

KenCom Finance Committee Meeting Minutes
Held April 18th, 2019
9:02 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 (9:04)	

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 all six members present which resulted in having a quorum for voting purposes.

Nelson called for a motion to approve the agenda. Hausler 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 – Bergeron received a letter from Matthew McGill stating he will be coming out and doing an insurance appraisal for ICRMT, who holds KenCom’s liability insurance and is scheduled for Monday, April 22nd.

Staff Report – Bergeron gave a report as follows: Kendall County IT will be bringing down the Tyler/New World servers for a Windows update on Tuesday, April 30th starting at 3 am for no longer than two hours. No Tyler products will be accessible during that time frame. Discussion ensued about the concern in bringing down the entire system and Witek noted this is unacceptable and wants zero down time. After discussion, staff will go back to Tyler and Kendall County IT to schedule a meeting for an alternative to do the Windows update with zero downtime. KenCom is currently down one dispatcher position. A contingent offer of employment has been made to two applicants and one accepted and one declined, with an approximate start date of May 6th. Heather Gutierrez has been assigned the position of Assistant LEADS Coordinator. Staff will be interviewing for the LEAD Trainer position that was added to the Union Contract. Training as follows: Jen Stein attended the Tyler Conference April 7th-10th in Dallas, TX. KenCom Supervisors and Administrators attended the Everbridge training on April 16th at the Plano Police Department. 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. Information as follows: Reminder to make sure that you complete the Economic Interest Statements, they are due back to the County Clerk’s Office no later than May 1, 2019. Frontier 9-1-1 call transfers from DeKalb County PSAP’s are now delivering ANI and ALI data. The Montgomery tower diesel generator was ran under full load for 24 hours on March 28th with no issues. Lynette Bergeron attended a meeting with Grundy County and met with our new Sr. Account Executive for West Safety Services on April 9th. Discussions continued on the progress of the Viper Phone System upgrade. 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. Discussion ensued. All GIS work for the new CAD is completed and should reflect the most current information available. Jennette Welter-Fichtel and Jonathan Oelschlagel continue to work on improvements and fixes as they are reported. They are currently coordinating with surrounding counties to obtain and load aerials. A zip code layer will be installed in the near future which will help with issues occurring in the Records Management Systems. KenCom has been transferred from the project phase to the maintenance phase for the Tyler project. Bi-weekly status calls with Kim Knutsen (C-SAM) and Angi Ostrom (Client Executive) are scheduled for 9 am on Tuesdays beginning April 23rd. Wireless 9-1-1 statistics for the month of March 2019 represented 88% of 9-1-1 calls received.

Jeff Burgner joined the meeting at 9:04 a.m. during the staff report discussion.

Closed Session Meeting Minutes – None

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

Nelson called for the Standing Committee Reports:

Personnel Committee Report – Stein gave an update as follows: The perpetual plaque was discussed; Hiring an additional dispatcher to get the plus one back; Revising the reimbursement policy.

Strategic Planning Committee Report – No Report

Operations Board Chair Report – Stein stated they approved the Criminal Sexual Assault Policy. Bergeron stated at the Everbridge training they were shown how citizens can opt in and the items they can select. A concern they noticed is that it gives the citizens the ability to check if they have any type of special needs (wheel chair, speech impediment, mobility issues, etc), but currently no one is extracting that information and doing anything with it. Bergeron continued that they ran a report and there are 73 unique records that currently exist in Everbridge, that have some type of special needs attached. Bergeron stated they turned that feature off and ran a report. They are putting that information into their CAD alert notes and are drafting a letter that will come back to the Operations Board to notify the list of people from the report. They will give them ninety days to return if they would still like that information included. It was discussed when the press release for Everbridge goes out to make a note on it about KenCom’s Premise Alert program for any special needs from citizens.

Finance Committee Report:

Approval of Bills:

Operation Bills – Prochaska made a motion to approve the April 2019 Operation Bills in the amount of \$212,001.51, seconded by Hausler. Discussion. A roll call vote was taken with all six members present voting aye. Motion carried.

Surcharge Bills – Hausler made a motion to approve the April 2019 Surcharge Bills in the amount of \$101,604.45 seconded by Burgner. During discussion Bergeron noted there will be some changes on the Aurora zip code area that is in Kendall County and will be setting up a time to meet with Aurora. A roll call was taken with all six members present voting aye. Motion carried.

Anticipated Expenses – None

Nelson called for Old Business:

Somonauk Police/Somonauk Fire – Nelson stated KenCom now has the functionality on 9-1-1 calls in DeKalb County and receives full ANI and ALI information. Now that this has been completed Nelson has gone back to the Village of Somonauk because KenCom has a signed contract for dispatching services with them, which needs to be reviewed, and will continue working on the next steps. Discussion ensued.

Grundy County 9-1-1 Backup/Microwave Radio Expansion /Fiber Connection – Nelson stated the microwave will be a split between Grundy County and KenCom and are currently working on an Intergovernmental agreement. There is already an Intergovernmental agreement in place to be each other's backup and it will flow with the completion of the upgrade to the viber phone system. Discussion ensued.

Microwave Radio/Radio Reception (Montgomery) – No Report

Converting Police 5 or Police 7 – Bergeron stated they are waiting on the full proposal from A Beep.

NG9-1-1 Grant Phone Upgrade – Bergeron stated they met with Grundy County and are moving forward. West and AT&T have a four-month lead time once the contract is signed.

Any other Old Business – None

Nelson called for New Business:

Non Union Personnel Wage Increase – Baird made a motion to approve a 2.75% wage increase for all non-union personnel, seconded by Hausler. Discussion. A roll call was taken with all six members present voting aye. Motion carried.

IGA's to Cover Adoption for IPFlex – No Report

Closed Session Semi Annual Review – Witek made a motion for the Finance Committee closed session meeting minutes to remain closed, seconded by Hausler. All members present voting aye. Motion carried.

Any Other New Business – None

Closed Session – None

Action After Closed Session – None

Nelson stated the next Finance Committee meeting is Thursday May 16th, 2019 at the Public Safety Center - 9:00 a.m. Hausler made a motion to adjourn the meeting, seconded by Prochaska. All members present voting aye. Meeting adjourned at 10:00 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary