

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

I. Call to Order

The meeting was called to order at 10:02 am by Randy Sword.

Board Members Present:

Brandon Fowler
Bob Moore
Randy Sword
Larita Ongman
Jan Bos
Chuck Brandsness

Board Members Absent:

Others Present:

Joanie Rote
Jessica Gibson
Holly Snell
Mike Rudd – Board Attorney
Rob Dentinger – Police Chief

II. Pledge of Allegiance

III. Consent of the Agenda

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

B. Approval of Minutes: Jan motioned to approve the meeting minutes from March 20th and April 3rd as printed, Brandon seconded, motion carried unanimously.

C. Claims and Demands: Larita motioned to accept claims and demands for April as printed, Brandon seconded, motion carried unanimously.

IV. Old Business

A. Operating Levy: Randy acknowledged the yard signs and said if anyone would like to take one home they are available.

Rob asked if there is anything they can do to help spread the word in support of the operating levy. Brandon said word of mouth is the best way to spread the word and talk it up. Rob asked if there is

anything they can post on social media or flyers that can be handed out. Brandon said no and that as an entity KFPD would have to be careful in how they promote it, but they can promote it in their personal time without restrictions.

Rob left the meeting at 10:10am

Bob asked if they were going to do any advertising. Randy said the district cannot advertise for it, but they could reconvene the PAC. However, there is no bank account or any funds. They could campaign and spend their personal money, but word of mouth is the best way to bring awareness and support. Discussion followed regarding community support and educating about the district. Larita said she feels comfortable doing nothing being that they have a good standing in the community and have not heard anything negative.

B. Board Vacancy Zone 6: Chuck took an application to Betty, and she intends to apply for zone 6. Brandon said the process is for her to turn in the application for the board to consider.

C. Succession Planning: Randy said they are moving along and will discuss further during the executive session.

V. New Business

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

LGIP Investment: March Dividends \$9246.84

Money Market \$5384.42, Equipment Res. \$3647.82, Building Res. \$214.60

SDAO Membership Benefits and program utilization.

Bob mentioned the HR regional training in Klamath Falls on May 16th at the Shilo. Jessica said she plans on attending. Board members will let Jessica know if they would like to attend so she can get them registered.

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

Trainees: Tori achieved solo status. One very part-time employee who is employed full-time elsewhere resigned to focus on her family. This had no impact on the district because she was only working three hours a week.

March Call Status: 8334 total calls of which 3955 came in on a 911 line, 1010 were Fire & EMS, 807 were medical specific, 6658 were law enforcement incidents and 2054 were law enforcement initiated.

Elfie and other staff are contacting business owners to update their contact information to keep current in CAD. This also gets the district's name out, which is helpful this time of year.

CBA Representation: The new labor attorney has sent a letter to teamsters in response to the opening letter received. Joanie looked back over prior board meetings to see if she needed to ask for approval to enter negotiations and it looked like that was the process. This should be done now since the contract

expires in June. Randy agreed that should be done because they do not want to see the process drawn out as it has been in the past.

Bob motioned to approve for Joanie to begin negotiations on behalf of the district, Brandon seconded, motion carried unanimously.

CAD Project: Teams continue to work through the mapping which includes our GIS vendor, Tyler etc. The Tyler Cad team will be here on the 15th from 9-5p to do the onsite CAD build. Claire and Mallory, two of our dispatchers who are subject matter experts, will assist in the project and Joanie thanked them for doing this. Fire District #1 will represent and provide input from the fire side. This project is progressing well thanks to Jeremy who is the project manager and doing a great job on this.

Radio Console Project: Post installation phase and still working on some bugs from that. Considered near completion although there is still some outstanding training that needs to take place on the AVTEC consoles. There are some issues that KIRG may be able to facilitate fixing and those will be presented to them at the next meeting.

Phone CPE Project: Vesta workstations are set up and next week they will be configured for our center. The following week they will have a team onsite to train our staff and we have a projected go live date of May 6th. We are looking forward to the upgrade and map update that will be included. Larita asked what the new map would bring. Joanie said the updated map will include new areas such as the KU addition and road additions like roundabouts. These are updated in the CAD system but have not been in the Vesta program.

Logging Recorder: The installation is complete. We have experienced a few issues but overall, it is going well.

Joanie said this week is National Telecommunicators Week and she wanted to formally acknowledge the staff for their dedication and hard work and the board as well for giving their time to serve and support the staff. She thanked everyone for their service. Brandon said Joanie and the team do the heavy lifting and he thanked her for this.

Joanie asked the board to consider moving the May board meeting to the 22nd since the election is on the 21st.

Brandon motioned to move the May meeting to the 22nd, Bob seconded, motion carried unanimously.

C. Executive Session per ORS 192.660 (2)(a): Randy announced they would now enter executive session and dismissed the public at 10:31am.

Public meeting resumed and called to order at 11:16am

Randy said that per the executive session discussion and that he has received the signed conditional offer of employment from Joanie, along with her credentials, he would ask the board to approve for him to begin the background check with the investigator.

Brandon motioned to authorize Randy to perform the background check with the investigator, Jan seconded, motion carried unanimously.

D. Executive Director Transition Committee: Randy said per their discussion in executive session the board would like to form an Executive Director Transition Committee (EDTC) composed of Jan, Brandon and himself. The committee will meet with Joanie throughout the background process and transition to provide advice and be available to her if she needs anything. Randy said that any discussions with Joanie will take place with all three people, not individually.

Brandon motioned to form the Executive Director Transition Committee as presented by Randy, Jan seconded, motion carried unanimously.

Randy said he received a Letter of Concern from the Home Show, as discussed in executive session, and would like for the investigation to be performed by the EDTC to continue working on this. He will inform Joanie and she will let the person know.

Brandon motioned to have the EDTC work on the investigation for the Letter of Concern, Jan seconded, motion carried unanimously.

Public Comments and Other Matters: None

Agenda Items for May 22, 2024, 10:00am meeting

Executive Director Transition Committee Report, Executive Session per ORS 192.660 (2)(a)

VI. Adjourn: Brandon motioned to adjourn the meeting, Chuck seconded, motion carried unanimously. The meeting was adjourned at 11:23 am.