Drafted

KenCom Finance Committee Meeting Minutes
Held, November 14th, 2013
10 a.m.

<table>
<thead>
<tr>
<th>Member</th>
<th>Agency</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Greg Witek</td>
<td>LRFFD</td>
<td></td>
<td>X</td>
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<tr>
<td>Judy Gilmour</td>
<td>Kendall County Board Member</td>
<td></td>
<td>X</td>
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<tr>
<td>Richard Randall</td>
<td>KCSO</td>
<td></td>
<td>X</td>
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<tr>
<td>Bob Hausler</td>
<td>City Of Plano</td>
<td></td>
<td>X</td>
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<tr>
<td>Larry Nelson</td>
<td>Member At Large</td>
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<td>X</td>
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Others Present: Dave Farris, KenCom Director; Lynette Bergeron, Assistant KenCom Director; Bonnie Walters, KenCom Recording Secretary.

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. Randall made the motion, seconded by Hausler. All members present voted aye. Motion carried.

Nelson called for Correspondence- No Action.

Nelson called for a motion to approve the October 17th, 2013 Finance Committee Meeting Minutes. Hausler made the motion to approve the minutes, seconded by Randall. All members present voted aye. Motion carried.

Nelson called for the October 2013 Treasurer’s Report. Hausler made a motion to approve the Treasurer’s Report, seconded by Gilmour. Discussion. All members present voting aye, motion carried.

Nelson called for the November 2013 Capital Bills. Randall made a motion to approve the November 2013 Capital Bills for payment in the amount of $6,237.82, seconded by Hausler. Discussion. A roll call was taken with all five members present voting aye. Motion carried. Farris noted that the postage should be coming out of the operations fund and will beginning in December.

Nelson called for the November 2013 Operation Bills. Hausler made a motion to approve the November 2013 Operation Bills for the amount of 99,380.36, seconded by Randall. Discussion. A roll call vote was taken with all five members present voting aye. Motion carried.

Nelson called for Old Business:
Radio System Upgrade- Nelson stated the quote from A Beep came back at $580,000, which was much higher than the approved amount by the board and A Beeps original estimate of $500,000. Nelson stated after meetings with A Beep the total amount is back down to approximately $490,000 after reviewing the quote and finding some errors. Farris stated they have the licensing in process for the microwave and have applied for a special temporary authorization to add the three transmitter sites to the VHF and UHF system. Nelson stated he believes they are on the right track. Discussion ensued.

2013-2014 Budget-Witek reviewed the drafted budget after making changes that were requested at the Executive Board. Witek stated after the Executive Board meeting it was requested to budget for actual amount used, which give no room for surprises. Witek stated if surprises come up the Executive board
would have to reconvene at that time and authorize additional funds out of reserves. Nelson stated it was agreed to adjust the budget, but the finance board has to stand behind staff if they end up going over since they budgeted down to the actual used with no room for additional. Witek stated that if the Finance Board chooses to agree with that way of budgeting, Director Farris is concerned about this because he has had to come back in the past for additional funds that were already in the budget. Witek stated how this is constructed, if Director Farris comes back for additional money it will not be in the budget and this needs to be understood. Witek continued to review the drafted budget and discussion ensued. Witek stated that originally for the reserves they put in 10% to build because currently there is not much of a pool in case a surprise were to come up. Witek stated there was pressure from the Executive Board to put that back to 5% to reflect the same amount as last year. Nelson mentioned he was not comfortable keeping such a low reserve in case an unexpected disaster were to happen. Nelson stated the Finance Committee needs to understand with keeping such a low reserve if an unexpected event were to happen they would need to call a meeting midyear with the users to kick in more money. Discussion continued. Nelson stated after reviewing the IGA it does not specify what will happen if we are six months into the budget year and we run out of money because of a disaster how to do interim funding. Witek asked Gilmour if all the changes that were requested had been incorporated in the new drafted budget. Gilmour stated as far as she can see they have been. After discussion of the proposed budget, the Finance Board will move the budget forward to the Executive Board.

Any other Old Business- Bergeron noted the deposit from Aurora Township on the operation bills accounts receivable sheet stated it was for $1,625 and that was a misprint, the actual amount was for $3,250. Bergeron also noted that on the operation fund balance the Treasurer’s office made a typo error on the deposit for Sandwich Fire Department, and the report reflects $11,001.68 and the actual was for $1,001.68. The treasurer’s office has made the corrections and we have requested a revised copy and have not received yet.

Nelson called for New Business:
Recording Equipment Replacement- Farris stated there is a memo in the packet that states when KenCom moved downstairs the dictaphone equipment was no longer supportive, and at that time they purchased a product called Revcord from their vendor, Word Systems, as an upgrade from the old equipment. Farris stated he has worked with the vendor and manufacturer for over a year now and the vendor Word Systems has been very responsive, however the manufacturer of the equipment has not. Farris stated the equipment continues to be problematic and they have only paid 50% of the bill year to date, and it was originally his recommendation to purchase the equipment because of the cost savings to purchase Revcord. Farris stated after discussion with the vendor, Word Systems, and all the problems it was time to replace the product and Farris asked for a refund of the money that was paid for Revcord. Farris stated there is an industry standard product called Nice which was the replacement for dictaphone, and Word Systems has offered a proposal to replace the equipment here and at the backup center for $27,511 giving full credit for what was already expended. Farris suggested to the Finance Committee to take this to the Executive Board to replace Revord with the new recording system Nice. Farris stated there is still unauthorized money from this project for the increase of money to purchase Nice. Discussion ensued.

Anticipated Expenses- No Action.

Nelson called for Any Other New Business: No Action.

Other Business:  No Action.

Executive session:  No Action.
Nelson stated the next Finance Committee meeting is Thursday December 19th, 2013 at 10:00 a.m. Hausler made a motion to adjourn the meeting, seconded by Randall. All members present voted aye. Meeting adjourned at 11:01 p.m.

Respectively submitted,

Bonnie Walters
Recording Secretary