KenCom Finance Committee Meeting Minutes  
Held, October 15th, 2015  
10:00 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>Scott Koster</td>
<td>KCSO</td>
<td></td>
<td>X</td>
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<tr>
<td>Janet Goehst</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>
<td></td>
<td>X</td>
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<tr>
<td>Josh Flanders</td>
<td>Montgomery Countryside Fire</td>
<td></td>
<td>X</td>
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Others Present: Lynette Bergeron, Acting KenCom Director; Jen Stein, Acting KenCom Assistant Director; Bonnie Walters, KenCom Administrative Assistant.

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

Nelson called for a motion to approve the agenda. Koster made the motion to approve the agenda, seconded by Goehst. All members present voting aye. Motion carried.

Nelson called for Public Comments – None

Nelson called for Correspondence – None

Consent Agenda – Koster made a motion, seconded by Flanders to approve the Consent Agenda; Approving the September 17th, 2015 Finance Committee Minutes and approving the September 2015 Treasurer’s Report.

Nelson called for the Standing Committee Reports:
Personnel Committee Report – No Report

Approval of Bills:
Operation Bills – Koster made a motion to approve the October Operation Bills in the amount of $171,217.11, approved by the Operations Board, seconded by Flanders. Discussion. A roll call vote was taken with all six members present voting aye. Motion carried.

Capital Bills - Koster made a motion to approve the October Capital Bills in the amount of $38,701.88 seconded by Flanders. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

Anticipated Expenses – None

Nelson called for Special Committee Reports:
Report of the Operations Board Chair – Flanders stated the board unanimously supported the Directors recommendation for Power DMS for managing policies and procedures.

Nelson called for Old Business:
Upcoming KenCom Events/Training – Bergeron gave a report of Personnel as follows: Four new dispatchers continue training. A supervisor tendered her resignation from KenCom on September 29, 2015. Two supervisor positions are currently open. Internal supervisor positions have been posted with a deadline of Sunday, October 11th, 2015. Training as follows: Staff continues online Anti-Harassment Training and approximately 80% have completed training. Annual review of policy and procedures continues to be circulated to all staff. The Director and Assistant Director will be
attending the annual IPSTA Conference in Springfield November 1st-4th. Staff has started conducting mandatory in-house training. Seventy-five percent of all staff has gone through Everbridge training and remaining staff will be trained October 16th. November’s in-house training will be Emergency Medical Dispatch refresher course and in December will be a demonstration on mapping. Information as follows: A Quality Assurance and Quality Improvement program has been implemented by staff. To date, thirty-six QA/QI’s have been completed and a goal of twelve QA/QI’s to be completed weekly has been established. The Aladtech Software has been purchased and implementation of KenCom’s scheduling has begun. Semi-annual shift meetings have been scheduled for the end of October for all three shifts. The Director and Assistant Director attended the Southern Fox Valley EMD quarterly meeting on Monday, September 28th at Delnor Hospital. A new policy has been established allowing continued education to be created by the individual dispatch agencies. A new stroke EMD card is being developed that screens for last known well time. Discussion over future changes of tiered dispatching (BLS versus ALS ambulances) based on complaint (nature code) type. It has been requested that a member from a Kendall County fire agency become part of these quarterly meetings. Bergeron stated she mentioned during the Operations Meeting and she did not have any volunteers. Wireless surcharge revenue will not be dispersed until the State of IL has passed a budget. Bergeron stated the September statistics are in the packet for review, and the wireless 9-1-1 represent 78% of calls received.

KenCom/Kane County Agreement – Witek stated the Executive Board gave him the authorization to sign the agreement once the Village of Montgomery had the money that was agreed on between them and the Kane County ETSB Board.

KenCom Backup Agreement – Nelson stated himself and Bergeron had a meeting with Naperville, and they have in principle agreed to be KenCom’s backup. Nelson stated Bergeron prepared the paperwork and it is subject to Naperville’s attorney review.

County Insurance – Witek stated the County purchases workman’s comp insurance from a pool, and it is not a State of Illinois rate. The current insurance for the County carrier (Wine Sergi Insurance) quoted KenCom’s workman’s comp insurance at a zero deductible and the rate was $.61 for a clerical person. The rate KenCom currently has with an independent company (Corkill Insurance) for a zero deductible is about $.14 for a clerical person. Witek stated in the past he had been told that KenCom cannot break away from the County’s workman’s comp by itself and it was confirmed by the representatives from Wine Sergi Insurance that that is false. Witek stated he has reservations about the amount of time it took to get a response (Bergeron sent approx 3-4 emails in a three month period to the County). Witek stated KenCom is grateful for the County’s clerical work they do running KenCom, and somewhere between the County and the Insurance Company (Wine Surgi), there is a break of communication with a significant time lag and what appeared to be a reluctance to release the information. KenCom carried two policies this last year because they needed a zero deductible and at the time were told they could not opt out of the Workman’s Comp insurance with the County. Bergeron stated her request to Wine Sergi Insurance was to break out KenCom for a price quote for Workman’s Comp Insurance at a zero deductible. Bergeron stated it was verbally stated they could separate the Workman’s Comp, and it was agreed out of caution to send an email to the representatives from Wine Sergi to verify it can be separated. Witek made a motion for the Director to contact Wine Sergi and verify the cancellation of the Workman’s Compensation Insurance does not impact the remaining insurances for KenCom (Liability, Property Casualty, Healthcare) and if not authorize the Director to renew with the current company (Corkill Insurance) and cancel the Workman’s Comp only with the County’s insurance (Wine Surgi), seconded by Koster. Discussion ensued. All members present voting aye. Motion carried.

Destruction of Open Meeting Recordings – No report

Zip Code Intergovernmental Agreement Will, Kane, and Kendall Counties – Bergeron stated she received a new agreement from Kane County in reference to changing the agreement on the Will County side only. Bergeron verified the agreement does not change KenCom’s amount. Koster made a motion for the Executive Chair (Greg Witek) to sign the new agreement for Kane County, seconded by Goehst. All members present voting aye. Motion carried.

FY 2016 Budget Discussion – Bergeron reviewed the current draft 2015/2016 Surcharge Budget. Discussion ensued. Witek made a motion to move the draft 2015/2016 Surcharge Budget to the Executive Board, seconded by Koster. All members present voting aye. Motion carried. Bergeron reviewed the current draft 2015/2016 draft Operations Budget.
Lengthy discussion ensued. Witek made a motion to move the draft 2015-2016 Operations Budget to the Executive Board, seconded by Koster. All members present voting aye.

IT Support Contract – Bergeron and Witek have negotiated new items into the proposal with the Isidore Group for unlimited IT support at $4,000 per month. Witek reviewed the new items added. Isidore agreed to send a monthly report to KenCom to review the work being done. After discussion there was a consensus from the board to have the Director (Bergeron) sign the final contract with the Isidore Group with the emails attached to the contract with the new items, not to exceed $4,000 monthly. Gilmour asked why it doesn’t have to go out to bid. L. Nelson stated both of KenCom’s attorneys (Margi Swanson and Dallas Ingemunson) stated it does not need to go out to bid.

Any other Old Business – None

Nelson called for New Business:
Process of Closed Session Minutes – No Action

Transfer to the Capital Equipment Fund – Flanders made a motion to have the Director move $500,000 from the ETSB fund to the Equipment Fund, seconded by Koster. All members present voting aye. Motion carried.

Transfer to the Building Fund – Witek made a motion to have the Director move $100,000 from the ETSB fund to the Building Fund, seconded by Flanders. All members present voting aye. Motion carried.

Any Other New Business – None

Closed Session – No Action

Nelson stated the next Finance Committee meeting is Thursday November 12th, 2015 at 10:00 a.m. Witek made a motion to adjourn the meeting, seconded by Koster. All members present voting aye. Meeting adjourned at 11:36 a.m.

Respectively submitted

Bonnie Walters
Recording Secretary