

**KenCom Finance Committee Meeting Minutes**  
**Held May 18<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	
Mike Peters	KCSO	X	
Zoila Gomez	City of Plano	X	
Larry Nelson	Member At Large	X	
Jeff Burgner	Oswego PD	X(9:01)	
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 Jensen. Discussion. All members present voting aye. Motion carried.

Jeff Burgner joined the meeting at 9:01 a.m.

Invitation to Bid Opening for Storage Area Network (SAN) ITB and Emergency Medical Dispatch (EMD) Software ITB – Bergeron stated KenCom received one bid for the Storage Area Network (SAN) from IT Savvy for an amount \$63,513.22. Gomez made a motion to accept the only bid and be awarded to IT Savvy, LLC (ITB number 2023-0502 SAN) for the Storage Area Network, subject to staff and IT review that it meets all specifications, for an amount of \$63,513.22, seconded by DeBolt. Discussion. A roll call was taken with all seven members present voting aye. Motion carried. Bergeron stated she received two bids for the Emergency Medical Dispatch (EMD) software, one from APCO International and one from PowerPhone. APCO International’s bid was for a total amount of \$102,640.22 and PowerPhone’s bid was for a total amount of \$131,783.00. Hurtig stated we are budgeted for \$175,000.00 and both bids are within the budgeted amount. Witek made a motion to give the direction to the Director to review both bids and move forward with the project with the lowest compliant bid within the criteria needed, seconded by DeBolt. Discussion. A roll call was taken with all seven members present voting aye. Motion carried.

Public Comment – None

Nelson called for Correspondence – Bergeron stated retired Deputy Chief Mike Pruski from the Sandwich Fire Protection District had recently passed away. She received a letter from his wife, as did Ashley Conrad, in regards to Ashley thanking her for her kindness in coming in on her day off to do his last call and how much that meant to the Pruski family. Bergeron read the letter to the Board. Discussion ensued.

Staff Report: – Bergeron gave a Personnel Report as follows: KenCom is currently down four positions. Full interviews were completed with eight applicants. Second interviews are being conducted with six applicants. KenCom staff have started conducting background checks. Bergeron stated Dianne Vaillancourt has been with KenCom since September 19, 1991 (more than 31 years) as a dispatcher and will be retiring on June 30. Bergeron will send out an email once all the activities are decided on for Dianne’s retirement. Training as follows: In-House May training will focus on handling stress and negativity in the workplace. 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 and is also backing up Grundy County. CESSA Protocols & Standards Committee and Regional Committees have been meeting. The July 1<sup>st</sup>, 2023 deadline has been pushed back to July 1<sup>st</sup>, 2024. KenCom purchased Frontline for our new QA (Quality Assurance) and DOR (Daily Observation Reports) Software, and the build process has started. Miscellaneous as follow: Alert Activation fire portable radios update. Josh Flanders and ABeep met on May 11<sup>th</sup> to do additional testing. After testing, they have the correct settings for all fire portable radios. ABeep will be changing all of the fire agency radio code plugs to include the change for correcting the issue with no audio from an alert activation in dispatch. Scheduling of all fire portable radios will need to occur once the radio code plugs have been changed. More information to come for scheduling. The Village of Oswego has invited Bergeron to participate in stakeholder interviews for their next Chief of Police that took place today from 12:45 pm to 2:00 pm. Text to 9-1-1 totals for the month of April was 7.

Closed Session Minutes but do not release – Witek made a motion to approve but do not release the Finance Committee Closed Session Minutes from April 20, 2023, seconded by DeBolt. All members present voting aye. Motion carried.

Consent Agenda – Nelson called for approval of the consent agenda. Jensen made a motion, seconded by Peters to approve the consent agenda, which includes approval of the April 2023 Treasurer’s Reports for the Surcharge and Operating Funds and the April 20<sup>th</sup>, 2023 Finance Committee 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 they did not meet but plan to meet June 13<sup>th</sup> at 2:00 pm to look at future goals and changes coming forward in technology. Operations members, technology, and facilities have been invited to the meeting for discussion.

Operations Board Report – Bergeron stated the Operations Board will meet Thursday, May 25<sup>th</sup> at Sunfields Restaurant at 5:30 p.m. for the joint annual meeting with the Executive Board.

Finance Committee Report:

Approval of Bills:

Operation Bills – DeBolt made a motion to approve the May 2023 Operation Bills, in the amount of, \$220,063.60, seconded by Gomez. Discussion. A roll call vote was taken with all seven members present voting aye. Motion carried.

Surcharge Bills – Gomez made a motion to approve the May 2023 Surcharge Bills, in the amount of, \$18,733.24, seconded by DeBolt. Discussion. A roll call was taken with all seven members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses contained in the packet. Jensen made a motion to approve the purchase of Booth items for Public Events for KenCom Events not to exceed \$2,000.00, seconded by DeBolt. Discussion. A roll call was taken with all seven 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 original structural drawings from the original vendor and working to get a bid out.

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

Any other Old Business – None

Nelson called for New Business:

Finance Committee Closed Session Audio Destruction – Witek 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.

Part-Time Telecommunicators – Hurtig stated in response to the staffing shortage they are looking to bring in experienced part-time telecommunicators. There would be a requirement of at least two years of experience as a 9-1-1 telecommunicator. They will be looking if they have experience with both KenCom’s CAD and phone system and up to date on certificates, which will help with less training and relief on the dispatch floor as soon as possible. Hurtig continued they will be on an hourly wage and should start as the Union Contract states with a higher wage depending on the years of experience. Hours would be not to exceed twenty-eight hours per week per person, with a minimum of eight hours per week. After discussion, there was a consensus by the Finance Committee to move forward with hiring part-time telecommunicators with the wage schedule discussed.

Mack & Associates Renewal Contract for FY 2023-2025 – Witek made a motion to approve the Mack & Associates Renewal Contract for Fiscal Years 2023-2025 (2023-\$4,950; 2024-\$5,100; 2025-\$5,250), seconded by Gomez. Discussion. A roll call was taken with all six (James Jensen stepped out of the meeting during discussion) members present voting aye. Motion carried.

Investing ETSB funds and Operating Funds – L. Nelson stated after reviewing the audit he realized KenCom’s funds were not earning much interest and would like to change that. Interest rates are now much higher with FDIC insurance through banks. L. Nelson would like the Finance Committee to be given the authority to direct the Treasurer on how to invest KenCom Surcharge and Operating Funds with the coverage of FDIC insurance. DeBolt made a motion to move forward to the Executive Board for the Finance Committee to have the authority to research rates and direct the Treasurer on how to invest KenCom funds, seconded by Witek. Discussion. All members present voting aye. Motion carried.

Semi-Annual Closed Session Review – Witek made a motion for the KenCom Finance Closed Session Meeting Minutes to remain closed, seconded by Gomez. All members present voting aye. Motion carried.

Other Business – Bergeron stated they went back to the Operations Board about making the rest of the police channels digital and possibly encrypted. Bergeron reviewed the quote from A Beep that she will bring to the Operations Board at the next meeting. L. Nelson asked for a detailed breakdown from A Beep. Discussion ensued.

L. Nelson and Witek presented Jeff Burgner with a plaque for his years of service on the KenCom Finance Committee and thanked him for everything he has done for KenCom.

Closed Session – None

Action after Closed Session – None

Nelson stated the next Finance Committee meeting is Thursday, June 15<sup>th</sup>, 2022 at 9:00 a.m. at the Kendall County Public Safety Building, Lower Level Emergency Operations Center. Jensen made a motion to adjourn the meeting, seconded by Witek. All members present voting aye. Motion carried. The meeting adjourned at 10:07 a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary