

KenCom Finance Committee Meeting Minutes
Held January 19th, 2023
9:00 a.m.
Kendall County Public Safety Center
1102 Cornell Lane, Yorkville
Emergency Operations Center

Member	Agency	Present	Absent
Greg Witek	LRFFD	X(9:05)	
Brian DeBolt	Kendall County Board Member		X
Mike Peters	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, 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 five of the seven members present, which resulted in having a quorum for voting purposes.

Nelson called for a motion to approve the agenda. Gomez made a motion to approve the agenda as submitted, seconded by Jensen. During discussion, the agenda was modified to reflect the minutes to read December 15th, 2022 on the Consent Agenda. All five members present voting aye. Motion carried.

Public Comment – None

Nelson called for Correspondence – Bergeron stated the Economic Interest Statements will be sent through a link in an email to be completed by May 1st, 2022 online. Debbie Gillette was supplied with all of KenCom’s Board Members' email addresses. Nelson stated he would like all members of all KenCom Boards to have a copy of their Anti-Harassment Training Certificate filled at KenCom.

Greg Witek joined the meeting at 9:05 a.m.

Staff Report: – Bergeron gave a Personnel Report as follows: KenCom is currently down two positions. There is one employee on FMLA. Training as follows: Jenny Burkart and Brooke Gatto will be attending the Illinois MABAS Dispatcher Summit in Bloomington Normal from Feb 22nd through 24th. KenCom’s LEAD Trainer, Sarah Jenkins, is providing one-on-one training on TTY, elderly callers and call-taking procedures with a focus on entering locations into CAD. Oswego Fire is conducting CPR training for several employees beginning on January 20th. Project Updates as Follows: All ten cameras for Flock have been installed and are functional. Discussion ensued if prior issues that caused concern have been fixed. Burgner mentioned they installed four additional Flock cameras. The Undelete software has been installed and configured for digitizing LEADS records. Guidelines have been established on how to catalog the records. We will begin scanning records in the near future. The purpose of this program is to reduce the number of physical documents stored on premise due to space constraints. The New World upgrade test environment is scheduled for an upgrade on February 9th at 8:30 a.m. Please make sure all staff are on testing after that is completed. The production environment is scheduled for April 12th, 2023. Exagrid is moving forward and the primary site is complete and backing up records. The next step is to set up the backup system in Grundy and test the replication of data. CESSA Protocols and Standards Committee and Regional Committees have been meeting. Activation of the emergency alert button on the fire portable radios gives a visual indicator on the consoles but no audible alert, which is different from the police portable radios. Discussion ensued. Text to 9-1-1 calls for the month of December was 7.

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 2022 Treasurer’s Reports for the Surcharge and Operating Funds and the December 15th, 2022 Finance Committee Minutes. All six members present voting aye. Motion carried.

Closed Session – None

Nelson called for the Standing Committee Reports:

Personnel Committee Report – There is a meeting at 10 am this morning.

Strategic Planning Committee Report – No Report

Operations Board Chair Report – Bergeron stated they met yesterday and had a great turnout.

Finance Committee Report:

Approval of Bills:

Operation Bills – Witek made a motion to approve the January 2023 Operation Bills, in the amount of, \$217,721.85, seconded by Burgner. 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 2023 Surcharge Bills, in the amount of, \$32,531.62, seconded by Gomez. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses that are contained in the packet. Jensen made a motion to purchase five Adobe Acrobat Pro 2020 for an amount of \$2,608.90, seconded by Burgner. A roll call was taken with all six members present voting aye. Motion carried.

Nelson called for Old Business:

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

211 Update – Nelson stated that all the telephone exchanges in Kendall County have been turned up to call forward to the Bloomington answering point for 211. They have hired an Executive Director and have a Consultant to help get 211 to come together.

Aurora Township Fire Portable Radio Purchase – No Report

Any other Old Business – None

Nelson called for New Business:

Resignation of Assistant Director – Bergeron stated Jen Stein, the Assistant Director of KenCom, has taken a position with Grundy County as their Director. Her last day with KenCom will be January 26th. Bergeron thanked Stein for her years of services since 2008 and has risen up the ranks within KenCom starting as a Dispatcher, Trainer, Supervisor, Training Supervisor, and then Assistant Director. Bergeron mentioned to Stein that she will be greatly missed but wished her the best of luck. Stein thanked the Board for the opportunities she has been given at KenCom which have allowed her to grow and prepare her for the next step.

Finance Committee Closed Session Audio Destruction – Witek made a motion to destroy the closed session audio from July 15th, 2021, seconded by Gomez. All members present voting aye. Motion carried.

North Aurora Police Department Tyler Police RMS – Bergeron stated at last month’s meeting it was reported that North Aurora would like to stay with KenCom’s Police RMS System. Burgner stated currently each agency pays 15% and the Sheriff pays more. It was agreed by the Chief’s that if a new agency came onto the Police RMS they would pay the 15% and the Sheriff’s percentage would decrease that amount until all were equally paying the 15%. Discussion ensued.

Discussion of UHF for Kendall County Forrest Preserve – Nelson stated they have found an unused UHF frequency license that can be used by the Forrest Preserve and are going to relicense it.

Other Business – 988-CESSA – Discussed in the staff report.

Closed Session – None

Nelson stated the next Finance Committee meeting is Thursday, February 16th, 2022 at 9:00 a.m. at the Kendall County Public Safety Building, Lower Level Emergency Operations Center. Witek made a motion to adjourn the meeting, seconded by Burgner. All members present voting aye. Motion carried. The meeting adjourned at 9:42 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary