

**KLAMATH 9-1-1 COMMUNICATIONS DISTRICT  
MINUTES OF DISTRICT BOARD MEETING  
Wednesday, June 19, 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  
Jan Bos  
Chuck Brandsness

Board Members Absent: Betty Lucht  
Larita Ongman

Others Present: Joanie Rote  
Jessica Gibson  
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, Bob seconded, motion carried unanimously.

Bob said the meeting minutes need to have the name corrected for the person who made the motion to approve last month's claims and demands.

B. Approval of Minutes: Jan motioned to approve the meeting minutes from May 22nd as corrected, Bob seconded, motion carried unanimously.

C. Claims and Demands: Bob asked about the Basin Telecom expense and wondered if this is on an annual maintenance cycle. Jessica said the expense was to replace batteries that failed and that it is on an annual maintenance cycle. They just happened to fail after the fact. Bob asked about the expense to Klamath Falls City and if this would be a recurring amount. Jessica said the project is being billed for services as they are completed and that once the project is over there will be an annual maintenance cost. Discussion followed regarding cost, contract and timeline.

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

#### **IV. Old Business**

A. Operating Levy Results: Randy said the levy passed. Discussion followed regarding the future of the levy and public presentations to assist in bringing education to the community. Brandon said the board can advocate but the agency and staff could do a better job educating as well. Randy said a couple weeks ago he was given a full tour of the facility, and this was a great thing. He urged the board members to contact Joanie or Jessica to schedule a tour of the facility because a lot of things have changed, and it would be beneficial for the board to know and understand what takes place and what is their responsibility.

B. Procedures and Policy Committee: Chuck said they have not received their binder yet. Jessica provided the binders. Randy encouraged them to have Jessica and Joanie be part of the meetings. Chuck said that he has discussed that, and they will be included as well as Holly.

C. Executive Director Transition Committee: Randy said they met last week, and it was good. He spoke with the background investigator in May and so far there are no surprises. There is no need to have an executive session today. He is hoping to have the report to present to the board at July's executive session and expects to come out and have a motion for Gordan to extend the official job offer. Randy said the committee is there to assist and get Joanie the right training she will need and reminded her to contact them anytime. Along with this transition he has had some personal issues, and he has not had the opportunity to schedule with HR Answers for them to come and do the organizational review. He apologized for this and said he should be able to get it done before the end of the month. He is excited about the transition committee and the policy committee and sees the good work taking place. They will continue to meet at Mikes office for the transition committee as it is a neutral place and works well for these meetings.

#### **V. New Business**

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

LGIP Investment: May Dividends \$8363.24

Money Market \$6050.49, Equipment Res. \$2085.71, Building Res. \$227.04

Staff Email: The district has now migrated to a .gov account which will provide an increased level of security, eliminate some junk email and provide better delivery of emails. All staff emails now end with @klamath911.gov.

Discussion followed on how this works and the migration process.

Randy noted how great the investment fund has been and thanked Jessica for her work on setting this up and investing the funds. Brandon asked if the \$64,912 was the total for the year. Jessica said yes that is the total since the first investment in September 2023. Brandon said that was a big increase compared to the pennies they were getting from interest and thanked Jessica as well.

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

Trainees: Unfortunately, one trainee was unable to adequately perform the duties of the job and was subsequently released from the training program last week. One other is still on console with a trainer.

All staff have received a detailed evaluation created and delivered except for one dispatcher who is currently on medical leave. She will be back in July and her evaluation has been prepared and will be delivered upon her return to work.

May Call Status: 7277 total calls of which 3833 came in on a 911 line, 1155 were Fire & EMS, 834 were medical specific, 6874 were law enforcement incidents and 1967 were law enforcement initiated.

CBA Representation: Joanie will be participating in negotiations along with Mr. Stellwagen and Teamsters on June 26-27 for CBA negotiations. She is not aware of any changes to the contract so far because Teamsters has not proposed anything yet.

CAD Project: Several things are going on with the CAD project currently. Teams continue working on GIS data and mapping. Holly participated in the mobile build last week and they continue to meet with Tyler, Klamath County Sheriff's Office, Klamath City, KCFD1 and 911 weekly. This week Joanie will be providing agency CJIS information to the Tyler representative.

Randy asked who else is sitting in for the district. Joanie said it will be the new attorney and Holly. Bob asked if a board member should be there. Randy said yes and Brandon said he would do it.

Jan motioned to appoint Brandon to represent the board at the labor negotiations, Bob seconded, motion carried unanimously.

SOP Review/Special Response Instructions: Holly and Joanie are still working on SOP review additions, corrections and revisions which will be imported into the new CAD system based on call type and they expect to have it completed by July 23<sup>rd</sup>.

Employee Support System: In the past, 911 has sent staff to peer support training. At the time, it got derailed because of workload and time constraints. An opportunity to re-engage with some sort of program has been identified and we are eager for staff to attend the Klamath County Regional 1<sup>st</sup> Watch training this week. Jessica and Holly met with the 1<sup>st</sup> Watch Wellness program representative a few weeks ago and have been instrumental in helping us bring this to the district. At least three or four will attend along with some admin staff. The focus of this class is gaining practical insights and tools to manage stress, boost resilience, and prioritize rest for well-being. Discussion followed regarding the training and how this type of training helps the dispatchers and the stressful aspects of their job.

KIRG: Jessica and Joanie are working on behalf of 911 to support the needs of KIRG. This month, Jessica is handling some email correspondence and of course taking care of the business side of things. Joanie is working on getting a quote to repair the fence at one of the site, and she is also working on a new frequency coordination process. Bob asked if they will be getting new frequencies in the area. Joanie said she will be working with James on the frequency coordination process and explained what that entails. Discussion followed regarding the current issues being encountered and possible resolutions.

Joanie said she was asked to reach out to Day Wireless and ensure there is adequate planning for power failures and provide some additional call statistical data for Chiloquin and east county.

Joanie explained the chart that she provided on the staff report that shows the other things we are doing and working on as well as the completed projects. Randy said while it has not been started, they need to add the strategic plan and his hope is to start the process for this in August. She also wants to add public service announcements as an avenue to educate the public. Discussion followed regarding putting some of these on the monthly agenda and having them be an ongoing item.

C. Resolution 24 -01 Personnel Policy, Leave Calculation Method: Randy asked if everyone had a chance to review the presented resolution. Mike reminded them they needed to read the resolution by title. Randy read the resolution by title and asked for a motion to accept.

Brandon motioned to accept Resolution 24-01 as presented, Chuck seconded, motion carried unanimously.

D. Executive Session per ORS 192.660 (2)(a): Cancelled

**Public Comments and Other Matters:** Brandon said he applied for and has been accepted to take SDAO's position on the Statewide Interoperability Council. He received SDAO's blessing and now has a few things to finalize with the State. Discussion followed regarding the position and what the Statewide Interoperability Council does for the state. Joanie said he would be great at it and congratulated him.

Joanie reminded the board that the Advisory meeting will be at 9am on the 19<sup>th</sup> before the board meeting and encouraged them to attend.

Randy asked to be notified before sending out the agenda in case he has something to add. Jessica said she would do.

**Agenda Items for June 19, 2024, 10:00am meeting**

Annual Business, Policy and Review Committee, Executive Session per ORS 192.660 (2)(a), Public Education

**VI. Adjourn:** Brandon motioned to adjourn the meeting, Jan seconded, motion carried unanimously. The meeting was adjourned at 11:27am.