

**KenCom Personnel Committee Meeting Minutes**  
**Held, January 16<sup>th</sup>, 2025**  
**10:00 a.m.**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Josh Flanders	Oswego Fire Depart	X	
James Jensen	Yorkville Police Depart		X
Cliff Fox	Newark	X	
Jeremy Messersmith	Bristol Kendall Fire Depart	X	

Others present: Lynette Bergeron, KenCom Director; Pamela Hurtig, KenCom Deputy Director; Bonnie Walters, KenCom Executive Assistant; Scott McCarty, Bristol Kendall Fire Department.

Flanders called the meeting to order and requested a roll call of the membership. A roll call was taken with three of the four members present which resulted in not having a quorum.

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

Public Comments: None

Correspondence: None

Approval of Closed Session Minutes – None.

Consent Agenda – Flanders asked for a motion to approve the Consent Agenda. Messersmith made the motion, seconded by Fox, to approve the Consent Agenda as follows: Approval of the September 19<sup>th</sup>, 2024 Personnel Committee Minutes. All members present voting aye. Motion carried.

Flanders called for Old Business:

Review of Employee Handbook – Bergeron reviewed the revisions that were made to the Employee Handbook. Messersmith made a motion to approve the revisions for attorney review and Executive Board for final approval, seconded by Fox. All members present voting aye. Motion carried.

Other Old Business – None

Flanders called for New Business:

Staffing Updates – Hurtig stated there are four trainees in training and one with experience to be done hopefully early February. The other three trainees are doing well and just finished their first round of POD training and will hopefully be done by the end of April. KenCom is down one employee and with the allotted additional two are looking to hire three more. It was been posted to fill the vacant supervisor position and the LEAD trainer. Discussion ensued.

Staffing Concerns – No Report

Union Issues, Concerns – No Report.

Hiring – No Report

Closed Session Audio Destruction – None

Succession Planning – Bergeron stated there was an Executive Board meeting in November and they went into closed session and have direction of the route they would like to go. It will be put on the agenda for a vote in February but are in favor for Hurtig to be promoted to the Director's position. Hurtig has been training Haske and she is doing great. Hurtig

will be training with Bergeron and the goal is for Hurtig to be 100% prepared when Bergeron retires on June 27<sup>th</sup>. Bergeron stated Jensen reached out to her yesterday about getting comparables to make sure the Director's salary is where it needs to be and stated that County Human Resources is going to take care of that. Bergeron forwarded comparable agencies to HR that she has used in the past for the union contract negotiations.

Semi-Annual Closed Session Review – Messersmith made a motion for the Personnel Committee Closed Session meeting minutes to remain closed, seconded by Fox. All members present voting aye. Motion carried.

Other Business from the Floor – None

Closed Session – None

Action after Closed Session – None

Flanders stated the next Personnel Committee is Thursday, February 20<sup>th</sup>, 2025 at 10:00 a.m. Messersmith made a motion to adjourn the meeting, seconded by Fox. All members present voted aye. The meeting adjourned at 10:50 a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary