

KenCom Personnel Committee Meeting Minutes
Zoom Conference Call
Held, July 16th, 2020
8:03 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(Zoom)	
James Jensen	Oswego Police Department	X(Zoom)	
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 joined the meeting via zoom conference call.

Jensen called for a motion to approve the agenda as submitted. Witek made the motion, seconded by Nelson. 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. Nelson made the motion, seconded by Witek, to approve the Consent Agenda as follows: Approval of the April 16th, 2020 Personnel Committee Minutes. All members present voting aye. Motion carried.

Jensen called for Old Business:

Review of Employee Handbook – None

Hiring Update – Bergeron stated Stein has almost completed the online test that applicants can complete on the web.

Moving Forward from COVID-19 – Bergeron mentioned all KenCom employees are back at the main center and happy to be back.

Other Old Business – None

Nelson called for New Business:

Establishment of Lead Supervisor Position – Bergeron stated she would like to take one of the supervisor’s off the dispatch floor and make them a Lead Supervisor. She reviewed her proposal of the job responsibilities to reclassify the supervisor, which will be a salaried position from 8-4 Monday-Friday and available to supervise day shift as needed. The other two supervisors will report directly to the Lead Supervisor and remain working a dispatch position. There is an additional salary in the budget for the vacant Quality Assurance Position, which will be the job responsibility of the Lead Supervisor. Reclassifying this position would not affect the current budget. During discussion, Bergeron mentioned this addresses an immediate need without negatively affecting the agencies financially. Bergeron stated KenCom is growing and moving forward and in the future will need to plan operationally to pull the supervisors off the floor to supervise, which would require adding staff. Flanders made a motion to move forward to the Finance Committee to reclassify a supervisor position to a Lead Supervisor position, seconded by Witek. A roll call was taken with all four members present voting aye. Motion carried.

Staffing Updates – None

Staffing Concerns – None

Union Issues, Concerns – None

Closed Session Audio Destruction – None

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

Other Business from the Floor – Bergeron mentioned one of KenCom’s Supervisors, Jaymee Goodspeed, has created a group called KenCom Cares. This group acknowledges birthdays, employment anniversaries, holiday celebrations, Fire/EMS/Police week recognition, potlucks, shout outs and much more to bring the employees together.

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 Flanders. All members present voted aye. Meeting adjourned at 8:37 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary