

**KenCom Finance Committee Meeting Minutes**

**Held April 20<sup>th</sup>, 2023**

**9:00 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; Pamela Hurtig, Assistant Director of Administration; Gina Belmont, Assistant Director of Operations; 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 of the seven 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 Burgner. Discussion. All members present voting aye. Motion carried.

Public Comment – None

Nelson called for Correspondence – None

Staff Report: – Bergeron gave a Personnel Report as follows: KenCom is currently down three positions and hiring five. Staff scheduled typing tests and speed interviews with 10 applicants on Wednesday, April 5<sup>th</sup>. The formal interviews will be next week for all that passed. We had 2 no-shows and 1 failed test leaving us with 7 remaining applicants. Training as follows: In-House April skills training is Severe Weather. Project updates as follows: The New World upgrade test environment was installed with the 2022.3 version on April 7<sup>th</sup>, and the date for the production upgrade is July 26<sup>th</sup>. Make sure to log into the test environment and verify all systems are working as they should be. Any issues should be reported directly to Tyler support. The Exagrid 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 & Standards Committee and Regional Committees have been meeting. Nothing new to report. KenCom purchased Frontline for our new QA (Quality Assurance) and DOR (Daily Observation Reports) Software, and the build process has started. Miscellaneous as follow: Telecommunicator Week was April 9<sup>th</sup> – 15<sup>th</sup>. KenCom staff had an amazing week and we are grateful to all of the agencies and agency personnel that recognized us during the week. More information to come on the next steps for reprogramming the fire portable radios to repair the issue with the alert activation sounding in KenCom. Flanders mentioned before any other projects for P1 and P3 start with A Beep, putting a stipulation that the fire portable radio alerts need to be fixed first. Text to 9-1-1 totals for the month of March was 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 March 2023 Treasurer’s Reports for the Surcharge and Operating Funds and the March 16<sup>th</sup>, 2023 Finance Committee Minutes. All members present voting aye. Motion carried.

Closed Session – None

Nelson called for the Standing Committee Reports:  
Personnel Committee Report – No Report

Strategic Planning Committee Report – No Report

Operations Board Report – Bergeron stated there were many revised policies approved and will continue having this monthly as they update policies. Mike Peters mentioned some issues they were having on police 5 and is going back to get more information to provide to A Beep.

Finance Committee Report:

Approval of Bills:

Operation Bills – Gomez made a motion to approve the April 2023 Operation Bills, in the amount of, \$262,239.21, seconded by DeBolt. 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 April 2023 Surcharge Bills, in the amount of, \$47,991.02, seconded by Witek. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses contained in the packet. Baird made a motion to approve the purchase of a Canopy for Public Events for KenCom not to exceed \$2,000.00, seconded by Burgner. During discussion, staff is going to look into more advertisement and materials to purchase for public events and will bring back an additional amount at the next Finance Meeting. 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.

Discussion of UHF for Kendall County Forest Preserve – Nelson stated it is about completed.

Second Tower – Public Safety Building – Nelson stated they found the serial number from the old tower and have the structural drawings and the project is moving along.

211 Update – Nelson stated it is up and running and going around to build awareness in the community.

Aurora Township Fire Portable Radio Purchase – No Report

North Aurora Police Department Intergovernmental Agreement – Bergeron reviewed the North Aurora Police Department Intergovernmental Agreement contained in the packet. DeBolt made a motion to approve the North Aurora Police Department Intergovernmental Agreement, seconded by Baird. Discussion. All members present voting aye. Motion carried.

Economic Interest Statement Reminder – Reminder to all Board Members to fill out the Economic Interest Statement by May 1<sup>st</sup> and include KenCom on the form.

Any other Old Business – None

Nelson called for New Business:

Finance Committee Closed Session Audio Destruction – Gomez made a motion for the destruction of the Finance Committee Closed Session Audio from August 19<sup>th</sup>, 2021 and September 16<sup>th</sup>, 2021, seconded by Burgner. All members present voting aye. Motion carried.

APCO 2023 Conference in Nashville Hotel – Bergeron stated the GSA per diem for a hotel in Nashville is \$207 per night in August and are unable to find a hotel in that range so are needing approval for \$269 plus taxes. Baird made a motion to approve the APCO 2023 Conference in Nashville Hotel for an amount of \$269 plus taxes, seconded by Witek. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Other Business – Burgner mentioned with his retirement approaching in June, he would like to keep an Oswego Police representative on the Finance Committee. Bergeron guided Burgner to reach out to the Operations Board Chair, Josh Flanders, to have them reappoint another member from Oswego Police to the Finance Committee.

Closed Session – DeBolt made a motion to go into closed session for Litigation, when an action against, affecting or behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Section 2.06 5 ILCS 120/2(c)(11), seconded by Witek. A roll call was taken with all six members present voting aye. Motion carried. Closed Session began at 9:48 a.m.

Open Session resumed at 9:55 a.m. All members present prior to closed session.

Action after Closed Session – None

Nelson stated the next Finance Committee meeting is Thursday, May 18<sup>th</sup>, 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 9:56 a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary