

**KLAMATH 9-1-1 COMMUNICATIONS DISTRICT
MINUTES OF DISTRICT BOARD MEETING
Wednesday, August 21, 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
Betty Lucht
Larita Ongman

Board Members Absent: Chuck Brandsness

Others Present:

Joanie Rote
Jessica Gibson
Holly Snell
Mike Rudd – Board Attorney
Malory Emmett

II. Pledge of Allegiance

III. Consent of the Agenda

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

D. Approval of Minutes: Brandon motioned to approve the meeting minutes from July 17th as printed, Jan seconded, motion carried unanimously.

E. Claims and Demands: Betty asked about the sweatshirt and polo shirt that was ordered for her. Jessica will provide them to her after the meeting.

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

IV. Old Business

A. Policy and Review Committee: First committee meeting will be held immediately following today's board meeting.

Randy said he is going to combine A and C on the agenda and discuss the Pet Policy now. Joanie said she made some adjustments to the proposed policy to include service animals and handed out a revised version. Randy said he thinks this should be handed over to the policy committee to finalize and then bring it back to the board for consideration. Joanie introduced Malory, one of our dispatchers, and said Malory did some cursory research on the benefits that pets have on the health and wellbeing of humans that she would like to share with the board. Malory said the research showed that pets relieve stress and lower blood pressure amongst many other things. She has heard the board is concerned about allergies and can provide detailed information to the board regarding pet allergies to put their minds at ease if they want it. Randy asked if all the dispatchers were in favor of this. Malory said yes and that an anonymous survey was provided for staff response that showed these results. Joanie said she received surveys from every staff except one, who must have not wanted to share their opinion, and that the surveys were 100% in favor. Discussion followed regarding staff relationships and respect in the workplace regarding pet issues that may arise. Larita asked if pets are currently allowed. Randy said yes because as of now they have not said that they cannot bring them. Mike said that Joanie had addressed Laurie's concerns in the revised policy. Joanie said the next step is to see how much insurance will be to add this allowance. Jessica said there is no increase in insurance rates, but the board needs to acknowledge their understanding of the added liability risks. Larita asked for the board's consensus before having it considered by the policy committee. Discussion followed with the board being in favor so long as an appropriate policy is in place.

B. Executive Director Transition Committee: Brandon said that since Randy and Jan could not make the meeting, he met with Joanie, and they had a positive discussion. Jan said she was available and thought that the meeting was cancelled based on their email correspondence and Randy being unable to make it. Randy asked when they want to have their next meeting. Discussion followed and the next meet was scheduled for Monday the 26th at 10:30am.

C. Public Education: Randy said as of now this is the 3rd Thursday event. Jan said they have attended two so far and both were very positive. Discussion followed regarding the information provided at the events and how well they were accepted. Joanie said many people are using the whistles for their boats so she thinks we should get better ones. Jan said she would like to see a small medical emergency sheet available to provide to citizens to keep in their emergency kits or wallets. Discussion followed regarding additional items to make available at public events. Randy recapped that they needed to create a wallet size medication card, order better whistles and a "Good Sam" traveling information card. Jan will get a copy of an example medication card to Joanie.

Randy asked about any known upcoming events. Bob said maybe the Tulelake Fair which is the weekend after Labor Day. Discussion followed and the decision was made that the fair would not be as beneficial to attend. Larita said May is law and fire recognition month and that would be a good month to do something.

Open House: Joanie said she and Jessica discussed this yesterday and a possible alternate opportunity. Jessica said the 2nd Annual Pumpkin Festival will be at the fairgrounds on October 12th and 13th that is free to participate. The booth will need to be manned from 10a to 5p on the 12th and 10a to 4p on the 13th. Additionally, the booth needs to consist of a pumpkin themed game. Jan and Randy are out of

town, but Larita and Brandon would be available to help. Discussion followed regarding game ideas and the opportunity for outreach. Randy said he would like to still have an open house during the Home Show to provide hot dogs, hamburgers and tours for people. The board agreed to have a booth at the Pumpkin Festival and details will be finalized at next month's meeting.

V. New Business

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

LGIP Investment: July Dividends \$7553.12

Money Market \$5187.00, Equipment Res. \$2133.84, Building Res. \$232.28

Financial Audit: MSP received the financial files and have begun their audit process. Due to a couple large projects the MSP team is working on, our onsite visit is delayed, but scheduled for Sep 30th – Oct 4th. MSP is confident this delay will not cause any issues in meeting the deadline to file by Dec 31st.

PERS: Notice of employer contribution rate increase was presented to PERS in July from Milliman effective July 2025. The effect this will have on the districts employer rate is about 3% (4.08%, -1.45%).

Home Show 2025: March 7th – 9th Early Bird 10% discount being offered if paid in full by 10/31/2024; booth cost \$680 (\$68) savings. Discussion followed regarding booth location and foot traffic. The board agreed to register early and would like to be closer to the entrance if a location becomes available.

Equipment: Annual generator maintenance and testing was performed by Peterson Cat on the 5th with no issues. Market research was performed to obtain an annual maintenance contract for the UPS and installation of a transfer switch which will allow power to be transferred to commercial or generator without down time. One Portland based company opted not to provide a quote because there is not already an annual maintenance contract in place with their company. One local company opted to not provide a quote because they do not have time to do the job until 2025. Another local company was scheduled for an onsite visit and bid for the job and did not show. Winema Electric's quote was accepted in the amount of \$20,947 and scheduling is in process. This works well since they already provide the district with some electrical services as needed. OEM provides reimbursement to PSAP's for generator maintenance and repairs. The Winema quote was submitted to OEM for prior approval and was granted at 50% reimbursement for the batteries and annual maintenance cost. Projected district cost \$14,269, budgeted \$15,000.

SDIS Training: The district is eligible to receive up to 10% discount on the 2025 insurance policy premium. 8% has already been achieved and the remaining 2% can be achieved by each board member completing the online Public Meeting Law training. Information sheet provided for login and platform access.

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

Staffing: Itzel graduated from DPSST and is back on station and progressing with the rest of her training. Another round of hiring has started with sit-ins and critical testing taking place.

Employee Support System: Signed up for Klamath County Regional 1st Watch and onsite staff orientation is scheduled for August 30th.

KIRG: has granted day wireless the job of acquiring a new frequency for the Swan repeater. This will help dispatch hear those transmitting off Swan better. Jessica facilitated the roof and generator repairs on Hamaker and they are complete.

Labor Negotiations: Brandon, Joanie and Holly met to discuss negotiations. They had a couple changes that have been sent to the attorney and are awaiting response.

CAD Project: Phase two of the build occurred last week, and everything is progressing well. There is still a lot to do, and Tyler gave them a lot of homework.

Employee Training: Joanie and Holly attended a workflow session August 13th – 15th at the PD to see the process for inputting a call and how it flows throughout the system once initiated.

Holly and Joanie joined Fire District #1 for a trip to Deschutes 911 to observe Tyler CAD in action.

Jessica, Holly and Joanie attended a training course at ECSO in Medford on August 7th covering various ethics topics. Joanie said it was very good and she has reached out to ETHOS, the training company, to see if they can provide it to district staff. Larita asked if ethics training is required yearly. Joanie said yes it is required by DPSST to be done yearly. Discussion followed regarding annual training and acquiring various presenters, so it is not repetitive.

Betty left at 11:01am.

Lorin will be taking a train the trainer course. Joanie and Holly have signed up for APCO EMD training and Jessica, Shawn and Joanie will be attending the fall APCO Conference in Bend.

Joanie handed out the Stukel site coverage repeater map provided by Day Wireless and reviewed it showing how this will provide better coverage for those in the field. Larita said she thought these were already on Stukel. Discussion followed regarding where the current equipment is and the coordinated effort to get the new equipment on Stukel to provide additional coverage. Joanie talked to Garret yesterday and was informed that it will take about 2-3 months for the parts to arrive once ordered. Installation is expected to begin around December and may be slowed by weather but since Stukel is an easier site to access they are hopeful to begin even if it is cold.

July Call Status: 10,060 total calls of which 5,097 came in on a 911 line, 1,264 were Fire & EMS, 883 were medical specific, 7,322 were law enforcement incidents and 1,968 were law enforcement initiated.

Tally report reviewed.

E. Executive Session per ORS 192.660 (2)(a): Randy announced they would now enter Executive Session and excused everyone except for the board members and Mike. Entered at 11:07am. Resumed the public meeting at 11:30am.

Public Comments and Other Matters: Bob said the course they went to on the 13th was very good. Jan agreed. Larita agreed but said she wished they would move up the ending, so those pieces of information are not rushed. Discussed the upcoming SDAO conferences for 2025 and 2026.

Agenda Items for September 18, 2024, 10:00am meeting

Executive Session 192.660 (2)(a)

- VI. Adjourn:** Brandon motioned to adjourn the meeting, Bob seconded, motion carried unanimously. The meeting was adjourned at 11:37am.