

**KenCom Finance Committee Meeting Minutes**  
**Held October 17<sup>th</sup>, 2019**  
**9:02 a.m.**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Greg Witek	LRFFD	X(10:12 am)	
Matt Prochaska	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, Assistant Director; Bonnie Walters, KenCom Administrative Assistant.

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

Nelson called for a motion to approve the agenda. Nelson mentioned amending the agenda to move item 10J after item 3 of the agenda. Baird made a motion to approve the amended agenda, seconded by Burgner. Discussion. All members present voting aye. Motion carried.

Appointment for an alternate member for Mayor Hausler on the Finance Committee – Baird made a motion to approve Zoila Gomez as the City of Plano’s alternate member on the Finance Committee, seconded by Prochaska. Discussion. All members present voting aye. Motion carried.

Nelson called for Public Comments – None

Nelson called for Correspondence – Bergeron noted she received an email from Little Rock Fox Fire thanking dispatch for a job well done with the incident last Saturday with the car versus hayrack. Ashley Conrad was the fire dispatcher that night and did a great job.

Staff Report – Bergeron gave a Personnel Report as follows: Lynsey Ingram was released from KenCom’s training program and has been operating independently since September 21<sup>st</sup>. KenCom currently has two employees on FMLA leave. Jaymee Goodspeed has been promoted to shift supervisor and will begin working in that capacity on November 17<sup>th</sup>. Amber Reyes has been hired to fill the part-time Administrative Assistant position with a start date of October 15<sup>th</sup>. KenCom is in the process of conducting background checks to fill the vacant telecommunicator positions. We anticipate a start date of November 4<sup>th</sup>. Training as follows: Pamela Hurtig and Jaymee Goodspeed will be attending “Positive Interactions with Difficult People” in DeKalb on October 22<sup>nd</sup> or 23<sup>rd</sup>. Jen Stein attended the Open Meetings Act Training presented by the Attorney General’s Office on Thursday, September 19<sup>th</sup>. Jen Stein attended the Tyler New World 13 User Group in Elgin on Tuesday, October 8<sup>th</sup>. Lynette Bergeron, Jen Stein, Adam Votava (Supervisor), Dianne Vaillancourt (TC of the Year), Sarah Berry (Lead Trainer) and Ryan Shain will be attending APCO/NENA IPSTA Conference in Springfield Nov 3<sup>rd</sup>-6<sup>th</sup>. Bonnie Walters will be attending Tyler Munis Train-the Trainer training on November 7<sup>th</sup>-8<sup>th</sup>. Lynette Bergeron,

Jen Stein and Bonnie Walters will be attending Tyler Munis end user training November 9<sup>th</sup>-11<sup>th</sup>. Information as follows: KenCom is continuing discussion with Kendall County GIS in reference to future, ongoing GIS support. The next meeting is scheduled for October 24<sup>th</sup> at 9am. KenCom and Kendall County Court Services are in the process of finalizing an MOU for dispatch services. Court Services estimated annual CAD count is 700. Staff met with Will and Grundy Counties on Wednesday, September 25<sup>th</sup> to discuss PSAP boundaries for submission to the State for NG911 GIS requirements. Jen Stein will do a presentation at the Montgomery PD Citizen's Police Academy on October 22<sup>nd</sup> at 7pm. Project Updates as follows: New World release 2019.1 was installed on the test environment on 9/27/19. The next Tyler checkpoint call with CSAM, Kim Knutsen, is scheduled for October 22<sup>nd</sup> at 10 am. The next status call on the Viper system upgrade is scheduled for Tuesday October 29<sup>th</sup> at 9am. Meetings are biweekly. The new version of the Tyler New World Webview was installed, however it is not functioning properly and Tyler is in the process of getting these issues corrected. The Power Phone Total Response demo for EMD software from September 30<sup>th</sup> has been rescheduled to Wednesday, October 23<sup>rd</sup> at 9am. Wireless 9-1-1 statistics for the month of September 2019 represented 89% of calls received.

Closed Session Meeting Minutes – None

Consent Agenda – Nelson called for approval of the consent agenda. Prochaska made a motion, seconded by Burgner to approve the consent agenda, which includes approval of the September 2019 Treasurer's Report, and the September 19<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 – No Report

Strategic Planning Committee Report – Nelson stated the new police channels, which one is digital, will be completed by December 1, 2019. In order to test the digital channel, there was a recommendation to purchase seven portable radios for KenCom. The purchase of the new radios is in the proposed FY 2020 budget. Adding digital programming for two mobile radios for Montgomery Police Department for testing. The purchase of two digital portable radios for the Kendall County Sheriff's Office for testing and they will then hand off the portables to Plano Police for testing. In addition, add two keys for both Oswego Police and Yorkville Police to make their radios digital for testing. Discussion ensued. Bergeron stated the purchase of a repeater was discussed and recommended.

Operations Board Chair Report – Stein stated the budget was presented to the Operations Board members.

Finance Committee Report:

Approval of Bills:

Operation Bills – Prochaska made a motion to approve the October 2019 Operation Bills, in the amount of, \$185,161.67, seconded by Baird. Discussion. A roll call vote was taken with all seven members present voting aye. Motion carried.

Surcharge Bills – Prochaska made a motion to approve the October 2019 Surcharge Bills, in the amount of, \$67,095.29 seconded by Baird. Discussion. A roll call was taken with all seven members present voting aye. Motion carried.

Anticipated Expenses – None

Nelson called for Old Business:

Somonauk Police/Fire – Nelson stated there was a resolution drafted by KenCom and provided to the Village of Somonauk to present at their next meeting.

Grundy County 9-1-1 Backup/Microwave Radio Expansion /Fiber Connection – Nelson stated there has been a slight delay due to getting the license back from the FCC. The license has been received and now have a new date of November 18<sup>th</sup>, 2019

Microwave Radio/Radio Reception (Montgomery) – No Report

Upgrading Police 5 and/or Police 7 – Nelson stated it is moving forward and on schedule.

NG9-1-1 Grant Phone Upgrade – Bergeron stated it is moving forward. KenCom made their first payment and sent the reimbursement to the state, which KenCom has received.

Kendall County Probations MOU – Nelson stated dispatching should begin within the next thirty days. KenCom is going to enter into a memorandum of understanding with court services and a signed copy is back to KenCom. It is approximately \$11,000 for those dispatching services.

IGA's to Cover the Adoption for IPFlex – Bergeron stated they have all the IGA's back and signed with the exception of Kendall County. Discussion ensued.

2019/2020 Surcharge Budget – Bergeron reviewed the draft 2019/2020 Surcharge Budget to the board. Lengthy discussion ensued. There were discussions on increasing the transfers from the general fund to the building and equipment fund to begin building for future growth. Prochaska made a motion to amend the FY 18/19 budget to include the transfer for FY 19/20 for a total transfer of \$1,000,000 (additional \$900,000) from the General Fund to the Building Fund and \$1,750,000 (additional 1,250,000) from the General Fund to the Equipment Fund, to be done within the next 30 days, seconded by Baird. Discussion. All seven members present voting aye. Motion carried. Prochaska made a motion to move the 2019/2020 Surcharge Budget forward to the Executive Board, seconded by Burgner. Discussion. All members present voting aye. Motion carried.

Witek left the meeting at 10:12 a.m.

2019/2020 Operations Budget – Bergeron reviewed the draft 2019/2020 Operations Budget to the board. Lengthy discussion ensued. Baird made a motion to move the 2019/2020 Operations Budget forward to the Executive Board, seconded by Jensen. 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

Semi-Annual Closed Session Review – Baird made a motion for the Finance Committee closed session meeting minutes to remain closed, seconded by Prochaska. All members present voting aye. Motion carried.

Any Other Business – None

Closed Session – None

Action After Closed Session – None

Nelson stated the next Finance Committee meeting is Thursday November 14<sup>th</sup>, 2019 at the Public Safety Center - 9:00 a.m. Prochaska made a motion to adjourn the meeting, seconded by Baird. All members present voting aye. Meeting adjourned at 10:30 a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary