

KenCom Finance Committee Meeting Minutes

Held October 19th, 2023

9:02 a.m.

Kendall County Public Safety Center

1102 Cornell Lane, Yorkville

Emergency Operations Center

| Member | Agency | Present | Absent |
|---------------|-----------------------------|----------------|---------------|
| 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 | |
| Jason Bastin | Oswego Fire | 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.

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. Jensen made a motion to approve the agenda as submitted, seconded by Witek. 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 four positions. We have sent out three Offers of Employment with an anticipated start date of November 6th. KenCom will be continually hiring until all positions are filled. We have three applicants ready to schedule in-person typing tests and speed interviews. We continue to appreciate our agency’s assistance in posting our job on their social media websites. Training as follows: In-house October training will be Daily Observation Reports (DORs) in Frontline. The upcoming IPSTA conference in Springfield starts next week, October 22nd – 25th. Lynette, Adam, Jenny, and Cheryl will be attending. Project updates as follows: PowerPhone Total Response has been installed on all live and training clients. They will now start the process of mapping our incident codes. Frontline has been in use and continues to be updated with additional training resources for new hires. Collaboration exercises have been started with supervisors so they may assist in completing QA’s for our large-scale incidents. Dual Toshiba UPS replacements have been shipped, and they will be in contact to have them delivered. CESSA Protocol and Standards Committee decided to start working with PowerPhone as their 1st vendor deciding protocol and standards, and the meetings with them have begun. Misc. Information as follows: Alert Activation fire portable radios update. Reprogramming of the radios is nearing completion. Sandwich FD is scheduled in the near future and there were a few portable radios that weren’t available when ABeep was reprogramming with other agencies, but all should be wrapped as soon as possible. Cybersecurity & Infrastructure Security Agency (CISA) update. The State’s Department of Innovation and Technology is offering free cyber risk assessments for all the PSAP’s in Illinois. The service is provided by CrowdStrike Falcon Endpoint Detection & Response software. KC Technology Services will be scheduling an assessment for KenCom. The State of Illinois had a Text to 9-1-1 kickoff meeting on September 28th. KenCom is among the first group of PSAP’s going live with the integrated test to 9-1-1. Intrado will be contacting PSAP’s to gather information and is expected the first group will be live within two to four months. This will allow telecommunicators to start answering text to 9-1-1 calls directly from KenCom’s Viper phone system and will present as a 9-1-1 call. Discussion ensued. Text to 9-1-1 totals for the month of September were 12.

Closed Session Minutes but do not release – None

Consent Agenda – Nelson called for approval of the consent agenda. Jensen made a motion, seconded by Bastin to approve the consent agenda, which includes approval of the September 2023 Treasurer’s Reports for the Surcharge and Operating Funds and the September 21st, 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 gave an update on projects they are currently working on and future plans with technology.

Operations Board Report – Bergeron stated many policies were approved. The Fiscal Year Operations and Surcharge Budget were reviewed and there was a vote to move both budgets forward to the Finance Committee.

Finance Committee Report:

Approval of Bills:

Operation Bills – Witek made a motion to approve the October 2023 Operation Bills, in the amount of, \$173,381.16, seconded by Bastin. Discussion. A roll call vote was taken with all six members present voting aye. Motion carried.

Surcharge Bills – Bastin made a motion to approve the October 2023 Surcharge Bills, in the amount of, \$38,428.86, seconded by Gomez. 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. Bastin made a motion to approve the purchase of Sentinel Technologies Inc., Active Defense, Fortis five-year contract in an amount not to exceed \$184,588.54, seconded by Gomez. Discussion. 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 – No Report.

Second Tower – Public Safety Center – No Report.

211 Update – Nelson stated they were successful in getting State Grant money. They are continuously trying to get the word out to the public to call 211 if needed.

Investment for ETSB Funds – Discussed during Surcharge Bills discussion.

FY 2024 Operations Budget – Bergeron reviewed the Fiscal Year 2024 Operations Budget. Gomez made a motion to approve the Fiscal Year 2024 Operations Budget and move forward to the Executive Board, seconded by Witek. Discussion ensued. A roll call was taken with all six members present voting aye. Motion carried.

FY 2024 Surcharge Budget – Bergeron reviewed the Fiscal Year 2024 Surcharge Budget. Bastin made a motion to approve the Fiscal Year 2024 Surcharge Budget, seconded by Jensen. Discussion ensued. A roll call was taken with all six members present voting aye. Motion carried.

UPS Update – Nelson stated they bought a dual UPS System (100% backup) with an alarming system so both the telecommunicators and the County maintenance department will be notified if there is a failure. Nelson gave an overview of how the units will be installed.

Any other Old Business – Jensen gave an update that all their mobile radios are in and half are programmed. Discussion ensued.

Nelson called for New Business:

Finance Committee Closed Session Audio Destruction – None

Transfer \$100,000 from the General ETSB Fund to the Building Fund – Witek made a motion to approve the transfer of \$100,000 from the General ETSB Fund to the Building Fund, seconded by Gomez. Discussion. All members present voting aye. Motion carried.

Transfer \$1,500,000 from the General ETSB Fund to the Equipment Fund – Witek made a motion to approve the transfer of \$1,500,000 from the General ETSB Fund to the Building Fund, seconded by Bastin. Discussion. All members present voting aye. Motion carried.

2024 Finance Committee Calendar – Gomez made a motion to approve the 2024 Finance Committee Meeting Calendar, seconded by Jensen. Discussion. All members present voting aye. Motion carried.

Other Business – None

Closed Session – None

Action after Closed Session – None

Nelson stated the next Finance Committee meeting is Thursday, November 16th, 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 Baird. All members present voting aye. Motion carried. The meeting adjourned at 10:07 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary