

**KenCom Finance Committee Meeting Minutes**  
**Held June 15<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 (9:13)	
Brian DeBolt	Kendall County Board Member		X
Mike Peters	KCSO	X	
Zoila Gomez	City of Plano	X	
Larry Nelson	Member At Large	X	
Jason Bastin	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; Chris Funkhouser, KenCom Executive Board; Dianne Vaillancourt, KenCom Telecommunicator.

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

Nelson called for a motion to approve the agenda. Nelson would like to amend the agenda to move 10E after the 8. Peters made a motion to approve the amended agenda as submitted, seconded by Gomez. 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: Dianne Vaillancourt will be retiring from KenCom effective June 30<sup>th</sup>, 2023. Dianne is the longest-tenured employee in KenCom’s history of 31-plus years. Dianne started her career on September 18<sup>th</sup>, 1991 at the old Sheriff’s Office on the south side of Yorkville. Dianne is at the meeting today to get recognized for her dedication to KenCom for the last 31-plus years. KenCom is currently down four positions. Four applicants have been given conditional offers of employment pending background and physical exams. The tentative start date is June 26<sup>th</sup>, 2023. Training as follows: In-House June training will focus on NARS and TTY. 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 at 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. KenCom has purchased PowerPhone Total Response EMD software, and the project kickoff meeting is scheduled for this week. Misc Information as follows: 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. Text to 9-1-1 totals for the month of May was 12.

Closed Session Minutes but do not release – None

Consent Agenda – Nelson called for approval of the consent agenda. Peters made a motion, seconded by Gomez to approve the consent agenda, which includes approval of the May 2023 Treasurer’s Reports for the Surcharge and Operating Funds and the May 18<sup>th</sup>, 2023 Finance Committee Minutes. All members present voting aye. Motion carried.

Greg Witek joined the meeting at 9:13 a.m.

Investing ETSB Fund and Operating Funds Policy – Nelson stated Funkhouser had put together a draft policy and sent it out for review. On Tuesday afternoon, Nelson discovered that the County Treasurer had an existing Investment Policy for the Treasurer’s Office. Funkhouser stated he sent out the draft policy for review before the legal review was completed. He did have some email changes from the attorney on this policy this morning. Funkhouser stated the Treasurer’s Office does have an Investing Policy and KenCom is listed on that policy. Funkhouser sat down with Jill and discussed the scope and if she was comfortable with what they were proposing and she is. Funkhouser believes it is in KenCom’s best interest to approve their own policy as a Board and then the Treasurer would then remove KenCom from her policy, as KenCom’s would supersede. Funkhouser reviewed the recommendations from the attorney. Nelson stated at the last month’s Executive Board meeting he made a suggestion to direct or give recommendations to the Treasurer of the County on how KenCom wanted their money to be invested to get the best yield for our money. Nelson stated at that meeting that KenCom would not be doing the investing, they would gather rates and make recommendations to the Treasurer. KenCom has an IGA with the Treasurer to make investments for KenCom. Nelson continued at that meeting, Funkhouser objected and wanted KenCom to have their own Investment Policy. Nelson stated KenCom is not investing anything and does not believe KenCom does not need a separate Investment Policy. A lengthy discussion ensued. After discussion, it was determined that the existing IGA between the County and KenCom plus the County’s existing Investment Policy were sufficient framework for our needs, no changes were required.

Chris Funkhouser left the meeting at 9:43 a.m.

Dianne Vaillancourt was presented with a plaque for her retirement recognizing her for her 31-plus years at KenCom. Bergeron presented Dianne with a KenCom challenge coin for being an exemplary employee for her years at KenCom. Bergeron continued, this is the first challenge coin to be given out by KenCom and Dianne has far exceeded earning the challenge coin. Dianne thanked the Board for all the technology they have approved in these meetings which has helped improve how they dispatch.

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

Strategic Planning Committee Report – Nelson stated they met for two hours and many ideas were mentioned for short and long-term needs. They are working on a 1, 3, and 5-year Strategic Plan for KenCom and will bring it back to the Board.

Operations Board Report – Bergeron stated they met and approved revised policies and moved forward two items that are further down on the Finance agenda for approval.

Finance Committee Report:

Approval of Bills:

Operation Bills – Witek made a motion to approve the June 2023 Operation Bills, in the amount of, \$177,174.62, seconded by Peters. During the discussion, Bergeron mentioned they are working to implement a peer support group at KenCom and there is training coming up for one supervisor and two telecommunicators. A roll call vote was taken with all five members present voting aye. Motion carried.

Surcharge Bills – Witek made a motion to approve the June 2023 Surcharge Bills, in the amount of, \$390,788.73, seconded by Peters. Discussion. A roll call was taken with all five members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses contained in the packet. Bastin made a motion to approve the purchase of a Low Profile KVM computer for administration of the Viper phone system not to exceed \$2,302.00, seconded by Witek. Discussion. A roll call was taken with all five members present voting aye. Motion carried.

Bergeron stated they had many groups that did a lot of CAD paging through the CAD system. The wireless carriers are trying to prevent spam from being sent via email so they are putting in blocks. All of those groups had to be moved off of the CAD paging system into Everbridge. Tyler New World recommended reaching out to Verizon to purchase software called EMAG which is \$75 per month. With this particular software, you can set up a paging group that will page off of a call for service type. Verizon has a platform where they whitelist the domain, IPs, and emails so the other carriers see it is whitelisted and allows it to go through. There was a consensus by the Finance Committee for Bergeron to move forward with the EMAG software.

Nelson called for Old Business:

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

Discussion of UHF for Kendall County Forest Preserve – No Report.

Second Tower – Public Safety Center – Nelson stated there was a discussion at the Strategic Planning meeting. They are getting quotes and will bring them back to the Finance Committee once they receive them.

211 Update – Nelson stated it is getting more calls each month.

Any other Old Business – None

Nelson called for New Business:

Finance Committee Closed Session Audio Destruction – None

FOIA/Tape Request Increases – Bergeron stated currently Amber, the Administrative Assistant, is at 15 hours per week and the FOIA's have dramatically increased, and we are unable to keep up. Bergeron reviewed the current FOIA numbers. Amber also does all the Tape Requests from our agencies and many other miscellaneous jobs. Bergeron believes we will only see an increase in FOIA's. Discussion ensued. Bergeron is recommending increasing when needed, Amber's hours not to exceed 28 hours per week. Witek made a motion to recommend to the Finance Committee to increase the Administrative Assistant's hours not to exceed 28 hours per week, seconded by Bastin. A roll call was taken with all five members present. Motion carried. Bergeron stated the other item they have been noticing is the police agencies are not doing police reports, only CAD notes, and referring the public to KenCom for the CAD ticket.

Other Business – The Workman's Comp claim that had been ongoing has been settled.

Closed Session – None

Action after Closed Session – None

Nelson stated the next Finance Committee meeting is Thursday, July 20<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 Peters. All members present voting aye. Motion carried. The meeting adjourned at 10:24 a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary