

## **Klamath Radio Interoperability Executive Board Meeting**

October 10, 2024 – 10:01am

at Klamath 911 Emergency Communications District Office

**Present:** Joanie Rote - Klamath 911 - Acting Director/Operations Manager  
Matt Hitchcock - FD #1, Fire Chief  
Shane Mitchell - KCSO, Sheriff  
Greg Wheat- Klamath Falls City Police  
Mike Cook - KCAAC - Chiloquin RFPD, Fire Chief

**Absent:** Jeremy Morris - Klamath County Public Works  
James Wilson - FDB - Crescent Fire Chief

**Guests:** Jessica Gibson – Kamath 911 – Business Manager  
Holly Kessler – Klamath 911 – Comm. Supervisor  
Garrett Winter – Motorola, Remote  
Bradley Kahler – Central Cascades Fire & EMS, Remote  
Cyndi Albro – Klamath ARES, Remote  
Chris Cox – Cox Consulting LLC, Remote

**I. CALL TO ORDER:** Meeting was called to order by at 10:06 am.

### **A. Roll Call**

### **B. Annual Business**

Office Elections: Mike reviewed current positions, duties, and responsibilities. The floor was opened for recommendations. Matt said last month Chris made the recommendation to retain Mike as Chair, replace his position as vice and retain Joanie as Secretary/Treasurer. Joanie nominated Matt for the vice position. Discussion took place regarding others to hold the position. Matt nominated James for the vice position. Mike said that the CAD project is a big thing, and he would like to see someone at the table who is more involved with that. Matt said he does not see that overlapping much with KIRG. Joanie agreed.

Matt motioned to retain Mike Cook as Chair, James Wilson as Vice-Chair and Joanie Rote as Secretary/Treasurer, Joanie seconded, motion carried unanimously.

**C. Public Comment:** None

**D. Communications:** None

## II. OLD BUSINESS

A. **Meeting Minutes:** Matt motioned to approve the meeting minutes from September 12th, Joanie seconded, motion carried unanimously.

B. **Claims & Demands:** Joanie reviewed the following bills.

Angel Mt/Tigr in the amount of \$3011.71, Pacific Power in the amount of \$563.15 for electricity at site locations, Day Wireless in the amount of \$1123.80 for computer flash card replacement in GPS receiver at Odell Butte, Nor Pac in the amount of \$2047.43 for battery and charger repairs at Hamaker and RLI in the amount of \$750.00 for annual surety bond for financial protection.

Mike asked Joanie what the RLI was for. Joanie referred the question to Jessica. Jessica said it is a bond for financial recovery and a requirement by law to have in place when filing a financial report with the State in lieu of an audit.

Matt motioned to accept the claims and demands for October, Joanie seconded, motion carried unanimously.

C. **Bylaws/Policy Review:** None

Mike asked if there was any work that needed to be done at the sites. Joanie said all the work is complete except for clean-up at Hamaker. Mike will take care of getting a couple others to assist him and make a trip to do the clean-up. Discussion followed regarding maintenance contracts.

D. **Hamaker Control Site DWS:** Joanie said there was no report for the Hamaker control site.

Garrett said everything is on order for the tac repeaters, but the other part is to perform a PM of the Sheriff and PD radios to ensure they will communicate with the repeater.

E. **Grant Funding Research:** Chris introduced himself and shared his background on grant research. He said the group is in an ideal position to obtain grant funding and they should begin by approaching it with what he calls a grant strategy. This is the service he provides by locating favorable grants and to build a strategy report that would provide direction on how to handle the grant application and letter of intent. This takes place over a six-week period with updates along the way. There is no guaranteed of an award and it takes about 18 months to hear back once an application is submitted but in terms of grants he feels he is the best option in finding favorable grants for the radio project. He has reviewed the MCP plan and quotes provided by Jessica. The MCP plan is very good and provides the detailed information to set KIRG up for receiving awards. Mike said Garrett's team put together the four phase plan and they did a phenomenal job. Mike reviewed the work he has been doing to obtain grant funding but said his efforts have not been successful. Mike asked Chris what the cost is for his service. Chris said it is \$5000 for the funding strategy plan and they could add on his service of grant writing that is based on the amount of the grant. The funding strategy will identify grants specific to the needs of KIRG that are most favorable of being received. Matt asked if the grant writing is funded under the grant

award. Chris said each grant is different and would need to be looked at individually to know the answer. Mike said Chiloquin works with lots of grant writers and they usually have a tiered schedule fee based on the plan, grant writing and the amount awarded. Discussion followed regarding fees, services and the process. Mike asked if the cost would be known upfront before going out for a grant. Chris said yes. Mike asked what published books Chris has so they could review them. He said he does not have any published books of his own but has ghost written a book for a priest. Chris website for review is [chrisgrants.com](http://chrisgrants.com). Mike said that the group will discuss further and that himself, Joanie or Jessica would be the one reaching out to Chris in the future. Chris thanked everyone for there time and left the meeting.

Matt asked if the group would want to make a motion to spend the \$5000. Discussion followed regarding the direction to take on researching, writing and being awarded grants. Joanie said Garrett had a recommendation for a grant writer. Shane asked if anyone had reached out to OIT. No one had. Shane said they used to have a program that if KIRG provided a desk and office space they would have students do the writing for free. Mike asked if they could get the information from Garrett for the grant writer. Garrett said it is Lexi Pole and he already provided the information to Joanie, but he will resend and include Mike. The group agreed to move forward with researching services for grant research and writing with the intent of obtaining services to go out for grants to fund the radio upgrade project.

Matt asked if Mike could summarize the radio project. Mike said it is a radio plan to upgrade the infrastructure which Garrett's team has broken out into four phases to improve the system. The project can be funded in whole or part. Discussion followed regarding the current safety issues and importance of the upgrade project.

### **III. NEW BUSINESS**

Joanie said that last month she should have been clearer with the financial aspect of the tac channels, and she has some questions that need to be answered to have the IGA drafted. The first question is who will be responsible for the future maintenance of the equipment. Joanie recommended for it to be split with both agencies. Mike asked what the cost would be. Joanie said she was not sure. Mike asked if Joanie could provide a review of the tac channel project. Joanie said that 911 is so busy with only two main channels that at any one time there are up to 35 units on, and the load needs to be lowered on dispatch. Day Wireless was contacted to provide a quote for an additional channel which was then presented to the 911 board and they approved to fund the initial equipment cost if KIRG would fund the recurring cost of rent at the site. This was presented to KIRG, and they approved the proposal. An IGA is needed between 911 and KIRG to have something that they all understand. The other questions are who would pay for utilities, who will have control of the channel and who will pay for the attorney fees for the IGA draft. Joanie said her recommendation is for KIRG to pay for utilities, 911 will have control because if they are down to one dispatcher they need to have the control, and the attorney fees will be split between KIRG and 911.

Mike said he would agree with Joanie's recommendations but wants a cost outline and to get a maintenance plan in place.

Joanie said she recalled them discussing this last year and asked Garrett if a maintenance plan had already been quoted. Garrett will look and get back to them. Garrett said a PM review needs to be done to provide an accurate quote.

Matt asked if the channel split would be one for law and one for fire. Mike said dispatch is overloaded all the time and go to the greater need of LE so fire gets delayed. He thinks the split will help fix that. Joanie said it is not the solution, but it is moving towards the greater solution and that it could allow for encryption. Discussion followed regarding the split of radios or combining when needed for critical incidents. Holly said the original plan was for the County to move to Stukel because of coverage and keep the City on main because of simul-select.

Mike said procurement wise should they go out for a couple other maintenance quotes or keep it single source. Joanie said she does not think there is anyone else local. Matt thought they can use Day Wireless but need to be careful as a board because of government funding laws. Joanie said she recalls speaking with Calvin and they give priority response to maintenance contract customers. Matt said they need to look at the purchasing policy to make sure they approach it appropriately. Joanie said she understands, and they need to make sure to go with whoever can provide the quickest response. Garrett said priority is important for them and they have a team in Medford that can be dispatched if Mike is out of town, so response time is a super value. Discussion followed regarding other service providers and response time. Mike reiterated the importance of following procurement procedures.

Mike said before voting on it he would like for Joanie to provide a projected amount for a maintenance agreement, annual utilities and the draft IGA cost. Joanie said they will not send off for an IGA until next month.

Joanie informed the group that she was approached by OEM and Lakeview, and she was told there was a strong notion that they would be closing their doors. They would like Klamath to take over Lakeview and 911 is exploring that. This has a potential to add three additional positions. How that affects KIRG is they would have to have a way to dispatch. Currently Lakeview calls can be received but there is no way to dispatch those calls. Lakeview received a \$2M radio grant and will pay for the radio project to add dispatch capabilities. Lakeview had a city council meeting on Monday that did not go favorable, but they are meeting again today at 4:00 pm and expect it to move forward. Mike said that also has bigger ramifications for the KIRG projects. They could possibly use Grizzly for east county as well as lake. The Klamath County radio plan was just complete and would need updated. Matt asked how soon the takeover could happen. Joanie said January 2025.

Joanie said the frequencies study for the FCC licenses was approved not to exceed \$4000, and

the cost will go over by about \$1500. Discussion followed regarding the application and additional cost. Garrett said he needs Joanie to send the application back signed so they can submit for it.

Matt motioned to approve the additional cost of up to \$1500 for the frequency licensing, Joanie seconded, carried unanimously.

Matt said if January is the takeover date there is a lot to do but most is for 911. Discussion followed regarding the absorption of Lakeview.

Garrett said there are some good advantages of interoperability with two counties like a backup center in Lake County and by next summer the Lake County radio system will be upgraded.

Joanie reminded everyone of the 911 advisory meeting next week.

**Open Discussion:** None

**Good of the Order:** Matt asked if the swan frequency is on hold until they know what is going on with Lakeview. Joanie asked Garrett if they would still need the license. Discussion followed and Garrett said they should still obtain the license to keep options open. The group agreed to move forward with the purchase of the Swan frequency license.

**IV. ADJOURNMENT:** Mike adjourned the meeting at 11:22 am.

**Next Meeting Date:** November 14, 2024 @ 10:00 am.