

KenCom Finance Committee Meeting Minutes
Held May 16th, 2019
9:01 a.m.

Member	Agency	Present	Absent
Greg Witek	LRFFD	X	
Matt Prochaska	Kendall County Board Member	X	
Dwight Baird	KCSO		X
Bob Hausler	City of Plano	X	
Larry Nelson	Member At Large	X	
Jeff Burgner	Oswego PD		X

Others Present: Lynette Bergeron, KenCom Director; Jennifer Stein, Assistant Director; Bonnie Walters, Executive Assistant.

Larry Nelson called the meeting to order and requested a roll call of the membership. A roll call was taken with four of the six members present which resulted in having a quorum for voting purposes.

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

Nelson called for Public Comments – None

Nelson called for Correspondence – None

Staff Report – Bergeron gave a report as follows: Personnel as follows: One new employee started on May 6th, 2019 and is currently in Phase 1 of KenCom’s training program. KenCom will be conducting new applicant testing in the near future. Sarah Berry has been assigned the new position of Lead Trainer. Training as follows: KenCom Supervisors and Administrators attended the Everbridge training on April 16th. Pamela Hurtig, Ashley Conrad and Sarah Jenkins attended an Active Shooter Response class provided by Power Phone and hosted by Grundy County PSAP on April 23rd. KenCom Supervisors and Administrators will be attending an Active Threat Integrated Response meeting on Wednesday, May 29th in Willmington. Information as follows: The 4th annual Employee Appreciation and Service awards dinner was held Tuesday, April 16th at Kennedy Pointe Restaurant. KenCom’s Telecommunicator of the Year was Cheryl Gianfrancisco. Thank you to all the agencies and individuals that recognized TC week for our staff – Kendall County Sheriff’s Office; Kendall County Probation; Oswego Police Department; Little Rock Fox Fire District; Oswego Fire District; Mark Bunting (Kendall County Sheriff’s Office). Dianne Vaillancourt received the Kendall County Chief’s Association and the Oswego Optimist Club Telecommunicator of the Year award. Dianne was presented a plaque at the Respect for Law Banquet held on Friday, May 3rd at the Whitetail Ridge Golf Course. Stein and Bergeron met with Illinois State Police in reference to radio interoperability with ISP. A Memorandum of Understanding will need to be signed by both agencies to install patches on the radio consoles in order to patch together ISP and KenCom agencies. Stein and Bergeron attended an Interoperable Communications meeting that was held at the Aurora Police Department on April 30th to begin discussions on resources that are available when there is a large incident and agencies need to be able to communicate with each other. Stein presented information on KenCom at the Oswego Police Citizen’s Academy Class on May 1, 2019. Jaymee Goodspeed attended Camp 9-1-1 at the Newark Grade School and presented information on KenCom.

KenCom Administrators will be attending a training/demo of the new Tyler Munis software the County has purchased for account payables and receivables on Wednesday, May 15th. Jennette Welter-Fichtel attended a regional GIS meeting held at Elgin Police Department May 13th. Stein and Bergeron will be attending a newly formed Crisis Intervention Team meeting, created by the Oswego Police Department on Tuesday, May 28th. CAD Project Updates as follows: The Police User Group met on March 21st and April 11th and created a list of call types that will be considered for Officer Initiated Activity. GIS is currently working on KenCom's PSAP boundaries for submission to the State for NG911. Bi-weekly maintenance status calls with Kim Knutsen (Tyler C-SAM) and Angi Ostrom (Tyler Client Executive) are scheduled for 9am every other Tuesday. Wireless 9-1-1 statistics for the month of April 2019 represented 87% of 9-1-1 calls received.

Closed Session Meeting Minutes – None

Consent Agenda – Nelson called for approval of the consent agenda. Witek made a motion, seconded by Hausler to approve the consent agenda which includes approval of the April 2019 Treasurer's Report, and April 18th, 2019 Finance Committee Meeting Minutes. All members present voting aye. Motion carried.

Nelson called for the Standing Committee Reports:

Personnel Committee Report – Witek noted there were Employee Handbook revisions approved to match with the bargaining unit agreement.

Strategic Planning Committee Report – No Report

Operations Board Chair Report – No Report

Finance Committee Report:

Approval of Bills:

Operation Bills – Prochaska made a motion to approve the May 2019 Operation Bills in the amount of \$199,322.59, seconded by Witek. During discussion, Nelson mentioned creating a master calendar that lists everything and available for all to view. A roll call vote was taken with all four members present voting aye. Motion carried.

Surcharge Bills – Hausler made a motion to approve the May 2019 Surcharge Bills in the amount of \$6,146.91 seconded by Prochaska. Discussion. A roll call was taken with all four members present voting aye. Motion carried.

Anticipated Expenses – Bergeron reviewed the anticipated expenses as follow: 20 Net Motion licenses at a cost not to exceed \$5,781.90; Cisco switch to provide a redundant switch in the event of a failure of the two main Cisco switches for a cost not to exceed \$4,590.72. Discussion ensued on the purchasing and maintenance fees of Net Motion. Nelson asked for the current Net Motion list to be brought back to the next Finance meeting. Hausler made a motion to approve the anticipated expenses not to exceed \$10,372.62, seconded by Prochaska. Discussion. A roll call was taken with all four members present voting aye.

Nelson called for Old Business:

Somonauk Police/Somonauk Fire – Nelson stated he has informed the Mayor of Somonauk that KenCom is ready to go now that KenCom can receive ANI and ALI information from DeKalb County. There were test calls made to verify KenCom is receiving ANI and ALI for both wireline and wireless. Bergeron noted she provided the Somonauk Police Chief the updated cost for dispatching and a quote from Tyler Technologies for their MDT's. Nelson stated he spoke with Cindy Barbera-Brelle from the State and they are going to be moving the ESN, which is the geographic boundaries for the City of Sandwich and

Sandwich Fire that is in Kendall County. Currently that ESN goes to DeKalb and Geneva which requires DeKalb to maintain a database at Geneva.

Grundy County 9-1-1 Backup/Microwave Radio Expansion /Fiber Connection – No Report

Microwave Radio/Radio Reception (Montgomery) – No Report

Converting Police 5 or Police 7 – Discussion ensued on the interoperability with other agencies and Bergeron noted there have been discussions on ways to communicate with other jurisdictions. Hausler had a concern with having the capability for encryption and if that would be restricting the interoperability between agencies. Discussion ensued.

NG9-1-1 Grant Phone Upgrade – Nelson stated the contract is ready and Bergeron found a multi purchasing co-op which saved KenCom another \$10,000. The co-op is being used throughout Illinois, is on the comptrollers list and is approved by KenCom's attorney.

Any other Old Business – None

Nelson called for New Business:

Finance Committee Closed Session Audio Destruction – Prochaska made a motion to destroy the October 19th, 2017 Finance Committee closed session audio, seconded by Hausler. All members present voting aye. Motion carried.

Contract with HGACBuy and West Safety Solutions – Hausler made a motion to approve the contract with HGACBuy and West Safety Solutions for the Upgrade of the Viper Phone System for an amount not to exceed \$181,000, seconded by Prochaska. Discussion. A roll call was taken with all four members present voting aye. Motion carried.

IGA's to Cover Adoption for IPFlex – Bergeron stated they have been drafted and need to go for attorney review.

Kendall County Probations IGA for Dispatching – Nelson mentioned they need to draft an IGA for KenCom to do dispatching for Kendall County Probations for home checks.

Employee Expense Policy – Bergeron reviewed the Expense Reimbursement Policy contained in the packet. Hausler made a motion to approve the Employee Expense Reimbursement Policy, seconded by Prochaska. Discussion. All members present voting aye. Motion carried. Bergeron noted the Travel, Meals and Lodging Policy was revised with the same wording and will be going to the Operations Board for approval.

Any Other New Business – None

Closed Session – None

Action After Closed Session – None

Nelson stated the next Finance Committee meeting is Thursday June 20th, 2019 at the Public Safety Center - 9:00 a.m. Prochaska made a motion to adjourn the meeting, seconded by Hausler. All members present voting aye. Meeting adjourned at 9:59 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary