

**KenCom Personnel Committee Meeting Minutes**  
**Held, September 17<sup>th</sup>, 2020**  
**8:00 a.m.**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
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: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director; Bonnie Walters, Executive Assistant; Pamela Hurtig, Operations Manager.

Larry Nelson called the meeting to order and requested a roll call of the membership. A roll call was taken with three of the five members present creating the necessary quorum for voting purposes. Nelson noted that James Jensen had a conflicting meeting so unable to attend.

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

Public Comments: None

Correspondence: Bergeron stated she received an email from a secretary at Circle Center Grade School thanking dispatcher Beverly Harmes in regards to a 9-1-1 call she took for being professional and handling the call well.

Approval of Closed Session Minutes – None

Consent Agenda – Nelson 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 July 16<sup>th</sup>, 2020 Personnel Committee Minutes. All members present voting aye. Motion carried.

Nelson called for Old Business:

Review of Employee Handbook – None

Hiring Update – Bergeron stated they have hired three good candidates that start on September 22<sup>nd</sup>, which brings KenCom up to full staffing. Stein gave an overview of the new employees. Stein mentioned they came up with a modified training program for the new hires, due to the staff shortage in dispatch to get bodies on the floor sooner. Stein reviewed the training program.

Moving Forward from COVID-19 – Bergeron and Stein discussed the ongoing challenges they are having getting employees in for COVID testing and the different criteria for testing. Discussion ensued on what other agencies are doing and what to do moving forward. After discussion, it was decided to begin doing temperature checks for all employees at the beginning of their shift with an initial and date.

Other Old Business – None

Nelson called for New Business:

Staffing Updates – See Hiring Update

Staffing Concerns – See Hiring Update

Union Issues, Concerns – None

2021 Personnel Committee Calendar – Witek made a motion to approve the 2021 Personnel Committee Calendar, seconded by Flanders. Discussion. All members present voting aye. Motion carried.

2021 Holiday Schedule – Witek made a motion to approve the 2021 Holiday Schedule, seconded by Flanders. Discussion. All members present voting aye. Motion carried.

Closed Session Audio Destruction – None

Semi Annual Closed Session Review – None

Other Business from the Floor – None

Closed Session – None

Nelson stated the next Personnel Committee is Thursday, October 15<sup>th</sup>, 2020 at 8:00 a.m. Witek made a motion to adjourn the meeting, seconded by Flanders. All members present voted aye. Meeting adjourned at 8:35 a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary