

**KLAMATH 9-1-1 COMMUNICATIONS DISTRICT  
MINUTES OF DISTRICT BOARD MEETING  
Wednesday, May 20, 2022  
Klamath 9-1-1, 2543 Shasta Way, Klamath Falls OR**

**I. Call to Order**

The meeting was called to order at 10:05am by Dave Burnett.

Board Members Present:     Chuck Brandsness  
                                      Dave Burnett  
                                      Bob Moore  
                                      Randy Sword  
                                      Betty Lucht  
                                      Jan Bos  
                                      Larita Ongman

Board Members Absent:     None

Others Present:             Keith Endacott  
                                      Jessica Gibson  
                                      Joanie Rote  
                                      Mike Rudd, Board Attorney  
                                      John Wanzer – Budget Committee Member  
                                      Brian Fowler – Emergency Manager  
                                      Mandy Coon  
                                      Shawn Eads

**II. Pledge of Allegiance**

**III. Consent of the Agenda**

A. Approval of Agenda: Keith advised of the addition of approval of the Special Meeting minutes and Budget notes. Randy motioned to approve the agenda with the additions, Bob seconded, motion carried unanimously.

B. Approval of Minutes: Randy motioned to approve April 20, 2022, and 4/28 Special Meeting minutes as printed, Jan seconded, motion carried unanimously.

C. Claims and Demands: Randy asked if the charges for Bullard Law were close to being done. Keith said yes.

Randy motioned to accept claims and demands for May as printed, Betty seconded, motion carried unanimously.

**IV. Old Business.**

A. Strategic Vision - Subcommittee Report: No report.

**V. New Business.**

A. Business Manager Report: Nothing new to report; business as usual.

B. Ops Manger Report: Joanie reported that one trainee is on station and meeting the training standards. Another trainee has moved to fulltime, having graduated DPSST on May 4<sup>th</sup>, finishing her FTM and submitting her application for certification. Open recruitment for dispatch is ongoing and the position is listed on our website and social media. We attended one career fair a week ago and will attend another next week. A few sit-ins have been done and 2 more are scheduled for today. It was previously reported that we had received 6 responses for CAD replacement. We had a demo from Smart Cop and are in processes of scheduling with Mark 43.

April Call Status: 7952 total calls of which 3838 came in on a 911 line, 996 were Fire & EMS, 708 were medical specific, 6059 were law enforcement incidents and 1907 were law enforcement initiated.

C. Executive Director Report: Keith reported the National APCO conference will be held in Anaheim in August and our Chapter will present a bid to host the 2025 Western Regional Conference. The May meeting was a success, and the Executive Board is planning for the September annual Awards and Training Conference and December's quarterly meeting.

State Advisory – some things are on hold as they cycle through filling the mapping position but are continuing to work on setting priorities at the State level.

D: Attorney Board Report of Ex. Director Eval Survey: Dave passed out the evaluation survey result packets from Mike Rudd to each board member. Mike informed that he had received the staff and partner agencies mailing directory from Jessica and sent the evaluation letters out to all those in the directories. He received a few partner emails stating they would be unable to get the evaluation back for today's meeting. He has let them know they could still submit it until June, and he would forward to the board.

Dave asked everyone to review the packet before next months meeting and note anything they would like to discuss. They will go over this at next month's meeting in executive session and have a 3-person committee to put together the final evaluation.

E. Board Member Ex. Director Eval Survey Distribution: Randy passed out packets and explained everything that was in the packet to assist them in their process. The current eval form, last year's eval and target goals and the 2018 Ex. Director job description. If they have any questions they can email or call him.

F. Budget Hearing: Dave informed they would now enter the Budget Hearing.

Keith said the Budget Committee met and approved a budget that has been provided. It has since been updated with a couple necessary changes that he will review. The beginning balance has been decreased in Cash on Hand; this reflects the pay out of employee bonuses. John asked what the total difference is. Keith said about \$42,000.

Betty asked if the amount in the private car mileage is an estimate for the coming year? Because she feels with gas prices going up this should be increased. Keith explained that the reimbursement rate is based on the federal rate and that is what is used to pay out car mileage. Randy said since we use the federal mileage chart, and it tells us how much we should pay; it has nothing to do with what the local prices are. Betty said she would like the district to pay a higher rate as she is concerned employees will incur a hardship if not being reimbursed enough for the cost of gas. Keith said this is a line item with an estimation of what we expect the cost would be to send new hires to training and other staff trainings. There is no way to project the cost of the increase in gas prices. Throughout the year we can move

money from other accounts within the budget to increase this account if necessary. Betty said she would hope that if the prices went up the administration would be looking to see that staff are not losing money when incurring the cost of traveling to training. Randy said the employees and board have the option to drive, take a train or whatever means they like when they travel. Depending on how they choose to travel, may or may not, be a loss of money to the person but how they choose to travel is up to them.

Larita noted this is a one-year budget and will be redone for the next year. Keith agreed and again reminded this can be adjusted, if necessary, within the budget year; what the board is approving now is a starting point.

The other change is a decrease to Capital Outlay. Keith discussed this with Jessica after the budget meeting and being the funds are a place holder, they should go to a reserve fund. This reflects that and moves \$100,000 to the equipment reserve fund.

Randy asked if this would start building the reserve moving forward. Keith said yes and could be for CAD, phones, or other projects. The funds will be there until they are ready to start moving forward with those projects once some cost analysis have been completed.

Public Comment: None

Dave said having no public comment the budget hearing is now closed.

G. Resolution 22-03,04,05: Keith read in its entirety Resolution 22-03,04 and 05, In the matter of adopting the budget, making appropriations, declaring tax rate, and categorizing taxes.

Larita motioned to approve Resolution 22-03, 04, 05 as presented, Bob seconded, motion carried unanimously.

H. Executive Session, ORS 192.660 (2)(d): Dave 10:40am entered and excused the public. Resumed regular meetings at 12:01pm.

- VI. Public Comments and Other Matters:** Randy said he sits on the SDAO awards committee, and they will be selecting award recipients in September. He reminded them that the District had received an award for the building project. Submissions can be made until September, and he asked the board to consider looking at the different awards that are given and see if they feel there are any nominations, they might want to make for board members or staff.
- VII. Agenda Items for June 15, 2022, 10:00am meeting**  
**Ex. Session per ORS 192.660 (2)(I)**
- VIII. Adjourn:** Chuck motioned to adjourn the meeting, Larita seconded, motion carried unanimously. Meeting adjourned at 12:05am.