

**KLAMATH 9-1-1 COMMUNICATIONS DISTRICT  
MINUTES OF DISTRICT BOARD MEETING  
Wednesday, July 17, 2024  
Klamath 9-1-1, 2543 Shasta Way, Klamath Falls OR**

**I. Call to Order**

The meeting was called to order at 10:00 am by Randy Sword.

Board Members Present:

Brandon Fowler  
Bob Moore  
Randy Sword  
Jan Bos

Board Members Absent:

Larita Ongman  
Chuck Brandsness  
Betty Lucht

Others Present:

Joanie Rote  
Jessica Gibson  
Holly Snell  
Mike Rudd – Board Attorney

**II. Pledge of Allegiance**

**III. Consent of the Agenda**

A. Election of Officers: Randy reviewed last year's appointments.

Jan motioned to retain current appointees, Bob seconded, motion carried unanimously.  
Appointees: Randy - Chair, Chuck -Vice Chair and Larita - Clerk.

Randy said that Chuck does have some health issues that will keep him out for the next couple months so this may need to be revisited.

B. Appoint Budget Officer, Board Attorney & Secretary: Randy reviewed current appointees.

Brandon motioned to retain current appointees, Bob seconded, motion carried unanimously.

Appointees: Budget Officer - Jessica, Mike Rudd - Board Attorney and Secretary - Jessica.

Randy said the board needs to set their business meeting date and time. This has been discussed at length in the past and it seems that the current schedule of the third Wednesday at 10am is the best for everyone. Discussion followed.

Jan motion to retain current meeting schedule, Brandon seconded, motion carried unanimously.

C. Approval of Agenda: Randy said he would like to remove the Executive Session under new business and add Third Thursday. The background investigator has informed him that the official report will not be ready until the beginning of August. Bob asked if they would be having a booth at the fair. Randy said no but they should put that on next year's calendar along with the home show and other activities that may go on at the fairgrounds.

Brandon motioned to accept the agenda with the removal of the Executive Session and addition of Third Thursday, Jan seconded, motion carried unanimously.

D. Approval of Minutes: Brandon motioned to approve the meeting minutes from June 19<sup>th</sup> and 25<sup>th</sup> as printed, Jan seconded, motion carried unanimously.

E. Claims and Demands: Bob asked if Zion was for the building loan. Joanie said yes. Bob asked about the SDAO training registration fees. Discussion followed regarding the training in August. Bob would like to attend the training and asked to be registered. Jessica will do so.

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

#### **IV. Old Business**

A. Policy and Review Committee: Bob said they have not had a meeting because Chuck is unavailable. Randy asked if Bob wanted to step into the chair position for the time that Chuck is absent. Jan said they need to get moving on this. Bob requested they ask Larita if she would be chair. Discussion followed regarding when the committee should meet. The first meeting will be August 7<sup>th</sup> at 10am.

B. Executive Director Transition Committee: Randy said they have not met since last month but should plan to meet again. Discussion followed and the next meeting will be at Mike's office on Wednesday the 24<sup>th</sup> if the space is available.

C. Pet Policy: Randy said responses were received from SDAO and HR Answers regarding the pet procedures. Their response indicates this needs to be a policy agreed on by the board and not a procedure. Randy provided everyone with a copy of the information obtained and asked them to take it home, read and study it for discussion at next month's meeting. Bob said it can be taken care of by the policy committee. Mike said it must be a board decision. Discussion followed regarding the process of adopting policy, district liability and drafting the policy if the board approves to allow pets in the workplace.

#### **V. New Business**

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

LGIP Investment: June Dividends \$7753.59

Money Market \$5506.24, Equipment Res. \$2026.73, Building Res. \$220.62

Financial Audits: The process has begun with MSP for the 23-24 financial audit and the data will begin

being uploaded to their online platform this Friday. KIRG's financial report in lieu of audit is complete and will be sent off for filing with the Secretary of State today.

B. Ops Manger/Acting Director Report: Joanie reported on the following.

Trainees: Itzel is off to academy and will return August 9<sup>th</sup>.

Staffing Changes: One full-time employee has returned from medical leave but has transitioned to part-time to take care of personal needs. One other has transitioned from half-time to full-time.

June Call Status: 8864 total calls of which 4,442 came in on a 911 line, 1150 were Fire & EMS, 806 were medical specific, 7024 were law enforcement incidents and 1964 were law enforcement initiated.

CBA Representation: Teamsters cancelled the scheduled meeting, and a new date has not been set. Some items of consideration were received from Teamsters and have been forwarded to the negotiation team for review.

CAD Project: Phase Two will begin on the 23<sup>rd</sup> with Tyler representatives on site. Weekley project meetings continue.

SOP Review/Special Response Instructions: Still working on additions and corrections.

Employee Support System: Admin staff and some dispatch staff attended the 1<sup>st</sup> Watch regional training; it was good. We entered into an agreement with 1<sup>st</sup> Watch to provide our employee EAP effective July 1<sup>st</sup> and they have already reached out during a critical incident. We are working on a date for orientation.

KIRG: Jessica and Joanie are working on behalf of 911 to support the needs of KIRG. We are currently receiving quotes for roof repair and scheduled maintenance for the generators on Hamaker and Hogsback.

Randy asked if the repairs were on the 911 building. Joanie said no they are on Hamaker. Randy asked if KIRG came back on the project to add a radio channel. Joanies said yes and they are agreeable to paying for housing of the equipment so long as the Chief of Police and Sheriff are on board. She has spoken with the Chief of Police, and he is in favor, but she has not spoken with the Sheriff yet.

Bob asked about the power issue he read about. Joanie said the issue is with KIRG and is being worked on for repairs. Discussion followed regarding the site generators, batteries and UPS backups.

C. Public Education: Bob asked what the intent is behind this. Randy said this is activities such as Third Thursday and community speaking opportunities. Brandon said the intent is to be proactive in the board's efforts following the levy which include research and looking for opportunities to educate the public. Discussion followed regarding upcoming opportunities and board participation. Randy said they need to reach out to the newspaper to use any free engagement opportunities.

Bob asked if there is a week in the year that recognizes 911. Joanies said that is telecom appreciation week which takes place the second week of April each year. Bob said they should reach out to the media ahead of time for a complimentary public service announcement.

Randy said they need to pick a date for the open house next year because he thinks it is too late for something this year. Discussion followed regarding when to hold an open house. Open House will be tentatively on October 5<sup>th</sup> of this year. Randy asked if anyone would want to work on a committee for this. Determination made that the admin staff can handle the preparation and the board can help as needed.

D. Third Thursday: July's is tomorrow, and the next one will be August 15<sup>th</sup>. Discussion followed regarding location, setup and manning the booth.

Randy said the boardroom chairs are breaking down to almost nothing and he would entertain a motion to replace them. Brandon asked if they really needed a motion for this. Jan said Klamath Works will come pick up the old ones when we are ready to get rid of them. Jessica said a motion is not necessary because the purchase is already appropriated in the approved budget for this year, and she already has it in process to place an order for new ones.

**Public Comments and Other Matters:** Nothing

**Agenda Items for August 21, 2024, 10:00am meeting**

Executive Session per ORS 192.660 (2)(a)

- VI. Adjourn:** Brandon motioned to adjourn the meeting, Jan seconded, motion carried unanimously. The meeting was adjourned at 10:50am.