Minutes of the Executive Board Meeting
Held Thursday, January 24th, 2013
5:30 p.m.

Members present were: Vice Chairman Darald Nelson, Village of Newark; Judy Gilmour, Kendall County Board Member; Richard Randall, Kendall County Sheriff’s Office; Richard Dickson, Bristol-Kendall Fire District; Rick Neitzer, Oswego Fire District; David Thompson, Newark Fire Department; Jim Horton, Lisbon Seward Fire District; Larry Nelson, Member At Large; Rose Spears, City of Yorkville; and Scott Mulliner, City of Plano; Gail Johnson, Village of Oswego.

Others present were: Dave Farris, KenCom Director; Lynette Bergeron, KenCom Assistant Director; Bonnie Walters, KenCom Administrative Assistant; James McCarty, Bristol-Kendall Fire District; Scott Koster, Kendall County Sheriff’s Office; Matt Schury, Kendall County Record.

D. Nelson called the meeting to order and requested a roll call of the membership. Eleven members were present creating the necessary quorum for voting purposes.

Richard Randall asked under Old Business that the Emergency Notification System be moved to 8a for discussion and for the Project Update be moved to 8b. D. Nelson accepted the change to the Agenda.

D. Nelson called for a motion to approve the agenda. Randall made the motion, seconded by L. Nelson. All members present voted aye. Motion carried.

D. Nelson called for Public Comment. None

D. Nelson called for Correspondence. None

D. Nelson called for a motion to approve the December 27, 2012 meeting minutes. D. Nelson stated the committee was handed the correct minutes separate from the packet. The minutes in the packet were missing the last two pages. L. Nelson stated an error on the signature of the minutes. Richard Randall needs to sign as the Secretary, not as the Recording Secretary. Discussion Ensued. Dickson made a motion to approve the amended minutes, seconded by Spears. All members present voted aye. Motion carried. D. Nelson stated the minutes from the Operations Board and Finance Board are contained in the packet behind the minutes for the Executive Board for information purposes.

D. Nelson called for the Finance Committee Report:
Treasurer’s Report- L. Nelson asked Koster to review the December 2012 treasurer’s report. Koster reviewed the report. Koster mentioned that January will be the last month that the report will be in the current format. Koster mentioned, now that KenCom has a separate voucher system with the County, there will be monthly reports generated and printed. Koster stated there
is no need to keep two separate set of books. Randall made a motion to approve the Treasurer’s Report, seconded by Spears. All members voted aye. Motion carried.

Operation Bills- L. Nelson called for a motion to pay the Operations Bills in the amount of $106,384.58. L. Nelson mentioned the bill report now includes payroll for the committee to view. L. Nelson also stated that the ending balance on the report shows a negative balance but that is not correct. There was a deposit made by the treasurer’s office for $700,000 that does not reflect in the balance. This will reflect in February’s report. Discussion Ensued. Farris mentioned KenCom received a deposit from Sandwich Fire in the amount of $5,008.40. Farris stated this is September 2012 through January 2013 and they are now up to date. Spears made a motion to pay the operations bills for December in the amount of $106,384.58 as presented by the Finance Committee, seconded by Randall. A roll call vote was taken with all eleven members voting aye. Motion carried.

Surcharge Bills- L.Nelson called for a motion to pay the Surcharge Bills. L. Nelson reviewed the bills to be paid from January 9, 2013. Randall made a motion to pay the surcharge bills presented for payment on January 9, 2013 in the amount of $6,063.03 as presented by the Finance Committee, seconded by Johnson. A roll call vote was taken with all eleven members voting aye. Motion carried. Farris reviewed the bills to be paid from January 17, 2013. Dickson made a motion to pay the surcharge bills presented for payment on January 17, 2013 in the amount of $114,225.42 as presented by the Finance Committee, seconded by Spears. A roll call vote was taken with all eleven members voting aye. Motion carried.

Authorization to Pay Bills- L. Nelson mentioned that the Finance Committee is going to continue meeting monthly and he would like to try to move the Executive Committee back to quarterly meetings. L. Nelson stated he would like a motion to give the Finance Committee authority to approve and pay bills at the Finance Committee monthly meetings. Discussion Ensued. L. Nelson stated after the bills are discussed at the Finance Committee they will be approved and paid at the meeting. The treasurer’s office can then download the batch and print the checks. L. Nelson stated there will be a summary report included quarterly at the executive meeting to show all bills paid. L. Nelson also mentioned he would like the auditor to come in midyear to make sure everything is being handled correctly. L. Nelson stated he would include all members of the executive board in the email of the monthly finance packet for them to review. Thompson made a motion to give the Finance Committee authority to approve and pay bills, seconded by Spears. A roll call vote was taken with all eleven members voting aye. Motion carried.

D. Nelson called for Old Business:
Emergency Notification System- Koster asked the board if they had been in contact with their Operation Board members. He mentioned at the last meeting the members of the executive board did not feel comfortable with their knowledge of the product to make a decision. Koster stated that the Operation Board was given the option back from the Executive Board to fund the project themselves with their existing budgets. Koster stated the Operation Board unanimously declined this option. Koster stated the reason it was declined is because the system is going to have the capability to be used by many different disciplines and some will use the system more than others. Koster also stated that the police departments were asked to fund their portion of the project, but then open up to other departments such as public works who did not pay to fund the
Koster stated that the Operations Board sent back to the Executive Board and asked the Executive Board to consider funding the project and software and would like this project to go forward. Discussion Ensued. L. Nelson handed out a spreadsheet showing the cost sharing amount for each agency. Koster asked all members of the Executive Board to talk with their Operation Board members and be ready to vote yes or no for the project at the next meeting on February 28, 2013.

Project Update- Farris reviewed the BK fire sheet in the project payment schedule. Farris stated that some numbers needed to be updated with approved funds from the executive board because it shows a negative balance. Farris stated Motorola was out and finished and starting next week he is starting the tear out of the backup center at BK fire.

Collective Bargaining- No action in open session

Formal Reviews of KenCom Management- Gail Johnson and Dave Farris are working together on the formal reviews. L. Nelson mentioned KenCom is in the process of creating policies and procedures. He mentioned they will be using the county’s current set of policies as a guideline to work from.

Other Old business- No Action

D. Nelson called for New Business:
Audit- L. Nelson mentioned that there were copies of the audit available at the meeting for everyone to take and review. L. Nelson stated this will need to be added to the agenda for approval in February.

Equipment Purchases- Farris reviewed the anticipated expenses in the amount of $2875.00. The equipment expenses are as follows: Replacement monitor, KVM and cables for servers in the amount of $1025, Laptop for financial transactions, requested by the finance committee, in the amount of $1000, and relays for main/standby switching in the amount of $850. L. Nelson made a motion to approve the equipment expenses not to exceed $2875.00, seconded by Johnson. A roll call vote was taken with all eleven members voting aye. Motion carried.

Other New business- Farris handed out a sheet with the equipment and furniture left in the old KenCom room, and asked the board to make a decision on the process of disposal of the equipment. L. Nelson stated he did not want any legal problems and wanted to make sure the disposal was done properly. L. Nelson asked the board to make a procedure for the format of disposing the old equipment. L. Nelson made a motion that the old equipment and furniture can be transferred Government to Government with a permanent record being kept, seconded by Johnson. All members present voted aye, motion carried. No discussion.

Richard Randall leaves at 6:25, and Scott Koster takes over for the Kendall County Sheriff’s Office.

D. Nelson called for the Director’s Report. Farris stated the newsletter is attached and wireless 9-1-1 statistics for the month of December 2012 represented 74% of calls received.
D. Nelson stated the next meeting is scheduled for February 28th, 2013 at 5:30 p.m. in the same room.

L. Nelson made a motion to move into closed session for the purpose of discussing collective negotiating matters between the public body and its employees or their representatives 5 ILCS 120/2(c)(2) and section 2c(1) provision (i.e, for the appointment, employment, compensation of specific employees, seconded by Johnson. A roll call vote was taken with all members voting aye. Motion carried. Closed session began at 6:25 p.m.

Open session resumed at 6:30. All members are the same as before closed session.

Koster made a motion to adjourn the meeting, seconded by Johnson. All members present voted aye. Motion carried. The meeting was adjourned at 6:31 p.m.

Meeting recorded by Bonnie Walters.

Respectfully Submitted,

Richard Randall
Secretary