# KenCom Personnel Committee Meeting Minutes

**Held, December 10th, 2015**

8:30a.m.

<table>
<thead>
<tr>
<th>Member</th>
<th>Agency</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Larry Nelson</td>
<td>Member At Large</td>
<td>X</td>
<td></td>
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<tr>
<td>Greg Witek</td>
<td>Little Rock Fox Fire District</td>
<td></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>
</tr>
<tr>
<td>Mike Hitzemann</td>
<td>Bristol Kendall Fire District</td>
<td>X</td>
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Others Present: Lynette Bergeron, KenCom Acting Director; Jen Stein, KenCom Acting Assistant Director; Bonnie Walters, 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. Hitzemann made the motion, seconded by Nelson. All members present voting aye. Motion carried.

**Public Comments:** None

**Correspondence:** Bergeron mentioned that the Governor did sign the bill SB2039 which will allow the release of all the wireless 9-1-1 funding and all the 9-1-1 centers will begin receiving their funds again.

**Consent Agenda** – Hitzemann made a motion, seconded by Nelson to approve the Consent Agenda as follows: Approving the October 15th, 2015 Personnel Committee Minutes.

**Closed Session Minutes** – Jensen made a motion to approve the closed session minutes but not release from October 15th, 2015, seconded by Hitzemann. All members present voting aye. Motion carried.

**Report of Staff/Training** – Bergeron gave a report of Personnel as follows: Four new dispatchers continue training. Cheryl Mastrodomenico has been selected as the KenCom LEADS Coordinator. KenCom is currently short one dispatcher. Training as follows: December’s in-house training will be a combination of an EMD refresher and map training focusing on tips for navigation and is scheduled for December 10th. Information as follows: On December 2nd during the Oswego Village Hall meeting, Heather Gutierrez, Sarah Berry along with the Oswego Police Officer’s initially on scene, were recognized for their life saving actions on August 29th, 2015. Staff continues with Quality Assurance and Quality Improvement program. Staff has begun receiving their reviews. The Power DMS Software has been purchased and work has begun on implementation. Annual shift bids have been completed and KenCom’s 2016 schedule will take effect on January 9th, 2016. There was a staff meeting with the supervisors, an issue was brought up about officers talking amongst themselves, and are changing locations without having KenCom recognizing the location change. Bergeron asked that all officers make sure they get an acknowledgement from KenCom with any location change for the safety of the officers. During discussion, it was mentioned if it is possible to add GPS tracking to the police and fire vehicles for officer safety. Bergeron agreed to reach out to Enroute to see if it is possible and to bring it to the Operations Board for discussion. With the cancellation of alerts and going to Enroute mobile, the emergency button to push is F11. Bergeron stated the November statistics are in the packet for review, and wireless 9-1-1 represents 76% of calls received.

Jensen called for Old Business:

**Employee Review Process** – No report
Employee Engagement Survey – Bergeron mentioned track lighting has been picked out to install in KenCom. Facilities management has agreed to install the lighting. Bergeron is also looking to buy a new fax machine to sit in dispatch in a centralized location. Bergeron stated they will be doing an annual Employee Survey.

Clarification of the Authorities of the Personnel Committee – No Report

KenCom Goals – Bergeron and Stein are going to begin working on organizational goals for 2016.

KenCom Employee Merit Award Policy – Bergeron reviewed the drafted policy, and the design of the challenge coin they are working on. Discussion ensued. Bergeron and Stein will make the suggested changes and bring the policy back next month for approval.

Other Old Business – No action

Jensen called for New Business:
Personnel Committee Meeting Calendar for 2016 – Flanders made a motion to approve the Personnel Committee Meeting Calendar for 2016, seconded by Hitzemann. All members present voting aye. Motion carried.

Rules and Regulations Policy – No Report

Discipline Procedures and Investigations Policy – No Report

Review of Employee Handbook – No Report

Approval of Closed Session written minutes – Nelson made a motion to approve all closed session written minutes on file at KenCom that was distributed on a spreadsheet, seconded by Flanders. Bergeron stated this will begin the eighteen month ticker to destroy the audio from the closed session meetings. Discussion. All members present voting aye. Motion carried.

Destruction of Open Meeting Recordings – Bergeron noted the open meeting recordings fall under the rules of the state archivist. Nelson made a motion that the audio of the open session meetings can be destroyed with the permission of the state archivist thirty days after the minutes are approved by the Personnel Committee, seconded by Hitzemann. Discussion. All members present voting aye. Motion carried.

Other Business from the Floor – None

Closed Session – Nelson made a motion to go into closed session for Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2), seconded by Hitzemann. A roll call vote was taken with all four members voting aye. Motion carried. Closed session began at 9:10 a.m.

Open session resumed at 9:20 a.m. All members are the same as before closed session. No action after closed session.

Flanders made a motion to move into closed session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1), seconded by Hitzemann. A roll call was taken with all four members present voting aye. Motion carried. Closed session began at 9:22 a.m.

Open session resumed at 9:29 a.m. All members are the same as before closed session. No action after closed session.
Jensen stated the next Personnel Committee is Thursday, January 21st, 2015 at 8:30 a.m. Flanders made a motion to adjourn the meeting, seconded by Hitzemann. All members present voted aye. Meeting adjourned at 9:29 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary