as a Quality Control Analyst at 10 hours per week and \$20 per hour, seconded by Burger. Discussion. All members present voting aye. Motion carried.

Budget Increment Method – Lengthy discussion ensued on the budget surplus allocation. Witek left the meeting at 10:32 a.m. during discussion. Bergeron reviewed the new FY 2020 budget format, the call count percentages and personnel wages. Discussion continued.

Any Other Business – Bergeron stated the Sheriff's office is in the process of acquiring Brazo's which is the e-ticketing software that Tyler Technologies has which will interconnect with the Circuit Clerk's Office. The Circuit Clerk will have to connect to KenCom's server to be able to pull the information from Brazo's. Discussion ensued on the Security Agreement that KenCom received from the State's Attorney for the Circuit Clerk's office.

Closed Session – None

Action After Closed Session – None

Nelson stated the next Finance Committee meeting is Thursday September 19<sup>th</sup>, 2019 at the Public Safety Center - 9:00 a.m. Hausler made a motion to adjourn the meeting, seconded by Baird. All members present voting aye. Meeting adjourned at 10:54 a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary