

**KLAMATH 9-1-1 COMMUNICATIONS DISTRICT
MINUTES OF DISTRICT BOARD MEETING
Wednesday, December 20, 2023
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 - Virtual
Chuck Brandsness
Bob Moore
Randy Sword
Larita Ongman
Jan Bos

Board Members Absent:

Others Present:

Keith Endacott
Jessica Gibson
Joanie Rote
Holly Snell
Mike Rudd – Board Attorney
Greg Davis – Chief Fire District #1
Gordon Sletmoe – SDAO Consultant
Rob Dentinger – KFPD Chief of Police 10:06 am

II. Pledge of Allegiance

III. Consent of the Agenda

A. Approval of Agenda: Chuck motioned to accept the updated agenda, Jan seconded, motion carried unanimously.

B. Approval of Minutes: Jan motioned to approve the meeting minutes from November 15th as printed, Chuck seconded, motion carried unanimously.

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

IV. Public Comment: Chief Davis of Fire District #1 presented a plaque to Keith for his twenty-five years of service, partnership, and commitment to serving the community of Klamath Falls.

V. Old Business

A. Funding Committee Report: Resolution 23-07: Funding Initiative, Operating Levy

Brandon said the committee met last week and discussed funding needs and a draft resolution. The committee recommends an ask of 0.19 cents and Jessica has prepared some budget numbers for review. The draft resolution was provided for consideration with Randy as the signer on behalf of the district. Bob reiterated what Brandon had said and supported asking for 0.19 cents. Discussion followed regarding presentation to the citizens to obtain their support.

Jessica provided a draft budget reflecting 0.08, 0.16 and 0.19 cents for the 24/25 year and discussed the financial obligations as shown with no increases. Jessica explained the proposed budget assumes no increase in employee wages, no effort to pay off the building, no increase to reserve accounts and does not move towards accomplishing the Strategic Plan goal of having a Backup Center. Discussion followed regarding the surplus funds that would be received from a 0.19 levy. Jessica asked the board to consider prioritizing the four items and consider the importance of each one.

Randy said wages are number one out of prioritization. Keith said this was good work done by Joanie and Jessica and there are still limitations of what can be accomplished but this moves them closer. Bob thanked the staff and said this helps a lot in providing a message to the public.

Randy read by title Resolution 23-07 for board consideration.

Larita motion to adopt Resolution 23-07, Funding Initiative-Operating Levy, Chuck seconded, motion carried unanimously.

B. Board Vacancy Zone 6: Nothing New

C. Succession Planning: Randy informed the group that SDAO asked for and received some documents between this meeting and the last meeting. Randy read the information corresponded and reviewed SDAO's concerns outlined in the email regarding the application. SDAO requested to use their vetted application that does not include asking about candidate criminal history, social security, driver's license, and prior addresses. Additionally, they asked if a background check authorization form was necessary at the beginning stage. They also noted that the supplemental questionnaire did not seem pertinent to the position. Jessica said this has been discussed in depth amongst admin and deemed necessary due to the unrestricted access to CJIS information. Keith supported Jessicas comments and added that it would be costly to the district to make a job offer and then find out someone does not have a clean driving record or other history that would automatically disqualify them. Discussion followed and Randy asked Mike his thoughts on keeping the current application language or using the SDAO application. Mike said he has not looked at any of it so he cannot answer that question today. Mike said he would like to have the authorization to check with Joanie and Jessica regarding exemptions and ban the box.

Larita motion to authorize Mike to speak with Joanie and Jessica regarding the exemptions for personal information on the application, Bob seconded, motion carried unanimously.

Gordon said he reached out to ECSO and their application is very similar to the districts. He is not saying it is not ok, only that SDAO will not go forward with using the district provided application without the board's attorney signing off on it. He added that candidates wash out at the last minute even with best efforts and that being proactive is good but it may not make a difference overall.

SDAO's goal is to help keep the district legal and get the best candidate in the end. Keith said his concern is that this unique recruitment does not necessarily translate into the day-to-day process of our district. He hopes to see a process unique to the position and noted that this is for one position, not all positions.

Mike questioned whether the executive session fit into the stated ORS. Discussion followed. Gordon said today's meeting could be held in the public meeting without compromising the process. Mike discussed option #7 or the ORS that could qualify. Gordon said they hope to discuss the recruitment timeline, overall look of the process, how to recruit and vet candidates and how to interview and narrow down the candidate pool. The group agreed the topics fit within the ORS and will hold the executive session.

VI. New Business

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

Audit Services: MPS CPA engagement letter presented and discussed. The board would like to review and discuss further in January. Mike said he represents MSP and would have to back out of any comment regarding their work if the board decides to use them.

SDAO Annual Conference: Discussion took place on attendance and preconference. Bob and Chuck will no longer be attending. Randy, Jan, and Larita will attend the preconference board session and the full conference.

LGIP Investment: November Dividends \$4977.84
Money Market \$1260.40, Equipment Res. \$3510.90, Building Res. \$206.54

OP Levy Renewal: Reviewed dates for filing.

B. Ops Manger Report: Joanie reported on the following.

Trainees: two are on console training.

One candidate in the background phase of hiring with an expected start date of December 29th.

Background Process: will change beginning January 2024 to include a psych test and extended background questionnaire.

APCO Quarterly: attended with Keith and became involved with the training committee. This is an important topic for her as she is in charge of training for dispatch. She is grateful for the opportunity to attend and learned this is where the leadership discussions take place for the industry as a whole and it is important to be in the conversations taking place at that level.

November Call Status: 8416 total calls of which 3972 came in on a 911 line, 1178 were Fire & EMS, 813 were medical specific, 6085 were law enforcement incidents and 1697 were law enforcement

initiated.

Bob asked if the district has an APCO membership that covers board members because he would like to attend the conferences in the future. Keith said yes the district has an APCO membership. However, board members are not currently included but it is not a requirement to be a member to attend the conference.

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

No specific updates to the following projects but they are all moving along appropriately and progressing forward. CAD, Radio Consoles, Phone CPE, and Logging Recorder

APCO NENA Org: Keith's term as past president ended at the December meeting. He was grateful for the opportunity and thanked the board for their support.

His position on the State Program Advisory Committee has concluded as well and will be filled by the operations manager from Medford and an alternate will be the operations manager from Grants Pass. His last attendance at a Fire Defense meeting will be tomorrow.

The district will be hosting Leadership Klamath on their public safety tour tomorrow.

Executive Session per ORS 192 660 (2)(a); Randy announced they would enter executive session and dismissed the public at 11:03am.

Public Meeting resumed at 12:05pm

Randy said they reviewed the scope of work and recruitment timeline during executive session and asked for a motion to accept the process.

Bob motioned to accept the recruitment timeline and process as discussed in executive session, Larita seconded, motion carried unanimously.

Keith said they had discussed Joanie assuming the role of acting director as of his retirement and asked the board to consider making a motion to approve. Randy asked Mike if this was necessary. Mike said it is already set forth in policy, so it is up to the board.

Brandon motioned for Joanie to assume the role of acting director upon Keith's retirement until the position is filled, Larita seconded, motion carried unanimously.

Agenda Items for January 17, 2024, 10:00am meeting

Financial Audit Contract, Executive Session ORS 192 660 (2)(a), Operating Levy, SDAO Conference

- VI. Adjourn:** Brandon motioned to adjourn the meeting, Bob seconded, motion carried unanimously. The meeting was adjourned at 12:09 pm.