

**KLAMATH 9-1-1 COMMUNICATIONS DISTRICT
MINUTES OF DISTRICT BOARD MEETING
Wednesday, September 20, 2023
Klamath 9-1-1, 2543 Shasta Way, Klamath Falls OR**

I. Call to Order

The meeting was called to order at 10:04 am by Randy Sword.

Board Members Present: Jan Bos
 Brandon Fowler – Virtual
 Chuck Brandsness
 Bob Moore
 Randy Sword

Board Members Absent: Larita Ongman

Others Present: Keith Endacott
 Jessica Gibson
 Joanie Rote
 Sherri Remington – Tyler Technologies, Virtual
 Cyndi Albro – Amateur Radio Group, Virtual
 Holly Snell

II. Pledge of Allegiance

III. Consent of the Agenda

A. Approval of Agenda: Keith would like to add an Executive Session per ORS 192.660 (2) (i) to new business.

Randy motioned to accept the agenda with the addition of an Executive Session, Jan seconded, motion carried unanimously.

B. Approval of Minutes: Chuck motioned to approve the meeting minutes from August 16th as printed, Jan seconded, motion carried unanimously.

C. Claims and Demands: Jan motioned to accept claims and demands for August as printed, Bob seconded, motion carried unanimously.

Bob asked about the generator charges from Peterson Cat. Keith said the UPS has been deployed thirteen years and the recommendations they make are approved as the annual maintenance is performed.

IV. Old Business.

- A. Funding Committee Report: Brandon said the group met and discussed a handful of items. The most pressing is the operating levy. There are long-term things to look at and they need to discuss the permanent rate amount needed. The current rate is eight cents and the need to consider an increase between twelve to nineteen cents.

Bob said there is some uncertainty as to what can be done with the permanent rate based on Measure 50. The County Assessor does not think it can be done even though it may be possible based on legal input received from Eileen Eakins. Bob wants to follow up with Eileen for clarification on the matter. Discussion followed regarding funding needs, timelines, and public support of the levy renewal.

Brandon asked Keith how to navigate outreach for the levy renewal and if he had any information on campaign laws. Keith said organizations can produce informational handouts and hold educational presentations, but staff cannot campaign. Campaign funding can be done by means of a Political Action Committee, but no administrative staff can participate or manage the PAC. Brandon said 911 social media posts would be permitted then if they are education based and do not promote a vote or an in favor of message. Keith said a review of the rules makes sense for this and the main thing is tax dollars cannot be spent promoting a position. Discussion followed regarding appropriate outreach avenues, board member outreach participation and campaign approaches. Keith said the right details are being looked at by the funding committee in this process to determine what is needed and it is moving in a good direction.

- B. Paid Leave Oregon, Resolution 23-05: Keith gave a historical review of Paid Leave Oregon up to the status of implementation. Union engagement was necessary to implement at the district level. Keith reviewed the language of the law regarding the use of earned leave while on PLO and the many changes it has seen to date. The most recent was the change that removed the 100 % CAP, but it remains the employer's decision to allow the use of EL while on PLO. Keith reviewed the recommended language per the MOU that would also be added to policy. Bob asked if all employees qualify and if limitations are different for each. Keith explained how the program works and limitations of PLO to clarify the approval determination process. This is not an employer offered benefit but is State offered. The important piece is that the district acknowledges the program and will allow it to be used. Discussion followed regarding the employer/employee responsibilities, benefits, and use of PLO.

Keith read Resolution 23-05 by title.

Jan motioned to approve Resolution 23-05 as printed, Chuck seconded, motion carried unanimously.

- C. CAD IGA, Resolution 23-06: Keith reported the Board of Commissioners has approved the IGA and it is ready to sign. Fire District #1 has signed, the District needs to sign and once signed by the other three parties it would go to city council for their approval. Upon all participants accepting and signing the contract would move forward to implementation. Eileen has no concerns with the IGA, and the cities attorney has approved it as well. Resolution 23-06 was drafted by Eileen for the board's consideration to enter the IGA. Keith reviewed the costs that will be incurred throughout the time of the contract which will be heavy upfront during initial build and then will decrease to an annual maintenance contract. This is budgeted as such. Discussion followed regarding agreement terms and additional costs not covered. This is a Software as a Service contract, hosted in the cloud, it does not cover end user hardware such as computer workstations.

Keith read Resolution 23-06 by title, Jan motioned to approve Resolution 23-06 as printed, Chuck seconded, motion carried unanimously.

Sherri left the meeting.

V. New Business.

A. Business Manager Report: Financial Audit final report is complete, has been filed with the State and presentation will take place at Octobers board meeting. LGIP Implementation Plan outline provided. Accounts are established and ready to transfer funds from Umpqua accounts to LGIP for both reserve funds and close those accounts. The ongoing plan is to transfer funds from Umpqua General Fund account to LGIP investing funds that are not immediately needed. Tax and contract distributions will be updated to be directly deposited into LGIP. Maintain Umpqua account balance to cover the average monthly expenditures, and transfer from LGIP to Umpqua as needed to cover expenses.

Bob motion to accept and authorize the plan as presented, Jan seconded, motion carried unanimously.

Jan motioned to authorize Keith as a signer to close the Umpqua Accounts, Chuck seconded, motion carried unanimously.

B. Ops Manger Report: Trainee #1 has been on station for a month, and trainee #2 graduated from DPSST and doing well continuing training on station. Another new trainee started recently and is at the beginning stages of training. Recruitment is ongoing. Trainee #1 will have a delay for attending DPSST because of the eclipse happening in October. The County is expecting an influx of people October 11-15 so to cover this event he will go in January. Holly will return to DPSST to finish Supervisory training the same week as the eclipse.

August Call Status: 9096 total calls of which 4072 came in on a 911 line, 1105 were Fire & EMS, 776 were medical specific, 7467 were law enforcement incidents and 1969 were law enforcement initiated.

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

CAD Project: reviewed already and budget numbers provided.

Radio Console Project: productive meeting with KIRG and working towards integrating new system capabilities with the modernization of radio consoles. No vendor timeline yet.

Phone Replacement Project: Finalizing the details on the procurement piece through HGAC.

Bob asked if delays are expected for delivery of the product. He is concerned that if the purchase is made now the product may be delayed and not delivered until 2027. Keith said the timing of purchases are aligned to receive the product in a timely manner but that is not within their control.

APCO NENA Org: October 3rd-6th, Keith and three additional staff will attend. Keith plans to attend the winter conference in Newport in December, which will be the last meeting before his term ends as past president.

Randy asked the board to be thinking about the SDAO annual conference in February 2024 to consider attending.

Cyndi left the meeting.

Executive Session, ORS 192.660 (2)(i): Randy said they would now enter executive session and dismissed the public at 11:25a. Public meeting resumed at 12:15p.

Public Comments and Other Matters: Randy said the board needs to schedule a Special Meeting to discuss succession planning. The meeting will be scheduled for October 5th from 11-1p with lunch provided.

Brandon motioned to authorize publishing an ad in the newspaper for the vacant board position, Jan seconded, motion carried unanimously.

Agenda Items for October 18, 2023, 10:00am meeting

Capstone CPA Audit Report, Vacant Board Seat, Succession Planning

- VI. Adjourn:** Chuck motioned to adjourn the meeting, Bob seconded, motion carried unanimously. The meeting was adjourned at 12:29 pm.