

**KLAMATH 9-1-1 COMMUNICATIONS DISTRICT
MINUTES OF DISTRICT BOARD MEETING
Wednesday, September 18, 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
Larita Ongman
Chuck Brandsness

Board Members Absent: Betty Lucht

Others Present: Joanie Rote
Jessica Gibson
Holly Snell
Mike Rudd – Board Attorney

II. Pledge of Allegiance

III. Consent of the Agenda

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

D. Approval of Minutes: Brandon motioned to approve the meeting minutes from August 21st as printed, Bob seconded, motion carried unanimously.

E. Claims and Demands: Larita asked if the amount spent on training for the month was typical because it seemed high. Joanie said training takes place throughout the year, however, August was a focus month, so it was a bit higher. Randy reviewed other expenses and noted that there was an increase in volume but the dollar amounts were not high. Brandon said it is all within this year's approved budget.

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

IV. Old Business

A. Policy and Review Committee: Larita said the committee met, discussed how to approach the task for cleaning up the policy and made a plan. The committee will meet today and begin tackling it one chapter at a time. Larita said it needs some cleaning up and it will be a gentle, forward motion process, but she did not see anything big that needed changing.

B. Executive Director Transition Committee: Randy said the committee met, and it was a good meeting. Jan agreed. Brandon said they had a good discussion, and it keeps lines of communication open and fosters transparency, which was lacking in the past with the previous executive director. Larita asked if the monthly meetings would continue. Randy said yes and even more often if necessary to keep open communication and to not let issues fester. Next meeting will be Monday the 23rd at 10am.

C. Pet Policy: Larita said the committee reviewed the policy and Joanie was going to condense it down to one page. Hopefully they will have an approved policy after today's meeting. Mike said the policy needs to be adopted by the board. Randy requested the staff to be informed that if pets are allowed there will be restrictions on certain breeds not allowed and those breeds are not allowed now. Discussion followed on why some breeds will be excluded such as Dobermans and Pitbull's, if pets are allowed. Brandon asked Joanie if there would be an issue with any of the staff with the breeds that are not allowed. Joanie said there is one staff that has a Doberman, and she believes it qualifies as a service animal under ADA. Larita said it needs to be certified as a service animal and the certification document needs to be provided. Randy agreed and said that any request for ADA accommodation of a service animal would need a copy of the ADA paperwork, service animal certification and staff signature certifying the information. Larita said service animals can be more aggressive with others because they are protective of their owner. Joanie said the appropriate documentation would be obtained for a service animal and she will make sure the staff is aware of the exclusions.

D. Public Education: Joanie said fire prevention week is in October and Fire District #1 will be hosting a public safety event. Discussion followed regarding the event date, location and details of the fire prevention outreach. Joanie will forward the information to the board if they want to help.

E. Annual Open House/Pumkin Festival: The festival is Oct 12th from 10a-5p and the 13th from 10 to 4p. Discussion followed regarding booth decorations, game and schedule. Larita can help on Saturday. Joanie, Jessica and Holly will have it manned for both days and a couple of other staff may help. Chuck can help on Saturday and Sunday.

V. New Business

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

LGIP Investment: August Dividends \$7359.97

Money Market \$4971.66, Equipment Res. \$2153.86, Building Res. \$234.45

911 Phone Tax: The last two quarter distributions have decreased. Oregon Emergency Management confirmed the decreased amount is expected to be the new normal. Historically the annual amount received since 2013 has increased about 2.5% each year; with a couple larger increases when the rate was raised from .75 to the current 1.25. There are a few factors that play into the decrease. The state collected \$700,000 less in the last two quarters indicating that people have fewer devices in use. State administrative fees to collect the taxes increased, OEM administrative fees increased, and OEM is now

fully staffed whereas the last couple years they were not. At the current decrease rate the district will fall short of about \$33,000 for this year's budgeted amount.

Brandon said that from a telecom industry perspective they have seen decreases in service utilization and he agrees that people are using fewer devices. Brandon asked Jessica how much they budgeted to receive from LGIP dividends. Jessica said around \$35,000 because there was not enough data to project a higher amount although it is expected to be greater based on the last nine months' dividends. Brandon said that should make up the \$33,000 loss and even more.

Financial Audit: Onsite visit Sep 30th – Oct 4th.

UPS Transfer Switch: Winema performed a second, pre-installation, onsite visit with additional technicians on Aug 27th. After a deeper review of routed electrical wiring the team determined that the transfer switch is in fact, already installed. A new quote will be provided to include new labels, diagram for operation, batteries replacement and annual maintenance.

SDIS Training: Online Public Meeting Law training needs to be taken by Larita, Bob, Chuck and Betty. Brandon, Jan and Randy are complete. Bob said he completed it already. Discussion followed regarding the training and scheduling Larita and Chuck to take it in the office.

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

Staffing: The selection to fill another dispatch position is in the process with preliminary testing and interviews complete. Additionally, one current dispatcher has returned to part-time.

CBA: The districts negotiation attorney has prepared a revised document and provided it to teamsters for review, but no counter has been received. There was a request for clarification from teamsters and a response was sent but it seemed to not be received by teamsters. This may be due to a computer glitch or the transition in teamsters' representation. The current representative is in the process of retiring and his replacement sent another request for clarification today. This request was forwarded to the district's negotiation attorney; so hopefully he will be able to respond today.

CAD Project: Joanie and Holly met with Fire District #1 to go over run cards and Holly is working to create response plans for other agencies.

Employee Support System: First Watch presented a program orientation to staff on August 31st and all employees can access benefits now. Larita asked if all the agencies are getting it. Joanie said the program is available to any agencies that want it and there are some that currently participate in it already. Holly said the program provides training and resources for stress and life management. Larita said she has not heard anything about the program and wanted to know when their agency would be contacted. Joanie said she will forward the information about First Watch to Larita.

Employee Training: The 2024 national APCO conference classes have been purchased for all the staff to access. Staff were asked to take and recommend one class that everyone else would take and complete a knowledge questionnaire. This will complete the additional nine hours they all need for certification unique to dispatch.

Lorin is new to the communication training team and will be taking the Train the Trainer course in October.

Holly and Joanie are going through the three week APCO EMD Manager course that starts today.

Shawn , Jessica and Joanie will attend the fall APCO conference in Bend next week.

Daniell and Stephanie were awarded their Basic Telecommunication and Emergency Medical Dispatch certificates this week by DPSST.

APCO Intellicomm: Joanie presented the purchasing contract to the board for consideration and reviewed benefits of using guide cards including coding call types for police, fire and medical. Discussion followed regarding the total cost, purchasing time and legal review by Eileen Eakins. Larita asked what Joanies thoughts were on the contract. Joanie said she thinks it is standard contract for the service, but she does not think it would hurt for Eileen to look at. Mike said it looks like standard language although he does not like the ownership clause. Joanie said the clause is there because the company does not want them to provide it to other places for free. Mike asked if the board was ok with him reviewing it for recommendation or did they wanted it to go to Eileen. The board agreed to have Mike review the contract and provide his recommendation in October.

Law Repeated Channel: Day Wireless has been advised to proceed with the purchase and the equipment has been ordered but they are not sure how soon it will arrive. The frequency application was signed and sent to the FCC and expected to be issued in a couple weeks.

The Swan repeater application was signed last week and should be issued in a couple weeks; then KIRG will move forward with the project. This will assist with some of the challenges dispatch is experiencing.

August Call Status: 9484 total calls of which 4747 came in on a 911 line, 1229 were Fire & EMS, 868 were medical specific, 7014 were law enforcement incidents and 1768 were law enforcement initiated.

Tally and project report reviewed.

Chuck asked if there is any way when he calls 911 to not broadcast so people with scanners cannot hear it? Holly said when he calls in, he can ask them to not broadcast the information but there is no guarantee. However, future encryption will make this possible in a way it is not now. Discussion followed regarding dispatch procedures for call and incident handling response.

E. Executive Session per ORS 192.660 (2)(a): Randy announced they would enter Executive Session and excused everyone except for the board members and Mike. Entered at 11:02am. Resumed the public meeting at 11:48am.

Public Comments and Other Matters: Randy said he would like to say to the board and staff that they must always be aware of their duties when a situation arises where they are asked to partake in something that is a conflict of interest or a perceived conflict of interest. In these cases, they need to bring it before the board for direction. If that is not done someone may file a complaint and it goes to the State and begins an investigation. Always remember whether they are an elected official or an employee they need to inform the board and disclose what they think may be a conflict of interest. The board can then provide direction or have someone else partake in that action. They do not want to appear to the community that they are doing anything wrong.

Chuck informed the board of some physical limitations he has. Discussion took place on board members' abilities to participate in activities.

Agenda Items for October 16, 2024, 10:00am meeting

Public Outreach Events, Holiday Staff Recognition

Joanie reminded everyone that next month is Advisory at 9:00am

- VI. Adjourn:** Chuck motioned to adjourn the meeting, Bob seconded, motion carried unanimously. The meeting was adjourned at 11:57am.