

KenCom Finance Committee Meeting Minutes
Held December 19th, 2019
9:00 a.m.

Member	Agency	Present	Absent
Greg Witek	LRFFD	X	
Matt Prochaska	Kendall County Board Member	X	
Mike Peters	KCSO	X	
Bob Hausler	City of Plano	X	
Larry Nelson	Member At Large	X	
Josh Flanders	Oswego FD	X	
James Jensen	Yorkville PD	X	

Others Present: Lynette Bergeron, KenCom Director; Jennifer Stein, 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 seven members present, which resulted in having a quorum for voting purposes.

Nelson called for a motion to approve the agenda. Prochaska made a motion to approve the agenda, seconded by Witek. During discussion, Nelson mentioned there will be closed session to discuss bonus pay. All members present voting aye. Motion carried.

Nelson called for Correspondence – None

Staff Report – Bergeron gave a Personnel Report as follows: Dianne Biggs and Chris Rodriguez began working with KenCom on November 18th, 2019 and are currently in Phase 1 of KenCom’s training program. Jaymee Goodspeed was promoted to shift supervisor on December 1st, 2019 and has been assigned to dayshift. Training as follows: Jaymee Goodspeed attended the Intrado 911 MSAG Webinar on December 10th and will take over maintenance on KenCom’s Master Street Address Guide. Lynette Bergeron, Jen Stein and Bonnie Walters attended ECATS Power Metrics training on December 5th to learn how to run reports on the new Viper Phone software. Information as follows Kendall County GIS began providing temporary GIS support for KenCom on December 1st, 2019 until the IGA is finalized. Project Updates as follows: New World release 2019.1 was installed on the test environment on 9/27/19. Users should conduct testing on the system before the production upgrade is done on 1/21/20. KenCom has reserved the EOC on Monday January 6th 2019 from 8am-4pm for testing of all systems of 2019.1. Windows updates were installed on the test environment on December 5th which lasted approximately 4 hours. Windows updates for the productions environment are scheduled for Tuesday, January 7th, 2020 beginning at midnight. The test MSP server will be down for approximately 90 minutes on Friday, December 20th beginning at 12pm for an address reverification. County IT will be upgrading KenCom’s firewall on Wednesday January 8th, 2020 at 9 am. County IT will be making changes to a server rack and switch that will be used for connectivity to our back-up center at Grundy County on Tuesday, January 14th, 2020. The next Tyler checkpoint call with CSAM, Kim Knuutsen, is scheduled for January 9th, 2020 at 9:30 am. KenCom is working through billing issues with Tyler. Any bills received directly by an agency from Tyler should be turned over to KenCom (do not pay) if it is for equipment procured by KenCom on behalf of the agency. KenCom went live on the Viper phone system on Wednesday,

November 20th, 2019. Downtime was estimated at four hours but lasted approximately nine hours during which time KenCom successfully operated out of the Bristol Kendall back-up center. All go live issues have been resolved. A huge thank you to the dispatchers who held over into the next shift to assist and to those who assisted at the primary center exhaustively testing the new system. Wireless 9-1-1 statistics for the month of November 2019 represented 85% of calls received.

Closed Session Meeting Minutes – None

Consent Agenda – Nelson called for approval of the consent agenda. Hausler made a motion, seconded by Jensen to approve the consent agenda, which includes approval of the November 2019 Treasurer’s Report, and the November 21st, 2019 Finance Committee Meeting Minutes. All members present voting aye. Motion carried.

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

Strategic Planning Committee Report – No Report.

Operations Board Chair Report – Flanders stated there were updated policies and a new Court Services policy approved.

Finance Committee Report:

Approval of Bills:

Operation Bills – Hausler made a motion to approve the December 2019 Operation Bills, in the amount of, \$249,618.46, seconded by Peters. Discussion. A roll call vote was taken with all seven members present voting aye. Motion carried.

Surcharge Bills – Hausler made a motion to approve the December 2019 Surcharge Bills, in the amount of, \$2,243.65, seconded by Witek. Discussion. A roll call was taken with all seven members present voting aye. Motion carried.

Anticipated Expenses – None

Nelson called for Old Business:
Somonauk Police/Fire – No Report

Grundy County 9-1-1 Backup/Microwave Radio Expansion /Fiber Connection – Nelson stated it is in the process and waiting on a few pieces of equipment and tower climbers.

Microwave Radio/Radio Reception (Montgomery) – No Report

Upgrading Police 5 and/or Police 7 – Bergeron stated they have all the equipment in except for the dishes. A Beep is in the process of staging, programming and installing the equipment they have. A go live date is looking to be mid to the end of February.

NG9-1-1 Grant Phone Upgrade – Bergeron stated they are live on the new system and other than a few bug’s it is going well.

NG9-1-1 Grant Phone Update – Bergeron stated that is complete and just received the final bill and will be submitted to the state for reimbursement.

IPFlex – Bergeron stated there are some additional options to avoid the additional monthly charge that AT&T came back with, which was reported last month. Bergeron verified that Grundy and Kendall can chose different options and will start moving forward after the New Year.

Any other Old Business – None

Nelson called for New Business:

Finance Committee Closed Session Audio Destruction – None

Technology Support Services IGA – Bergeron stated KenCom’s attorney and the Kendall County Board have approved the Technology Support Services IGA. Jensen made a motion to approve the Technology Support Services IGA, seconded by Prochaska. Discussion. A roll call was taken with all seven members present voting aye. Motion carried. Bergeron noted that County IT has done a great job and were heavily involved with the large projects and are great to work with.

Geographic Information Systems Services IGA – Defer to January’s meeting.

Administrative, Treasury and Employee Benefits Administration Services IGA – Jensen made a motion to approve the Administrative, Treasury and Employee Benefits Administration Services IGA, seconded by Prochaska. Discussion. All members present voting aye. Motion carried.

Lodging Per Diem for Tyler Conference – Bergeron stated the Tyler Conference in April is In Orlando Florida. KenCom has a policy that states if the lodging is over GSA pricing it needs to be approved by the board. The GSA pricing was \$129/night and the lowest they could find is \$258/night. Jensen made a motion to approve \$258 plus tax for lodging at the Tyler Conference, seconded by Hausler. Discussion. A roll call was taken with all seven members present voting aye. Motion carried.

Montgomery Police Department’s Data Migration Invoice – Nelson stated that Montgomery Police asked KenCom to do a data migration for them with Tyler Technologies. KenCom paid Tyler once the data migration was complete and confirmed by Montgomery it was complete and they were satisfied. KenCom billed Montgomery for the data migration and travel expenses once Tyler was paid. The first time Tyler came out KenCom paid for the travel expenses because it was outside of the contract and was authorized by KenCom. The second time Tyler came back out it was authorized by Montgomery which resulted in KenCom billing Montgomery for that travel expense. Montgomery is currently refusing to pay the travel expenses and the entire invoice for both the data migration and travel expense is still outstanding. After discussion, Bergeron is going to send an email out to all the agencies informing them if they incur individual charges it is the responsibility of the individual agency to pay.

Any Other Business – None

Closed Session – Prochaska made a motion to move into closed session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Section 2.06 5 ILCS 120/2(c)(1), seconded by Hausler. A roll call vote was taken with all seven members voting aye. Motion carried. Closed session began at 9:29 a.m. Lynette Bergeron, Jennifer Stein and Bonnie Walters left for closed session

Open session resumes at 9:37 am. The same members are present as before closed session.

Action After Closed Session – Witek made a motion to pay out a bonus of \$1,000 to Lynette Bergeron and \$860 to Jen Stein for the completion of the Frontier Ani/AlI project, seconded by Jensen. Discussion. A roll call was taken with all seven members present voting aye. Motion carried. Jensen made a motion to pay out a bonus of \$2,000 to Lynette Bergeron and \$1,720 to Jen Stein for the installation and completion of the Viper Phone System project, seconded by Witek. A roll call was taken with all seven members present voting aye. Motion carried.

Nelson stated the next Finance Committee meeting is Thursday January 16th, 2019 at the Public Safety Center - 9:00 a.m. Hausler made a motion to adjourn the meeting, seconded by Witek. All members present voting aye. Meeting adjourned at 9:38 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary