KenCom Personnel Committee Meeting Minutes  
Held, May 19th, 2016  
8:30 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>
<td>X</td>
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<tr>
<td>Josh Flanders</td>
<td>Oswego Fire District</td>
<td>X</td>
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<tr>
<td>James Jensen</td>
<td>Oswego Police Department</td>
<td>X</td>
<td></td>
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<tr>
<td>Mike Hitzemann</td>
<td>Bristol Kendall Fire District</td>
<td>X</td>
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Others Present: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director.

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

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

Public Comments: None

Correspondence: – Bergeron reported an elderly lady had called 9-1-1 very upset about an unusual incident that occurred at her home with her bird’s beak getting stuck in a toy. The bird was seventeen years old and the elderly lady was very attached and devastated. After the incident, the elderly lady stopped by KenCom and spoke to a KenCom supervisor about how compassionate Ashley Conrad (KenCom Dispatcher) was and wanted to specifically thank Ashley for her kindness and quick response to help her out. Discussion ensued.

Closed Session Minutes – Witek made a motion to approve the closed session minutes but not release from April 21st, 2016, seconded by Nelson. All members present voting aye. Motion carried.

Consent Agenda – Jensen asked for a motion to approve the Consent Agenda. Flanders made the motion, seconded by Hitzemann, to approve the Consent Agenda as follows: Approval of the April 21st, 2016 Personnel Committee Minutes.

Jensen called for Old Business:
Employee Review Process – Bergeron reviewed she is working on the Personal Improvement Plan but has not had a chance to work on it since the last meeting. Once that is completed they will be ready to launch the Employee Review Process. After discussion it was agreed to start the review process on a staggered basis (employee anniversary date) beginning with management and report back to the Personnel Committee if there are any employee concerns by management. Bergeron noted she has been working on the capital improvement project and the modification plan that has to be sent to the ICC once Aurora signs the agreement to be KenCom’s backup. The form that Bergeron is filling out to be sent to the ICC is for consolidations and modification which has been time consuming.

Discipline Procedures and Investigations Policy – Stein reviewed the policy contained in the packet. The policy has been reviewed by KenCom’s Attorney (Margi Swanson). Nelson made a motion to approve the Discipline Procedures and Investigations Policy, seconded by Witek. All members present voting aye. Motion carried.

Challenge Coin Perpetual Plaque – Stein mentioned Levi Gotte, KenCom supervisor, is working on the plaque and there is no update at this time.

Other Old Business – None
Nelson called for New Business:

Other Business from the Floor – Nelson mentioned moving the meeting time for the Personnel Committee to 8:00 a.m., unless otherwise told by the Director, if the Finance Committee can be moved to 9:00 a.m. and the board concurred. Nelson will notify the Personnel Committee once he speaks to the Finance Committee.

Bergeron reported that one of the new trainees resigned for personal reasons. Discussion ensued. Nelson noted he would like to make sure management is moving forward on replacing the employee and have a candidate ready once the current trainees are out of training. Stein will begin advertising four to six weeks before the current trainees are out.

Bergeron noted she will not be at June’s Personnel meeting. The board agreed they do not see a purpose for a June Personnel meeting at this time, but will send out the notifications prior to the meeting if cancelled.

Closed Session – None

Nelson stated the next Personnel Committee is Thursday, June 16th, 2016 at 8:30 a.m. Flanders made a motion to adjourn the meeting, seconded by Hitzemann. All members present voted aye. Meeting adjourned at 9:04 a.m.

Meeting Recorded by: Jennifer Stein

Respectively submitted,

Bonnie Walters
Recording Secretary