KenCom Finance Committee Meeting Minutes  
Held, January 17th, 2013  
10 a.m.

Present were: Chairman Larry Nelson, Member at Large; Richard Randall, Kendall County Sheriff’s Office; John Purcell, Kendall County Board Member; Greg Witek, Little Rock Fox FD; Bob Hausler, City of Plano.

Others Present: Dave Farris, KenCom Director; Lynette Bergeron, Assistant KenCom Director; Bonnie Walters, KenCom Recording Secretary; Scott Koster, Kendall County Sheriff’s Office.

Larry Nelson called the meeting to order and requested a roll call of the membership. A roll call was taken with five members present creating the necessary quorum for voting purposes.

Nelson called for a motion to approve the agenda as submitted. Witek made the motion, seconded by Hausler. All members present voted aye, motion carried.

Nelson called for Correspondence. No correspondence to report.

Nelson called for a motion to approve the December 20th, 2012 Finance Committee Meeting Minutes. Witek made the motion, seconded by Randall. All members present voted aye, motion carried.

Nelson called for the Treasurer’s Report-December 2012. Scott Koster reviewed the report. Koster mentioned, now that KenCom has a separate voucher system with the County, we will be using the reports generated by the county as the Treasurers Report. Hausler made a motion to approve the Treasurer’s Report, seconded by Randall. All members present voted aye, motion carried.

Nelson called for the Capital Bills. Farris reviewed the bills to be paid. Discussion Ensued. Hausler made a motion to approve the January 9th Capital Bills for payment in the amount of $6,063.03, seconded by Randall. A roll call was taken with all five members present voting aye, motion carried. Nelson asked Farris to contact Enroute in regards to the annual CAD support agreement in the amount of $101,414.92 to see if they will give KenCom a discount to pay annually. Farris agreed to contact Enroute. Randall made a motion to approve the January 17th Capital Bills for the payment in the amount of $101,752.42, seconded by Hausler. A roll call was taken with all five members present voting aye, motion carried.

Nelson called for the January 2013 Operation Bills. Nelson reviewed the new voucher system set up by the county for KenCom to process and pay bills. Nelson mentioned that all bills including payroll will be set up on a spreadsheet. All bills will be reviewed and approved monthly at the Finance Committee Meeting. Bergeron stated that the balance on the Operation Budget does not reflect the $875,000 that Jill Ferko had already transferred, and will be adjusted for February. Discussion Ensued. Witek made a motion to approve the Operation Bills for the amount of $106,492.66, seconded by Randall. A roll call vote was taken with all five members present voting aye, motion carried.

Actions for New Voucher System-Nelson stated that there was a meeting with Jill Ferko to set KenCom up on a Voucher System similar to the County Voucher System. All account payables will be on a web based browser for the finance committee to review. KenCom will begin to pay all bills for operations and surcharge. These bills will be paid once a month at the Finance Meeting. KenCom is contacting all vendors to ask for the billing dates to be moved to be paid at the Finance Meeting. Discussion Ensued. Nelson mentioned in the instance an ABC check needs to be cut during the month, Farris needs to get approval by one of the members on the Finance Committee and send to Jill Ferko to cut the check. Nelson also mentioned that he will be going to the zoning office to set KenCom up as a separate address so the post office will presort the mail and drop at KenCom. Nelson would like a mini audit done mid point in the year to make sure KenCom is on track with proper audit documentation.

Nelson called for Old Business:
Project Update- Farris mentioned he is working on the hardware for Bristol Kendall. Farris also mentioned that an inventory was done of the old KenCom and will be moving forward to remove and donate those items.

Collective Bargaining-Witek stated the County is at a standpoint in regards to the healthcare plan. All the bargaining units need to agree to restructure the current plan so it can be shopped around. Until this happens, the negotiating is on hold. Discussion Ensued.

Montgomery PD-Nelson reviewed the progress with Montgomery Police Department. Nelson mentioned that Montgomery wants a price and to continue moving forward. Farris mentioned he will have a meeting with Dan from Montgomery Police Department to clarify all questions so a price can be calculated. Discussion Ensued in regards to the price for Montgomery Police Department. Nelson wants to wait until KenCom has the correct call volumes from Montgomery, and then a price can be discussed. Purcell asked how many more employees KenCom will have to hire to support adding Montgomery Police to KenCom. Nelson stated he is not ready to discuss until KenCom has final figures from Montgomery. Discussion Ensued.

Other Old Business- Witek asked when the invoices for the agencies would be sent out, and Farris stated that the invoices will be sent out soon.

EverBridge-Witek discussed the work that has been done by Koster and the education he has provided. It was decided at the previous Operations Meeting that they agreed to move EverBridge forward as a recommendation to the Executive Board. All agency members present at the Operations Meeting were to go and talk to their agency heads and make sure all members sitting on the Executive Board were aware of the importance and the benefits of this product. Koster stated that most of the members of the Executive Board had never been informed of this product and were not prepared to make a decision on how this will be funded. Discussion Ensued. It was decided that a memo would be drafted and sent to the town Mayors and Chiefs as an informative memo to state the importance and also to give each agency their portion of the cost sharing. This needs to be a discussion at the Executive Meeting on Thursday January 24, 2013.

Nelson called for New Business:
Anticipated Expenses- Farris reviewed Anticipated Expenses. The three items discussed were: $1,025.00 for a replacement monitor, $1000.00 for a laptop for financial transactions, and $850.00 for relays for mail/standby switching. Hausler made a motion to approve the anticipated expenses in the amount of $2875.00, seconded by Randall. All members present voted aye, motion carried.

Nelson called for Other Business: No Action

Nelson stated the next Finance Committee meeting is Thursday February 21st, 2013 at 10:00 a.m. Witek made a motion to adjourn the meeting, seconded by Randall. All members present voted aye. Meeting adjourned at 11:55a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary