KenCom Personnel Committee Meeting Minutes  
Held, February 18, 2016  
8:35 a.m.

<table>
<thead>
<tr>
<th>Member</th>
<th>Agency</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Larry Nelson</td>
<td>Member At Large</td>
<td>X</td>
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<tr>
<td>Greg Witek</td>
<td>Little Rock Fox Fire District</td>
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<td>X</td>
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<td>Josh Flanders</td>
<td>Oswego Fire District</td>
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<td>X</td>
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<td>James Jensen</td>
<td>Oswego Police Department</td>
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<td>X</td>
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<tr>
<td>Mike Hitzemann</td>
<td>Bristol Kendall Fire District</td>
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<td>X</td>
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Others Present:  Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director; Sheila Roberts, KenCom Administrative Assistance.

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. Witek made the motion, seconded by Nelson. All members present voting aye. Motion carried.

Public Comments: None

Correspondence: – Bergeron mentioned Neely Zuhn’s email regarding the fire that was handled by Little Rock-Fox Fire and how everyone worked well together managing the incident that went to a MABAS box. The dispatch center was busy handling other calls as well during the time of the fire. Discussion continued in regards to the handling of the incident.

Consent Agenda – Nelson made a motion, seconded by Witek, to approve the Consent Agenda as follows: Approval of the January 21st, 2016 Personnel Committee Minutes. Noted, that there were no changes in the minutes.

Report of Staff/Training – Bergeron gave a report of Personnel as follows: The two employees released from training are doing extremely well and she is very happy with their progress. Two out of four successfully made it through the training program. KenCom is in the process of hiring three new dispatchers. Two have previous dispatch experience and one is a very good candidate. Bergeron also mentioned that we are starting to see experienced dispatchers applying for positions. Discussion ensued in regards to hiring a floater position for vacation coverage, FMLA coverage, and to reduce overtime. The shift would be bid on during the shift bid process. The board will consider looking into this and the impact it would have on the budget in the future. Discussion continued. Bergeron spoke, again, in regards to the new people currently in the hiring process. Orientation and testing is done. We will be able to offer positions once the background checks and medical exams are done.

Training- March in-house training will be a presentation about fire special teams, ILEAS and a demonstration in the use of fire extinguishers, given by the Oswego Fire District. With the new 911 law, dispatchers have to be trained annually on the use of fire extinguishers. Discussion ensued regarding the type of fire extinguishers we currently have. It was suggested that Halon extinguishers would be best to prevent damage to the equipment in KenCom if used. Several KenCom staff members will be attending the ALICE training at the Oswego Village Hall on March 21st, or March 22nd. Discussion ensued in regards to the safety of the center. It was suggested we look into the possibility of keeping the access doors to KenCom secured during public meetings provided attendees have a way to request access. Wendy Buri and Levi Gotte will be going to the MABAS Conference next week. Bergeron and Stein will be attending the IPELRA Public Sector Employment Law Seminar on March 4th. Quarterly shift meetings were held last Tuesday and they went well. Oswego Call box were removed February 3rd. The only callboxes left are Platteville, Lisbon and Newark. KenCom’s Challenge coins have been ordered and will arrive at the end of the February. 911 wireless calls remain steady at 74%.
Nelson opened a discussion on calling NENA to inquire about the removal of the call boxes. Nelson asked Bergeron to contact AT&T to find out what happens if the central offices are isolated and a 911 call is received. Nelson asked if there is any indication to the caller or a recording when a 9-1-1 call is placed. Jensen is wondering what other agencies are doing in regards to the removal of the callboxes.

Jensen called for Old Business:
Employee Review Process – Bergeron asked for advice and guidance on where to begin. Jensen stated we start with a 360 review process for management then proceed to supervisors and line level staff. Jensen also suggested finding an evaluation model. Nelson stated to reach out to other centers to see what they do then modify it to fit KenCom’s needs. Jensen mentioned that with a 360 review everyone will review each other. This may help determine the direction KenCom needs to go.

Employee Engagement Survey – Bergeron mentioned the survey did not have the level of participation as last year. Only 11 responses were received compared to 21 during the last survey. Hitzemann asked if it was in a decline because they figured they have done this once before, so why do it again. Bergeron mentioned that the staff was worried about the surveys being anonymous. She stated as well that shift meetings have been very useful and employees have a chance to ask questions and have their voices heard. The committee wants to see the comments from the surveys. The board would like to continue the surveys but change the questions.

KenCom Goals – Bergeron stated she and Stein have separated the goals into Organizational Goals, Director’s Goals and Assistant Director’s Goals. Jensen mentioned taking inventory and looking into the replacement and upgrading of equipment. The list needs to be put together for budgeting purposes. The committee also wants Bergeron to look into replacement of the CAD system and the radio console equipment. Bergeron will add this to the organizational goals and bring them back next month. Nelson and Jensen mentioned the sooner we have a plan to present the more time the boards will have to look at it. Bergeron will bring back more information on this to next meeting. Jensen asked if the goals that Bergeron and Stein put together can be met and are realistic. Bergeron and Stein said they can be met.

Rules and Regulation Policy- No Report

Discipline Procedures and Investigations Policy- No Report

Other Old Business – No Report

Jensen called for New Business:
Review of Employee Handbook- No Report

Other Business from the Floor – None

Closed Session – None

Jensen stated the next Personnel Committee is Thursday, March 17th, 2016 at 8:30 a.m. Nelson made a motion to adjourn the meeting, seconded by Hitzemann. All members present voted aye. Meeting adjourned at 9:27 a.m.

Respectively submitted,

Sheila Roberts
Recording Secretary