KenCom Finance Committee Meeting Minutes  
Held, March 21st, 2013  
10 a.m.

Present were: Chairman Larry Nelson, Member at Large; Richard Randall, Kendall County Sheriff’s Office; Judy Gilmour, Kendall County Board Member; Greg Witek, Little Rock Fox FD.

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 four 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 Randall. All members present voted aye, motion carried.

Nelson called for Correspondence. No correspondence to report.

Nelson called for a motion to approve the February 21st, 2013 Finance Committee Meeting Minutes. Nelson stated it was discovered that the executive session was not necessary, so all discussion done in executive session was disclosed in the open session minutes. Randall made the motion, seconded by Gilmour. All members present voted aye, motion carried.

Nelson called for the Treasurer’s Report-February 2013. Scott Koster reviewed the report. Witek mentioned that the ETSB and Operations funds are confusing to others at times and is looking for ideas to highlight the two separate funds so it is easier to understand. Discussion Ensued. Farris mentioned putting the operating budget first in the monthly meeting packet and the capital budget after. Farris also mentioned moving the reserve funds to the end of the report after revenue and expenses, and changing the wording to Capital Expenditures instead of Reserve Funds. Discussion Ensued. Randall made a motion to approve the Treasurer’s Report, seconded by Witek. All members present voted aye, motion carried.

Nelson called for the March 2013 Capital Bills. Nelson mentioned for a change to be made in the title of the bills to Capital Surcharge Budget. Witek made a motion to approve the March 2013 Capital Bills for payment in the amount of $36,166.63, seconded by Randall. Nelson mentioned a meeting was held with a couple chiefs from the fire departments in regards to brining on new departments. Nelson stated a concern came up that the Operation Board is confused about their objective as a committee. Witek stated it has been the intent of the Finance and Executive Committees that by April or May, once the bills get straightened out, the Operation Board reviews all operating bills that need to be paid, and send a recommendation to the Finance Committee for final approval. Randall mentioned this gives the operating individuals the chance to see what is being paid on the operating side and raise concern or questions if needed. Nelson stated the policies and procedures should also be approved at the Operation Board unless it involves finances. Discussion Ensued. Randall stated there is a point in the by-laws that the president of the Operations Board should be attending the Executive Board meetings which can help with communication between the Operation and the Executive Boards. Bergeron stated there is a $35 late fee on the First Bankcard credit card. Bergeron stated First Bankcard was contacted and they use a 25 day billing cycle with no grace period and are not willing to change to a 30 day cycle. Nelson asked the committee if they agree to start looking for a new credit card with different terms and conditions. The board concurred. Nelson called for the March 2013 Operation Bills. Randall made a motion to approve the March 2013 Operation Bills for the amount of $105,201.91, seconded by Witek. Farris reviewed the bills. A roll call was taken with all four members present voting aye, motion carried.

Accounts Receivable Report- Nelson reviewed the accounts receivable report provided in the packet. Witek recommended getting Quick Books for accounting purposes to help cut down on the time manually doing reporting. Randall made a motion to research and implement Quick Books, seconded by Witek. All members present voting aye, motion carried.
Nelson called for Old Business:
Project Update- Farris stated the project summary is down to one page in the packet because most of the lines have been completed and closed out. Farris stated Miner Electronics line can be closed out and KenCom is still holding 50% of the final bill for the recording equipment. Farris mentioned Intrado was out last week and has resolved all phone issues. Farris stated by the end of March if the phone system is working well he will be asking for the approval to payout the remainder of the balance. Discussion Ensued. Farris reviewed his progress in testing the current radio issues. Nelson mentioned some possible solutions. Discussion Ensued. Farris stated he received the results from the testing A Beep completed. Farris stated that A Beep has gone out of their way to do the testing free of charge and been very responsive in resolving the issues. The board agreed in order to successfully resolve the radio issues, the board needs the help from the operational agencies which use the portable radios and good communication to move forward with solving the issues. Witek stated the move to VHF has distinct benefits such as the ability for the fire districts to talk to surrounding agencies, and the ability for those surrounding agencies to talk to them without carrying around a KenCom radio. Witek also stated there are some deficiencies that need to be dealt with and the Finance Committee and Executive Board, with the help of the Operation Board, are continuing to address the issues as they come.

Collective Bargaining- No new business

Montgomery PD-Nelson stated he is currently working on an agreement with Montgomery Police Department.

Other Old Business- No Action

Nelson called for New Business:
Montgomery Fire- Nelson stated there was a discussion with Montgomery Fire about KenCom dispatching for them. Nelson stated Montgomery Fire currently has about 900 calls. Witek asked Bergeron to gather a list of the steps that will need to be done in order to bring on Montgomery Fire, because a labor cost will have to be calculated for the time/cost to bring on Montgomery Fire. Discussion Ensued.

Aurora Township Fire- Nelson stated the same discussion was done with Aurora Township Fire. Nelson stated Aurora Township Fire currently has about 600 calls.

Everbridge Implementation and Payout- Koster stated he had been in contact with an implementation specialist from Everbridge. Koster asked Witek to go back to the fire chiefs and see if one person on the fire side can be involved in the project implementation committee. The County has already agreed to help be the support for the police side for the implementation. Discussion Ensued.

Anticipated Expenses- Farris reviewed Anticipated Expenses. The three items discussed were: Licensing corrections for tower sites in the amount of $3,560, Ethernet time server and Fiber Modules for 9-1-1 phone system in the amount of $750, and UPS batteries for BK Fire in the amount of $2,500. Discussion Ensued. Randall made a motion to approve the anticipated expenses in the amount of $3,025.00, seconded by Witek. A roll call was taken with all four members present voting aye, motion carried.

Nelson called for Other Business: No Action.

Other Business: No Action

Nelson stated the next Finance Committee meeting is Thursday April 18th, 2013 at 10:00 a.m. Randall made a motion to adjourn the meeting, seconded by Witek. All members present voted aye. Meeting adjourned at 11:49 a.m.

Respectfully submitted,

Bonnie Walters
Recording Secretary