

**KLAMATH 9-1-1 EMERGENCY COMMUNICATIONS DISTRICT MINUTES
OF BUDGET COMMITTEE MEETING
Wednesday, April 19, 2023**

I. CALL TO ORDER: The meeting was called to order at 11:28 a.m. by Randy Sword

II. Roll Call

Present: Randy Sword
Chuck Brandsness
John Wanzer
Brandon Fowler
Bob Moore
Michael Parrott

Absent: Patricia Anderson
Betty Lucht
Larita Ongman

Others present: Keith Endacott
Jessica Gibson
Joanie Rote

III. SELECT CHAIRPERSON: Bob motioned to elect John as chair, John accepted, Brandon seconded, motion carried unanimously.

BUDGET MESSAGE:

Keith advised the budget message along with supporting documents were provided in the budget binders and reviewed the following sections of the budget message.

Second paragraph, page 2 section 3 - Employee wages, OEPA & CBA.

Working on three of the primary systems in current projects.

E911 Phones upgrade needed.

John said that Keiths message opens with “the budget is based on the strategic plan” and so they need to be referring to the plan along side the budget.

Current Year Budget Adjustments – no recommendations at this time but as the year end gets closer there may be a proposal for the use of carry over funds.

IV. BUDGET DELIBERATIONS:

Keith reviewed the three bank account funds. Bob asked if we shop around for bank accounts and interest rates. Keith said no we do not, but current accounts earn interest at a competitive rate. Keith reviewed the account balances, prior accounts held through LGIP and the current building loan. Bob said he would like to see the funds in investment accounts. John said this would be a topic for the funding committee to address.

Resources: Keith reviewed the resources on LB-20 and historical data used along with state reports to formulate the budgeted amount expected in the coming year. John asked if there have been changes to the OEM funds distributed. Keith said yes, the funding distribution amounts have changed in prior years but there is not a policy change recommendation so far for the upcoming year, so no change is expected.

John asked about contract services and if there would be future add-ons or increases to user agency contracts. Keith reviewed the history of user fees and said there is no compelling reason to move forward in incorporating these.

Grants: Keith said grants have a zero allocation because there are no known to be received at this time, but this does not keep us from receiving any. Past research has shown there are very few grants for general operation costs. Keith said the current staff does not have time to seek these out in depth or ongoing. Brandon agreed with Keith and said there would need to be a dedicated person who has grant experience that would be solely committed to this.

Equipment Reserve: Transfer of \$150,000 for the CAD project.

Taxes necessary to balance is an estimation on what we think will be received based on County provided reports and historical data.

LB-31: Keith said these are the amounts he is proposing for management positions. There is no increase in his pay accept the already approved 2%. Keith said this goes along with what he had provided the board in a past Ex. Session of certified positions and succession planning. Keith explained the in-house structure of positions and how they differ from agency to agency. He said his recommendations do not have to be the approved amounts but is asking them to

do the work and finish what was started and proposed sixteen months ago. His intent is not for personal gain but to take care of the staff. The only position close in wages of comparable agencies is dispatch. The management and leadership investment comparison of admin dollar per 911 call is about \$7 in our agency where others are a lot higher even up to \$37.

Keith reviewed the additional personnel costs of benefits based on all positions being filled. Bob asked if an employee participates in social security and PERS. Keith said no, the district does not allow both. There is a six-month eligibility process to participate in PERS during which time participation is in social security.

Bob asked if there is a projected goal for fulltime dispatch staff. Keith said the proposed budget is for an optimal level and the 18.1 FTE is an equivalent, but the actual full position count would be 21.

Materials & Services: Keith reviewed and explained items budgeted within these accounts and any increases.

Contract Services: The significant increase is for the \$200,000 expected CAD project. Discussion followed regarding partnership, shared costs, unknown costs at the current stage and future expected adjustments.

John asked about the ending fund balance and the ability to decrease and reallocate to larger investments. Discussion followed regarding carryover, projects and upcoming priorities that could have unseen costs. Keith said the question to keep in mind is “what do we need to start with and what do we have left at the end of the year.” The ending fund balance is the projected amount to cover expenses from July to November 2023 when the main tax distributions are received.

The budget committee agreed to meet in May for further consideration of the proposed budget.

Randy motioned to have another budget meeting to take place on May 17th, Bob seconded, motion carried unanimously.

V. PUBLIC COMMENT: None

VI. Meeting adjourned at 1:01pm.