

**Minutes of the Executive Board Meeting  
Held Thursday, May 25<sup>th</sup>, 2023  
5:30 p.m.**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Brian DeBolt	Kendall County Board	X (5:53)	
Mike Peters	Kendall County Sheriff's Office	X	
David Thompson	Newark Fire District		X
James Bateman	Bristol Kendall Fire District		X
Darald Nelson	Village of Newark	X	
John Cornish	Oswego Fire District	X	
Scott Cryder	Lisbon Seward Fire District		X
Larry Nelson	Member at Large	X	
Greg Witek	Little Rock Fox Fire District	X	
Chris Funkhouser	City of Yorkville	X(5:53)	
Jennifer Jones Sinnott	Village of Oswego	X	
Mike Rennels	City of Plano		X

Others present: Lynette Bergeron, KenCom Director; Pamela Hurtig, KenCom Assistant Director; Bonnie Walters, KenCom Executive Assistant.

Greg Witek called the meeting to order at 5:30 p.m. and did a roll call with six of the twelve members present which created not a quorum present to conduct a meeting. Witek stated it is an informational meeting only unless a quorum is met.

Witek requested a roll call of the membership at 5:53 p.m. Eight of the twelve members were present which created a quorum present for voting purposes.

Witek called for a motion to approve the agenda. Jones Sinnott made a motion to approve the agenda, seconded by L. Nelson. Discussion. All members present voting aye. Motion carried

Witek called for Public Comment – None

Witek called for Correspondence – None

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 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. 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.

Consent Agenda – Witek called for approval of the consent agenda. DeBolt made a motion, seconded by Jones Sinnott to approve the consent agenda as follows:

- Treasurer’s Report – February 2023; March 2023; April 2023
- February 23<sup>rd</sup>, 2023 Executive Board Minutes
- Approval for Deputy Chief Jason Bastin to replace Jeff Burgner as the alternate member of the Operations Board for the Oswego Police Department.
- Approval for Ismael Diaz to replace Liz Palko as the alternate member of the Operations Board for the Montgomery Police Department.

All members present voting aye. Motion carried.

Standing Committee Reports:

Report of the Finance Committee – L. Nelson stated the Finance Committee is on budget.

Report of the Executive Board Chair – Witek stated there are two new Executive Board members appointed and voted by the Kendall County Board. Jason Bragg is the new alternate member for the Oswego Fire District. Jennifer Jones Sinnott is now the primary and Karin McCarthy is the alternate for the Village of Oswego. Witek mentioned there are two plaques to be given, one for Kevin Norwood who was the Vice Chairman of the Operations Board, and Terry Olson who was on the Executive Board for the Village of Oswego.

Report of the Operations Board Chair – No Report.

Report of the Personnel Committee – No Meeting.

Report of the Strategic Planning Committee – 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.

Witek called for Old Business:

Discussion of 2-1-1 – Bergeron stated 2-1-1 is up and running in Kendall County. There was a flyer that was sent out in all the tax bills informing residents about the services 2-1-1 offers. KenCom is purchasing a tent canopy and flags for public events which include 2-1-1 and 9-8-8 to help get the word out.

Whistle Blower Policy – No Report.

Other Old Business – None

Witek called for New Business:

Executive Board Closed Session Audio Destruction – D. Nelson made a motion to approve the Executive Board Closed Session Audio from September 30, 2021, seconded by DeBolt. All members present voting aye. Motion carried.

Semi-Annual Closed Session Review – DeBolt made a motion to keep the Executive Board Closed Session Meeting Minutes closed, seconded by Cornish. All members present voting aye. Motion carried.

KenCom Fiscal Year 2022 Audit – Funkhouser made a motion to approve the KenCom Fiscal Year 2022 Audit, seconded by Cornish. Discussion. All members present voting aye. Motion carried.

Mack & Associates Renewal Contract FY 2023-2025 – D. Nelson 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 L. Nelson. Discussion. A roll call was taken with all eight members present voting aye. Motion carried.

Investing ETSB Funds and Operating Funds – L. Nelson made a motion to change the way the Operations and Surcharge Funds are currently being invested and to have the Executive Board direct the Finance Committee the authority to do the research and to work with the County Treasurer to make the investment, seconded by Funkhouser. L. Nelson stated after reviewing the audit he realized KenCom's funds were not earning much interest and would like to change that. L. Nelson stated after speaking with the bank all funds would be FDIC insured with the way they invest them. L. Nelson would like to direct the Finance Committee to advise the Treasurer where they would like the funds invested and the Treasurer would make the investment. L. Nelson stated with investing at a higher interest with local Kendall County banks and staggering 3, 6, 9 month CD's. He is anticipating interest to increase to approximately \$250,000 per year. After speaking with two banks, L. Nelson stated since KenCom has its own Tax ID number, KenCom needs to be created as a customer and through the Intergovernmental Agreement give the Treasurer the authority to do the investing for KenCom. During the discussion, Funkhouser mentioned he would want to have paperwork stating all funds are FDIC insured and there is no risk to the funds. Funkhouser would also like to create an Investment Policy with the authorized signatories with the direction of investing the money from the Executive Board. Cornish mentioned reaching out to KenCom's attorney before changing the way KenCom invests its money. A lengthy discussion ensued. After discussion, Funkhouser and Jones Sinnott are going to create an Investment Policy to present to the Executive Board at next month's meeting. Funkhouser made a motion to table the discussion until next month's Executive Board meeting, seconded by Jones Sinnott. All members present voting aye. Motion carried.

Other business from the floor – None

Closed Session – None

The next scheduled Executive Board Meeting is Thursday, June 22<sup>nd</sup>, 2023 at 5:30 p.m. at the Plano Police Department lower-level training room. Cornish made a motion to adjourn the meeting, seconded by Jones Sinnott. All ten members present voted aye. Motion carried. The meeting adjourned at 6:38 p.m.

The meeting was recorded by Bonnie Walters.

Respectfully Submitted,

Dwight Baird  
Secretary

