

**KLAMATH 9-1-1 COMMUNICATIONS DISTRICT  
MINUTES OF DISTRICT BOARD MEETING  
Wednesday, July 19, 2023  
Klamath 9-1-1, 2543 Shasta Way, Klamath Falls OR**

**I. Call to Order**

The meeting was called to order at 10:03 am by Randy Sword.

Board Members Present:     Jan Bos  
                                      Brandon Fowler  
                                      Chuck Brandsness  
                                      Bob Moore  
                                      Larita Ongman  
                                      Randy Sword

Board Members Absent:     Betty Lucht

Others Present:             Keith Endacott  
                                      Jessica Gibson  
                                      Joanie Rote  
                                      Jon Wanzer

Mike Rudd, Board Attorney - Absent

**II. Pledge of Allegiance**

**III. Consent of the Agenda**

A. Approval of Agenda: Lorita motioned to accept the agenda with the addition of item B: Admin Wage Scale under Old Business, Bob seconded, motion carried unanimously.

B. Election of Officers: Randy reviewed last year's appointments. Larita would like to have them stay the same. Bob motioned to retain current appointees, Chuck seconded, motion carried unanimously.  
Appointees: Randy - Chair, Chuck -Vice Chair and Larita - Clerk.

C. Appoint Budget Officer, Board Attorney & Secretary: Randy reviewed current appointees. Larita motioned to retain current appointees, Chuck seconded, motion carried unanimously.  
Appointees: Keith Endacott - Budget Officer, Mike Rudd - Board Attorney and Jessica Gibson - Secretary.

D. Approval of Minutes: Brandon motioned to approve the meeting minutes from June 12th as printed, Lorita seconded, motion carried unanimously.

E. Claims and Demands: Brandon motioned to accept claims and demands for June as printed, Lorita seconded, motion carried unanimously.

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

A. Funding Committee Report: Brandon said no meeting has taken place, but he has reached out to Eileen Eakins and will reach out to the clerk regarding filing requirements for renewal of the operating levy. He recommends the committee to meet in the next four weeks to review.

Admin Wage Scale – Resolution 23-03: Randy said the resolution in review is the outcome of Junes work session. Keith added that the information he presented at the work session explained the situation and recommendation coinciding with budget approved numbers. He was directed at the work session to prepare a resolution per the budget numbers. Keith handed out copies of the resolution and wage scale for consideration. The resolution updates the wage scale based on priorities presented at the work session with a retroactive date of January 1, 2023. Reviewed spacing of percentage between steps and compressing the Ops Manager and Ex. Director scale from 6 steps to 4. Keith noted some minor column heading typos which needed correction. There are no changes to tables 2 and 3.

Bob thought they were going to review further before deciding. Brandon said that was done at the work session, and this was included in the already approved budget. Bob would like to see the executive position removed out of the wage scale and make it a separate contract based on merit and not steps. Keith said the board has always retained the capability and authority to address the wages apart from the wage scale. The practice of the board has been to not rubber stamp the executive position wages and there have been years past that increases were not given or only a fraction of percent. Bob said if this is implemented then Keith would receive a raise. Randy said the only budget raise for Keith is the 2% COLA, not a step increase. Brandon appreciates what Bob is saying and it is a good discussion for the future.

Randy read aloud Resolution 23-03 to include retroactive pay effective term Jan 1, 2023, for consideration. Lorita motioned to accept the resolution as presented with corrections, Chuck seconded, motion carried five to one.

Yes Votes: Randy, Lorita, Chuck, Jan, Brandon

No Votes: Bob

Bob asked for clarification on a few claims and demands purchases. Discussed the purchase cost of the desk, replacement headsets and bases and legal expenses.

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

A. Business Manager Report: 22-23 financial audit is underway with expected completion by the end of August and Board presentation in September. Engagement letter provided in documents for board signature.

Tree Removal Update: John Bellom (City Arborist) has assessed the dead trees that need removed and recommends removing an additional five elm trees that were seeded from surrounding trees. These will cause damage to the pavement and islands if not removed. John provided two Pacific Power \$150 vouchers for tree replacement and is working on removal options and recommendation of replacement trees.

B. Ops Manger Report: One trainee has moved to solo status; another is on station working to meet standards and open recruitment is taking place with sit-ins today and tomorrow.

June Call Status: 10603 total calls of which 5493 came in on a 911 line, 1123 were Fire & EMS, 769 were medical specific, 6979 were law enforcement incidents and 1306 were law enforcement initiated.

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

CAD Project: progressing and IGA received valuable feedback from Eileen. The city is primary since our project, and it has been expanded into a public safety project.

Radio Console Project: moving forward integrating the needs of KIRG as a partner in the system. The purchase agreement has been submitted to meet the deadline for receiving a significant discount. Discussion followed on the collaboration of KIRG for the purchase and its use and benefit for both the radio group and dispatch.

Phone Replacement Project: waiting for vendor quote. We will manage the project but this will be fully funded by the state program. Discussion followed regarding state funding and integration of the phone system replacement. Bob asked if this is stand alone or integrated with the current equipment. Keith said it is integrated.

Financial Audit Contract: engagement letter for the accountant to complete the audit that needs board chair signature. Randy advised he had spoken with Mike Rudd and said to pass on that he read the contract and has no issues with it.

Brandon motioned to approve signing the audit engagement contract, Larita seconded, motion carried unanimously.

D. Executive Session: ORS 192.660 (2)(i) Public dismissed and entered session at 10:45am. Public meeting resumed at 11:28am

Jan and Lorita left the meeting at 11:28am.

**Public Comments and Other Matters:** Discussed annual business of board meeting date and time. Brandon motioned to retain the current meeting schedule of the third Wednesday of each month at 10am, Chuck seconded, motion carried unanimously.

Bob asked if the savings account funds have good interest return rate. Keith said it is ok but not considered a good rate. Discussion followed on investing options for reserve account funds. Keith advised State LGIP investment accounts may be better. With uncertain requirements for equipment projects and a balance on the building loan we have not looked into it.

Bob asked Keith to research and provide available investment opportunities in August.

Keith had 2 XL board shirts that were found if anyone would like one. Bob would like to see about getting Board ID badges.

#### **Agenda Items for August 16, 2023, 10:00am meeting**

Elections Oath of Office, LGIP

**VI. Adjourn:** Brandon motioned to adjourn the meeting, Chuck seconded, motion carried unanimously. The meeting was adjourned at 11:39 am.