

**KLAMATH 9-1-1 COMMUNICATIONS DISTRICT
MINUTES OF DISTRICT BOARD MEETING
Wednesday, November 15, 2023
Klamath 9-1-1, 2543 Shasta Way, Klamath Falls OR**

I. Call to Order

The meeting was called to order at 10:01 am by Randy Sword.

Board Members Present:

Brandon Fowler
Chuck Brandsness
Bob Moore
Randy Sword
Larita Ongman
Jan Bos

Board Members Absent: None

Others Present:

Keith Endacott
Jessica Gibson
Joanie Rote
Holly Snell
Mike Rudd – Board Attorney

II. Pledge of Allegiance

III. Consent of the Agenda

A. Approval of Agenda: Brandon motioned to accept the agenda as printed, Bob seconded, motion carried unanimously.

B. Approval of Minutes: Brandon motioned to approve the meeting minutes from October 18th as printed, Bob seconded, motion carried unanimously.

C. Claims and Demands: Bob asked what the \$477.99 spent at Fred Meyer was for. Randy said it was the cost of the TV replaced in dispatch.

Brandon motioned to accept claims and demands for October as printed, Chuck seconded, motion carried unanimously.

IV. Old Business

A. Funding Committee Report: Brandon said they had not met but prior discussions amongst the group was to consider a 16 or 19 cent ask. Discussion followed regarding timeline, process, and campaign considerations. Board member frustrations were expressed regarding respectful conversation. Keith gave a historical perspective of the operating levy, its performance, and the necessary funding to meet future needs of the district. Budget preparation should begin now, with a couple variations for a

budget, to include one with and one without the levy as well as a projected 25-26 budget to see what the true impact would be if the levy fails. Keith said there must be a levy, the eight cents fills in the gap and any additional allows the district to accomplish things not yet achieved. Randy asked when the contract would be renewed and if there is a feeling on what the ask may be. Keith said he would not want to speculate but CPI is the comparison and while they have stayed above that the market demand has increased steadily.

Discussion took place regarding community support and rates.

Keith asked Brandon if it would be reasonable to schedule a meeting before or after the holiday to look at the need, cost of staffing, technology cost increases etc. Citizens understand technology and the need for it for their emergency calls to receive response. Brandon said yes.

- B. Board Vacancy Zone 6: No responses so far. Brandon talked to a few in zone 6 but had no interest. Discussion followed regarding zone map boundaries and outreach to promote interest.
- C. Succession Planning: Brandon asked Keith if it would be appropriate to have Joanie as the acting director until the position is filled since it is already in her job description. Keith said yes. She accepted that role when hired into the position. Keith said it needs to be realized and specific that it is not the position of interim director but allows for continuity as it is designed. The board needs to understand that if they were appointing an interim director it would give minimal criteria and hinder them from a clean process of recruitment. Keith said they have been in a circle discussing all the projects and there is no direction from the board to what the plan is. It is important for the board to have a process to determine what they want in the new director. Brandon said he agreed and that is why he asked. Keith said it is already built into the job description as the operations manager and when performing duties in this role policy allows for a ten percent increase in pay for that period of working out of class. Larita asked what the period is. Keith said there is no set period; it would be determined by the board and recruitment process. Keith said it is a simple process as policy already says that the Operations Manager will act in the capacity of the director when that person is absent, or the position unfilled.

Discussion followed regarding the authority protocol and expectation as an acting director per policy and actions that could be taken when additional authority is needed. Keith discussed the authority that is already in place with the operations manager position per policy. Mike said it is up to the board to decide on timelines for filling the position. Keith said there is some normalcy to a period where the position is vacant when this situation occurs. Larita was concerned about the responsibility and signing for financial obligations. Brandon said the concern should be about the staffing going from three to two and the workload that falls on two employees. Randy said that was what Keith did for quite a few years until they could fill the under positions providing relief. Brandon asked if a motion needed to be made. Mike said they could, but it is already in place per policy.

Randy said the contract and a new executive director job description has been sent to SDAO and now they are just waiting for the direction of next steps. He thinks the next thing will be a meeting with SDOA consulting and the board to discuss what they are looking for in the recruitment.

V. New Business

A. Business Manager Report: Jessica reported on the following.

Audit Services: MSP CPAs provided an informal proposal estimate of \$22,000. No other proposals have been received. Discussion took place on the RFP response, working with local services and cost for service. Jessica requested authorization to move forward with MSP CPA's with the intent to utilize their services.

Brandon motioned to authorize Jessica to obtain a formal proposal from MSP CPA's for entering into a service agreement, Larita seconded, motion carried unanimously,

SDAO Annual Conference: Seaside Convention Center, February 9-11, 2024
Discussed board attendance and hotel accommodations.

LGIP Investment: October Dividends
Money Market \$833.30, Equipment Res. \$3542.87, Building Res. \$208.42

OP Levy Renewal: Important dates were discussed already. Jessica handed out a copy of the prior renewal forms 805 and 803 for reference.

B. Ops Manger Report: Joanie reported on the following.

Trainees: Tori has progressed into dispatch training with a CTO and a new trainee started yesterday. Recruitment continues.

Holly and Joanie have been busy doing background checks and training.

October Call Status: 9240 total calls of which 4456 came in on a 911 line, 1163 were Fire & EMS, 808 were medical specific, 6535 were law enforcement incidents and 1562 were law enforcement initiated.

C. Executive Director Report: Keith reported on the following.

CAD Project: Project teams are being assembled, One team at each entity will handle the management guidance lead work as it comes up. It has been hard for Keith to prepare Joanie because these projects have many unknown aspects, but the project manager has said this is the critical time to be involved to make the project successful. IT is expected to have an early December kick off with the vendor so there should be better clarity for preparation after that meeting, but a lot will just be reactionary. Bob asked how many people would be on our team. Joanie said it is Keith, Holly, herself, and Jessica as a fourth when needed if it gets to that point.

Radio Console Project: Equipment has been received at the shop and still working with KIRG to see if there is any correlation between projects. This will be transitioned within the next three months. The new one will have a different look with similar performance as the current one so it will not be a big change for dispatch.

Phone CPE Project: PO has been submitted and funding approved through the state. Our center met the eligibility in the state formula that will give us a 5th console so we will increase to five equally functional workstations.

The callback function being considered did not turn out to be cost effective due to having to buy additional phone lines, so the ask was withdrawn. This upgrade will be fully funded through the state.

Logging Recorder: PO is processed to include a refresh of the maintenance agreement and the install will be coordinated with the phone installation. The upgrade is valuable to our primary purpose of workflow and pulling audio for requests.

APCO NENA Org: Joanie and Keith will both attend the December quarterly conference in Newport, and that will end his term on the E- Board.

Lake Counties new director came for a visited the center and asked if their staff could come for a visit as well.

Keith said last month he talked about competencies for the new executive director position, and he wants to continue that topic by encouraging the board to think about it further. Keith shared a press release from the Ashland school board regarding what they are looking for in a new superintendent. This was shared on the news with the main points of a visionary leader, system leaders, effective communicator, and bridge builder. He feels this shows an invested board who knows how to communicate what they are about, and it would inspire the person who is going to be the next director. Randy said it was good and thanked Kieth for sharing.

Public Comments and Other Matters: Randy brought up next month being Christmas and he would like the Board to decide on what to do for the staff. Discussion followed regarding what has been done in the past. Jessica informed the board that BOLI has advised that gift cards should be avoided but certificates are ok.

Brandon motioned to authorize the purchase of a \$50 gift certificate from Howard's Meat Center for each employee, Chuck seconded, motion carried unanimously.

Keith asked Brandon if he would prepare Op Levy rate documents and a narrative recommendation for next month's meeting. Brandon said yes.

Agenda Items for December 20, 2023, 10:00am meeting

Funding Committee, Board Vacancy, Succession Planning

- VI. Adjourn:** Chuck motioned to adjourn the meeting, Brandon seconded, motion carried unanimously. The meeting was adjourned at 11:32 pm.