

KenCom Personnel Committee Meeting Minutes
Audio Conference Meeting
Held, April 16th, 2020
8:00 a.m.

Member	Agency	Present	Absent
Larry Nelson	Member At Large	X	
Greg Witek	Little Rock Fox Fire District	X	
Josh Flanders	Oswego Fire District	X	
James Jensen	Oswego Police Department	X	
Mike Hitzemann	Bristol Kendall Fire District		X

Others present on conference call: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director; Bonnie Walters, Executive Assistant.

James Jensen called the meeting to order and requested a roll call of the membership. A roll call was taken with four of the five members present creating the necessary quorum for voting purposes.

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

Public Comments: None

Correspondence: None

Approval of Closed Session Minutes – None

Consent Agenda – Jensen asked for a motion to approve the Consent Agenda. Witek made the motion, seconded by Flanders, to approve the Consent Agenda as follows: Approval of the September 19th, 2019 Personnel Committee Minutes. All members present voting aye. Motion carried.

Jensen called for Old Business:

Review of Employee Handbook – None

Employment Application – Stein gave an update in regards to the date of birth on KenCom’s application. She reached out to Marji, KenCom’s Personnel attorney, and the email correspondence stated as long as KenCom is not using the date of birth to screen for age; it is not a problem to have on the application.

Other Old Business – None

Nelson called for New Business:

Staffing Updates – Bergeron stated they were given notice that they will have one employee going on intermittent FMLA. The employee currently on FMLA hopes to be back within the next couple of weeks. During discussion, Nelson noted to document any illnesses or employees missing work due to COVID-19 purposes. Bergeron stated staff is documenting all COVID-19 expenses to submit to the state and she has registered on the FEMA grant portal to submit once they are able. Bergeron mentioned Chicago Fire and Restoration reached out to the center and is willing to come and clean/sanitize both centers free of charge. Flanders stated they had just done all four of their stations and were happy with the results. Discussion ensued.

Staffing Concerns – None

Hiring Update – Bergeron stated they will begin advertising for two vacant telecommunicator positions in the near future and working through applications. They will not be able to test until the governor lifts the stay at home order. After

discussion, staff gave a date of May 1st to get advertisement started. All applications must be submitted electronically; no in-person applications will be accepted.

Union Issues, Concerns – Bergeron mentioned they currently have the backup and main center staffed. Once the employees were assigned to a center, the employees are not allowed to cross. The main center is handling all the call taking which made them have to implement a minimum staffing level to keep up with call volume. Discussion ensued.

Moving Forward from COVID-19 – Jensen asked if staff has started to think about moving forward and what they would like to continue doing. Bergeron stated due to KenCom having such a small staff they are waiting to see when the peak hits and when they start coming down but have started discussions. KenCom has the ability to staff two locations (which is working well) and keep employees apart, and plan to remain more cautious for now. There was discussion on ways to reduce paperwork long term coming into the center and making as much as possible electronic.

Closed Session Audio Destruction – Nelson made a motion to approve closed session audio destruction from January 18, 2018 and July 19, 2018, seconded by Witek. All members present voting aye. Motion carried.

2020 Personnel Committee Meeting Calendar – Nelson made a motion to approve the 2020 Personnel Committee meeting calendar, seconded by Witek. Discussion. All members present voting aye. Motion carried.

Semi Annual Closed Session Review – Moved to the next in person meeting.

Other Business from the Floor

Closed Session – None

Jensen stated the next Personnel Committee is Thursday, May 21st, 2020 at 8:00 a.m. Nelson made a motion to adjourn the meeting, seconded by Witek. All members present voted aye. Meeting adjourned at 8:48 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary