

KenCom Finance Committee Meeting Minutes
Held September 21st, 2023
9:00 a.m.
Kendall County Public Safety Center
1102 Cornell Lane, Yorkville
Emergency Operations Center

Member	Agency	Present	Absent
Greg Witek	LRFFD		X
Brian DeBolt	Kendall County Board Member	X	
Dwight Baird	KCSO	X	
Zoila Gomez	City of Plano		X
Larry Nelson	Member At Large	X	
Josh Flanders	Oswego Fire	X	
James Jensen	Yorkville PD		X

Others present: Lynette Bergeron, KenCom Director; Pamela Hurtig, Assistant Director of Administration; Gina Belmont, Assistant Director of Operations; Bonnie Walters, KenCom 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 seven members present, which resulted in having a quorum for voting purposes.

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

Public Comment – None

Nelson called for Correspondence – Bergeron stated at last month’s Operations Board meeting, it was decided to send out an email for donations for Tim Fairfield’s family to cater food and gave the family the remainder of the funds. When Flanders and Bergeron took Tim a plaque to present for his years on the Operations Board, Tim and his wife, Robin, asked Bergeron to thank the Operations Board for the meal and donation they sent for his family.

Staff Report: – Bergeron gave a Personnel Report as follows: KenCom is currently down four positions. KenCom has completed typing tests, speed interviews, and full interviews with six applicants. We will be offering conditional offers of employment in the near future. They will begin immediately a new hiring process. Training as follows: In-house September training will focus on Frontline for QA/QI. Bergeron, Hurtig, Belmont, Votava, and Goodspeed will attend the APCO Fall Training seminar on September 22nd, focusing on customer service and TC mental health. Project updates as follows: PowerPhone is currently programming the new dispatch computers for the new software. The Frontline Software has been built out for QA/QI, and dispatcher training has begun. Dual Toshiba UPS replacements have been ordered. Misc. Information as follows: Alert Activation fire portable radios update. For all but three fire departments dates have been requested from fire agencies to have their portable radios reprogrammed. They had a state 9-1-1 advisory board meeting on Monday and there was a discussion on administrative rule changes, which is KenCom’s guideline for following the statute. Bergeron reviewed the changes. The one that could affect KenCom is 1326, which is Financials, Audits, Grants disbursements, and billing. They have hired a company to do a study to see how the 9-1-1 surcharge funds are disbursed. Annually we do an AFR financials to the State which lays out how we spend our surcharge money, how much we have and our future goals. The State is going to start looking at the AFR submitted to decide on how they are going to do their new funding model. The state of Illinois is also wrapping up Telecommunicator and Telecommunicator Supervisor training and certification through the State of Illinois. The State is following the National 9-1-1 minimal training standards and every Telecommunicator in the State of Illinois will have to be certified. Discussion ensued. Text to 9-1-1 totals for the month of August were 11.

Closed Session Minutes but do not release – None

Consent Agenda – Nelson called for approval of the consent agenda. DeBolt made a motion, seconded by Baird to approve the consent agenda, which includes approval of the August 2023 Treasurer’s Reports for the Surcharge and Operating Funds and the August 17th, 2023 Finance Committee 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 Report – No Report

Finance Committee Report:

Approval of Bills:

Operation Bills – DeBolt made a motion to approve the September 2023 Operation Bills, in the amount of, \$265,474.40, seconded by Baird. Discussion. A roll call vote was taken with all four members present voting aye. Motion carried.

Surcharge Bills – DeBolt made a motion to approve the September 2023 Surcharge Bills, in the amount of, \$413,923.45, seconded by Baird. During the discussion, Baird asked if we could track all CDs and interest separately. A roll call was taken with all four members present voting aye. Motion carried.

Anticipated Expenses – None

Nelson called for Old Business:

Discussion of UHF Frequency for Oswego Township Road District – No Report.

Discussion of UHF for Kendall County Forest Preserve – No Report.

Second Tower – Public Safety Center – No Report.

211 Update – No Report.

Investment for ETSB Funds – Discussed during Surcharge Bills discussion.

Everbridge Resident Connection – Hurtig spoke to Roger and KenCom could use IPAWS, the emergency alert messages. Hurtig stated it is already in Everbridge in dispatch and would just need the code from Kendall County to send it. Hurtig has additional questions and research to do. Roger tests it monthly and renews it every three years. Hurtig stated you draw a polygon for the area you want notified and it will send out to all the cell phones in that area. There will need to be changes to the Everbridge Policy and training will need to be done. There is an IPAWS webinar that Hurtig signed up for to get more information. Discussion ensued.

UPS Update – Nelson stated they have signed the contract and ordered the UPS that will be delivered to the Riggers on October 10th. Once they receive everything they will bring it all together and move into the proper place. They signed a contract with an electrician to do the installation. Bergeron stated three contracts were signed, shipping and moving of the UPS downstairs, the Electrician, and the UPS systems themselves.

Any other Old Business – None

Nelson called for New Business:

Finance Committee Closed Session Audio Destruction – None

FY 2024 Operations Budget – Bergeron reviewed the Fiscal Year 2024 Operations Budget. Lengthy Discussion ensued. Bergeron stated they are looking to add the third supervisor back in this budget season, which they have been down since 2019 when Hurtig became the Operations Manager. Bergeron would also like to increase the Administrative Assistant's hours to 29 due to the increase in FOIAs. There was a discussion about increasing the interest line item with the account

earning more interest. Nelson believes increasing it to \$40,000 from \$10,000 would be a safe number. Baird asked for the draft budgets to be emailed after the meeting for review.

FY 2024 Surcharge Budget – Bergeron reviewed the Fiscal Year 2024 Surcharge Budget. During discussion, it was decided to increase the interest line item to \$350,000 with the new investment model of Surcharge Funds.

Other Business – None.

Closed Session – None

Action after Closed Session – None

Nelson stated the next Finance Committee meeting is Thursday, October 19th, 2022 at 9:00 a.m. at the Kendall County Public Safety Building, Lower Level Emergency Operations Center. Bastin made a motion to adjourn the meeting, seconded by Witek. All members present voting aye. Motion carried. The meeting adjourned at 10:24 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary