

**KLAMATH 9-1-1 COMMUNICATIONS DISTRICT
SUCCESSION PLANNING WORK SESSION NOTES
Thursday, October 5, 2023
Klamath 9-1-1, 2543 Shasta Way, Klamath Falls OR**

I. Call to Order

The meeting was called to order at 11:02 am by Randy Sword.

Board Members Present: Jan Bos
 Brandon Fowler – Virtual
 Chuck Brandsness
 Bob Moore
 Randy Sword
 Jan Bos

Board Members Absent: Larita Ongman

Others Present: Jessica Gibson
 Joanie Rote
 Mike Rudd (left at 12p)

II. Pledge of Allegiance

III. Discussion

Randy said Keiths last day will be December 31, 2023, and he recommends the board utilize SDAO to assist in the recruitment process. The board is eligible to receive 8 hours of free consulting from SDAO and then could continue with their assistance at an hourly rate. Randy said this is the time to make any changes to the position and job description, so they need to review and discuss that. They also need to discuss a timeline for recruitment and appointing an interim director.

Discussed internal and external candidate recruitment process. Joanie provided District policy language on recruitment. Chuck asked Joanie and Jessica if either of them were going to apply for the position; they both said yes. Discussion followed regarding internal candidate qualifications and eligibility to fill the position requirements. Bob asked if they could have the Ops and Business manager position descriptions, and both were provided for them.

Executive Director position description reviewed. The board request to remove “High school graduation or equivalent at a minimum with continued education in business management, public administration and criminal justice administration.” Add “Familiarity with CAD, Vest, Logging Recorder and Radio dispatch systems” to qualifications and “Contracted” to the Status and adjust top salary range to \$125,000. Jessica to make revisions and provide the new document at the October board meeting.

Brandon recommended to have all candidate applications be submitted to SDAO for processing and the board agreed.

Randy asked for an Executive Session at the Oct. 18th meeting to further discuss the recruitment process and appointment of an interim director. ORS 192.660 (2)(a).

Randy will contact SDAO.

- VI. Adjourn:** Bob motioned to adjourn the meeting, Jan seconded, motion carried unanimously.
The meeting was adjourned at 1:00 pm.