

KLAMATH 9-1-1 COMMUNICATIONS DISTRICT  
BUDGET COMMITTEE MEETING MINUTES  
April 15, 2026 @ 5:00 P.M.  
Klamath 9-1-1, 2543 Shasta Way, Klamath Falls, OR

**I. Call to Order**

The meeting was called to order at 5:08pm by Jan Bos.

**A. Roll Call**

Budget Members Present:        John Ketchum  
   Jan Bos  
   Adam Yancey  
   Neil Valiton  
   John Spradley  
   Julie Kraan

Budget Members Present:        Mike Cook  
   Liz Lowery  
   Sandra Fox  
   Aimee Reichlin

Guests:                                James William - Lakeview Commissioner  
   Jim - Lake County Citizen

**II. Appoint Budget Committee Chair:** Jan nominated John Ketchum as chair.

John Spradley motioned to appoint John Ketchum as chair, Adam seconded, the motion passed.

Yes: Jan, Adam, John Spradley, Neil, Julie and John Ketchum  
No: None

**III. Receive Budget Message:** Amanda said she and Jessica worked on the budget message together and provided an overview which outlines expectations for the year, revenue, materials and services, reserves and milestones looking ahead for 2026 – 2027.

**IV. Budget Deliberations:** Amanda informed the board that the budget is a zero budget and reviewed the projected revenue on the LB-20 line by line noting that the one variable is Lakeview user fees. The collection of fees is budgeted however there is no guarantee because the IGA's have not been executed.

Adam asked about the interest of \$20. Jessica explained that it is the small

amount earned from the Columbia savings account.

Julie said that she had some information about grants for 911 centers that she became aware of and provided the documents to Amanda for review.

John Spradley asked about the large increase in tax funding over prior years and the zero-dollar transfers. Jessica said the increase reflects the income received from the .19 cent operating levy and there are no transfers in budgeted. The transfers out are budgeted for on the LB-31.

Julie asked what the amount in taxes necessary to balance is. John said it is the amount needed to be received from taxes after other known income.

John said there was one glaring thing, which was the pay for the executive director's position, when looking at the top four she is the lower. He understands this number because when she was hired, they wanted to make sure there was room for growth, but they need to look at increasing this amount. He received her personal evaluation and looked at other increases and incentives, and they need to be around \$136,000-\$138,000. John suggested changing the budgeted number to \$140,000 as an allocation to give them room. Amanda added that it is the last year for the union contract with a 7% increase included but her position does not follow suite with that. John said he thinks they need to put a number there to have something to work with in her review. Neil verified that if they increase the amount that does not hold them to a number; it just gives them the ability to work within it. John Spradley said that the person leading the agency should be the higher in pay. Discussion followed and the group agreed to increase the amount to \$140,000.

LB -31: Amanda reviewed by line item.

Adam asked about the large increases in dues and subscriptions. Amanda directed him to the detailed account report that breaks down each line item and reviewed it. The increase reflects added subscriptions for Otter AI, incorporated for the meeting note taking to transcribe meetings, so they can compare that up in case there's something that's missed when Jessica's trying to participate in meetings. Mirror web to archive our social media to be compliant with archiving rules, a scheduling and timecard keeping program to move away from a manually spreadsheet, Northwest Accreditation Alliance to obtain agency accreditation and a program called eDispatches to allow for agency notifications to be sent from the CAD system. Discussion followed regarding how eDispatches sends notifications. Remaining costs in this account are for Critical, the dispatch testing software used to test applicants, Streamline, the website hosting platform, Microsoft Office licenses and memberships for APCO/NENA SDAO and Fire Defense. Discussion followed regarding subscriptions.

Adam asked about the \$5,000 allocation for unplanned expenses. Jessica explained that they appropriate an amount for unplanned expenses in most categories for unforeseen things that come up so they will be able to do business

and not be on hold awaiting a resolution or budget committee meeting. These items are reported monthly.

Adam asked about legal fees and the large jump. Amanda said it covers the increased cost of investigations. There has been a lot more attorney involvement needed and potentially continued need for investigation purposes.

John Ketchum asked about the \$18,000 communications equipment amount. Amanda explained that it is for small items that add up to the full amount. These items are headsets, wireless remotes and other small items.

Adam left at 5:42pm.

Julie asked about contract services. Amanda explained the one-time fees for archiving EIS and moving it into the current CAD to be in data archive. The PROQA is a one-time fee to be built into the CAD system. John Spradley asked when they went to Tyler CAD, Amanda said March 2025. Neil asked if they like it. Amanda said everyone's opinion is different but that it's a loaded question and there has been all the transitions stuff but they are working through them all.

Julie asked about the \$12,000 ProQA under training, Amanda said it is the ongoing training requirements. Amanda explained the quality assurance piece that is outsourced because of the large workload required. John Ketchum asked if that is what Elfie is doing now. Amanda said yes, she is pulling fifteen calls per employee per month, but PROQA would be medical specific. Amanda said with the PROQA we have budgeted for it but will be partnering with the fire partners that may assist in some of the cost.

John asked how much is left in the building loan. Jessica said it is around \$484,000 and there are seven years left. There is one principal payment each year and two interest payments. John Spradley asked if she knew what the interest rate was. Jessica did not recall the exact rate but said it is low and that while they have enough money in reserves to pay off the loan, the amount they make off investing those funds is a greater benefit. Amanda reviewed capital outlay accounts and the OEM expenditure. John asked what the OEM expenditure was. Jessica said that everyone is aware of the funds received from OEM for the excise tax, but they also have programs that are reimbursable to the district such as services for GIS mapping and UPS maintenance and batteries. When these services are done OEM will reimburse all or a portion of the cost depending on the program. However, we must budget the income and expense for the full amount even if OEM is paying directly to the vendor. Discussion followed regarding the pass-through of OEM funds and the zero effect they have on the budget.

Amanda reviewed the proposed transfers of \$390,000 to each of the reserve accounts for a total transfer of \$780,000.

John Ketchum asked why they do not budget a contingency. Jessica said that it

has been advised as best practice during several government ethics, and government finance trainings she has taken through the state. If they are going to budget for a contingency, they should have an idea of what that money would be for, even though it's unmarked. However, best practice is to not have something as a contingency, because you're earmarking money that you cannot explain what you're spending it for. To have full transparency, they budget for what they know and put any extras in the reserves. If they end up having something that comes up, they could request to pull money from reserves by process of a resolution or reconvening the budget committee. John Ketchum said that has never been his understanding of it, but he is ok with it. He has always budgeted contingencies so that it allows funds to be moved in and out of the general fund, back and forth, and it requires action to do it. Jessica said the auditors prefer we not budget a contingency because if we are marking it for something we need to know what that is and if we know what it is then we should appropriate it in the budget identifying the expense.

Amanda said there was one thing under equipment that she forgot that would require reallocating funds from transfers and increase the amount in capital outlay and maintenance. We had a company come out and do an inspection of our roof. They proposed maintenance to be done, and some safety features to be added. The total cost is about \$12,000. The maintenance will help them get the most out of the roofs life and the safety measures would be installing no slip walkways and a railing to go up around the access door because it's close to the edge. Discussion followed regarding the work needed to be done and transfer adjustments. The group agreed to make the necessary adjustment to the budget.

John said that he is interested in looking at the LB-11's and that there is no expenses on them. Jessica said historically, they have not spent out of those accounts. They invested in the accounts and kept the money there. If something comes up and they need it, they will pull from it using the appropriate action. Discussion followed regarding prior years actions when this happened and the process used to approve and make a transfer. Jessica said they cannot spend money directly out of the investment accounts. They must transfer it from the reserve accounts into the general fund and make the expenditure there. John Spradley said that would be the reason for the transfer adjustment for the roof job now in the budget and not have to do that later. Discussion followed regarding the process to move money and spend money after the budget has been adopted.

Discussion followed the changes to be made. The committee agreed to decrease the transfer amount in the equipment reserve to make the proper adjustment to increase the director's position to \$140,000 in personnel services, the maintenance account for annual preventative maintenance on the roof in materials and services and capital outlay, office equipment, for the roof railing and slip walkways.

Jessica said they need to decide if they want to keep the meeting for next week for further discussion or approve the budget today with the changes as discussed.

Amanda said there was one thing they didn't touch on and reviewed the LB-11B building reserves.

John asked if anyone had anything else.

Julie asked about the two reserve accounts and if the combined total was all the reserves they had. Amanda said yes, the two reserve accounts are all they have.

John asked if everyone was comfortable with the budget as discussed or did, they want to come back in a week. Everyone was comfortable with approving the budget as discussed. Amanda said she wasn't sure if they had enough to approve it since Adam left. Discussion followed and they thought there was enough to take action.

John Spradley motioned to approve the budget with the modifications discussed, Neil seconded, the motion carried.

Yes: John Spradley, John Ketchum, Neil, Jan and Julie

No: None

John Spradley said that he has been retired for six years and where the organization was in 2020 to where it is today makes him smile. He spent 32 years in the fire service trying to help this organization and it has been through some huge changes and challenges. It does his heart good as a tax paying citizen to see the effort that went into this budget and where the organization is. He understands Lakeview's position and where they are right now is where Klamath County was 20 years ago and they could hardly bring together their communications. He commended everyone on a job well done.

**V. Public Comment:** None

**VI. Adjournment:** John Ketchum motioned to adjourn, John Spradley seconded, the motion carried. The meeting adjourned at 6:18pm.

Yes: John Spradley, John Ketchum, Neil, Jan and Julie

No: None