

**KLAMATH 9-1-1 COMMUNICATIONS DISTRICT  
MINUTES OF DISTRICT BOARD MEETING  
Monday, June 12, 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  
                                      Larita Ongman  
                                      Randy Sword  
                                      Betty Lucht

Board Members Absent:     Bob Moore

Others Present:             Keith Endacott  
                                      Jessica Gibson  
                                      Joanie Rote  
                                      Jon Wanzer  
                                      Mike Rudd, Board Attorney

**II. Pledge of Allegiance**

**III. Consent of the Agenda**

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

B. Approval of Minutes: Chuck motioned to approve the meeting minutes from May 17th as printed, seconded, Jan motion carried unanimously.

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

**IV. Old Business.**

A. Funding Committee Report: Brandon reported the committee has not met due to busy schedules but hopefully will be able to do so next month once his schedule lightens up. John said he discussed a few things with one of the other committee members to begin working on.

**V. New Business.**

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

Sprinkler System: it was noticeable towards the end of the 2022 summer that the system was not working properly after quite a few patch repairs without success. The system was winterized and noted

to make repairs at the start of 2023. These repairs have been made with a replacement of zone one's main line and damaged heads throughout the entire system.

Landscape: there are six birch trees as part of the districts landscape of which five have been infected by the Bronze Birch Borer and need replacing. The one not infected has been treated to prevent infection. Jessica is working with John Bellom from the City parks department for possible removal of the dying trees and Mt. Valley Gardens for replacement.

SDAO HR Regional Training: attended the May 31st training in Medford covering the topics of OAR updates to employee files and archiving, Diversity, Inclusion and Equity, Paid Leave Oregon, Wage and Hour and Board/CEO relations. The training was presented by SDAO's Human Resource and Legal Counsel and HR Answers.

Brandon asked if there was anything from the HR training that would need to be updated in policy. Jessica said the policy should be reviewed annually and updated if necessary. The HR training discussed Paid Leave Oregon which will need to be added to policy before the program begins processing claims in September. Randy asked if there was a need to have the policy committee meet to review. Keith said that does need to be done but there are some things with Paid Leave Oregon that need to be finalized first. The state committee has another meeting later this month. Jessica has provided draft language that will be sent to the labor attorney for review, and it will probably be July or August before this would be ready for policy recommendations.

**B. Ops Manger Report:** Joanie reported one trainee resigned and two are still on station meeting their goals.

May Call Status: 10160 total calls of which 4916 came in on a 911 line, 1144 were Fire & EMS, 826 were medical specific, 7510 were law enforcement incidents and 2149 were law enforcement initiated.

Joanie and Holly are working on the process of switching over to LEDs 2020 and Forsecom will go away at the end of the year.

Randy asked if the trainee that resigned did so because the job wasn't for them or was it something we did. Joanie said all the tools were provided for success in doing the job, but they were struggling to put it all together. Discussion followed regarding the failure rate of a trainee, demands of the job and training challenges.

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

CAD Project: this is progressing well with a couple IGA drafts. Eileen Eakins has been engaged for legal review on behalf of the District. It's a bit stressful doing a collaborative project like this due to needing the CAD replacement sooner than later. This way tends to move slower while we are in a place of needing it to move faster.

Radio Console Project: still waiting for tech answers to see how the replacement of our radio consoles affects the overall system. A follow-up meeting with the engineers will take place on Wednesday and KIRG meets today.

Phone Replacement Project: progressing and waiting for a quote to continue moving forward. This is a state funded project with no cost to the district. This project is to replace with the updated version of the same system we have used for years and should have low impact on dispatch.

State Chapter/Emergency Management: reviewed dates for upcoming conferences. Advisory meets once a month with MSAG mapping being the primary topic. OGIC is tasked with creating one central database for mapping, but all agencies involved have unique needs for that data. This has made it difficult to create that central database. The 911 program updated policy and sent a draft for review. There is a change to funding, but it does not have any impact on our funding, and they will still pay for our mapping.

Budget Hearing: Randy officially opened the budget hearing and asked if there was any public comment at 10:38am. John said he recommends it be approved. No other comment, public hearing was closed at 10:39.

Keith said there are no last-minute recommendations or changes to the budget. He reminded the board that the budget has a funding piece that still needs completed for the leadership positions. He would like to see a work session take place to complete the process of pay recommendations and work he has been doing for the past eighteen months. The adoption of the budget authorizes the funding but not the pay increases the funds are for. The policy needs to be updated for staff to receive pay increases. Keith said this began with pay equity comparisons of comparable agencies. The district is behind in leadership pay while the dispatch pay has caught up. We are 15-30% behind on leadership pay rates in comparison to similar agencies. He would like to see the board review the work that has been done, decide on the recommendations and process it. Randy said they need one more member to fill the vacant committee for this and meet with himself and Keith. Brandon said since the committee has dissolved with people leaving, he recommends having it presented to the whole board at a work session. Discussion followed regarding the subcommittee system and how it has worked in the past. Keith would like to see them meet as a work session within the next two weeks. Randy said it is necessary for the board to meet in a work session and have time to digest the information to make an informed decision at a board meeting. The group agreed to hold a work session at 2pm on the 28<sup>th</sup> to evaluate and discuss the proposed wage changes.

Resolution 23-02: Randy said he thinks there is one extra zero in section two under .08 cent for 10000 and should be 1000. The correction was made, and a reprint provided.

Brandon motioned to approve the amended resolution, Randy seconded and read the resolution by title, motion carried unanimously.

**Public Comments and Other Matters: None**

**VI. Agenda Items for July 19, 2023, 10:00am meeting**

Annual Business, Renewal of Oath of Office, Executive Session per ORS 192.660 (2) (I), Policy Update Appendix F,

**VII. Adjourn:** Brandon motioned to adjourn the meeting, Chuck seconded, motion carried unanimously.

The meeting was adjourned at 10:58am.