

**KenCom Personnel Committee Meeting Minutes
Held, February 18th, 2021
8:00 a.m.**

Via Zoom Conference Call

Member	Agency	Present	Absent
Larry Nelson	Member At Large	X (8:01)	
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.

Jensen 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.

Jensen called for a motion to approve the agenda as submitted. Witek made the motion, seconded by Flanders. Discussion. A roll call was taken with all three members present voting aye. Motion carried.

Public Comments: None

Correspondence: None.

Larry Nelson joined the meeting at 8:01 a.m.

Greg Witek left the meeting at 8:02 a.m.

Approval of Closed Session Minutes – None

Consent Agenda – Nelson asked for a motion to approve the Consent Agenda. Flanders made the motion, seconded by Nelson, to approve the Consent Agenda as follows: Approval of the September 17th, 2020 Personnel Committee Minutes. A roll call was taken all three members present voting aye. Motion carried.

Jensen called for Old Business:

Review of Employee Handbook – None

Other Old Business – None

Jensen called for New Business:

Staffing Updates – Bergeron stated KenCom is down one Telecommunicator and five employees in training. At this point will not begin advertising for the hiring process. The employees currently in training are being released in phases, phase 1 call takers, phase 2 fire dispatch, phase 3 police dispatch. Currently two have been released as call takers and fire dispatch and a third as a call taker.

Greg Witek rejoined the meeting at 8:05 a.m.

James Jensen left the meeting at 8:07 a.m.

James Jensen rejoined the meeting at 8:12 a.m.

Josh Flanders left the meeting at 8:27 a.m.

Staffing Concerns – Stein reviewed different options in regards to a policy covering shift change. Stein did research what other dispatch agencies around KenCom do and most do it the same way as KenCom is currently doing. Lengthy Discussion ensued.

KenCom Hierarchy – Stein reviewed the updated hierarchy for KenCom.

Semi Annual Closed Session Review – Flanders made a motion to keep the closed session meeting minutes closed, seconded by Nelson. A roll call was taken with all three members present voting aye. Motion carried.

Closed Session Audio Destruction – Nelson made a motion to destroy the October 18th, 2018 Executive Board closed session audio, seconded by Witek. A roll call was taken with all three members present voting aye. Motion carried.

Other Business from the Floor – None

Closed Session – None

Jensen stated the next Personnel Committee is Thursday, March 18th, 2020 at 8:00 a.m. Witek made a motion to adjourn the meeting, seconded by Nelson. All members present voted aye. Meeting adjourned at 8:54 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary