

**KLAMATH 9-1-1 COMMUNICATIONS DISTRICT
MINUTES OF DISTRICT BOARD MEETING
Wednesday, October 18, 2023
Klamath 9-1-1, 2543 Shasta Way, Klamath Falls OR**

I. Call to Order

The meeting was called to order at 10:01 am by Randy Sword.

Board Members Present:

Brandon Fowler
Chuck Brandsness
Bob Moore
Randy Sword
Larita Ongman

Board Members Absent: Jan Bos

Others Present:

Keith Endacott
Jessica Gibson
Joanie Rote
Holly Snell
Kathe Poppe - Capstone CPA
Mike Rudd – Board Attorney

Pledge of Allegiance

II. Consent of the Agenda

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

- A. Approval of Minutes: Brandon motioned to approve the meeting minutes from September 20th and October 5th as printed, seconded, Bob motion carried unanimously.
- B. Claims and Demands: Larita asked about the three legal advisor expenses and why there are now three. Keith said that Bullard Law is Akin Blitz the districts collective bargaining attorney, Local Government Legal advisors is Eileen Eakins the attorney that provided counsel on the IGA and Brandsness and Rudd is Mike Rudd the board attorney.

Larita asked if the Home Builders fee is an annual amount and if it is for this year or last year. Randy said it is for the upcoming event and at a discounted rate for early registration. Larita asked if it was ok to tell people to vote for the operating levy at this event. Randy said the board can promote a yes vote, but not the staff. Mike agreed and said staff can promote a yes vote if state they are speaking as a public citizen and not in their employee role.

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

III. Presentation

A. Capstone CPA: Kathy thanked the board for being a client for several years and thanked Jessica and Keith for their work and promptness throughout the audit process. Kathy asked if they had any questions or anything specific, they wanted her to address. Brandon asked why their firm is getting out of performing government audits. Kathy said they consume a lot of time taking 130-150 hours to complete and they are struggling to keep qualified staff to perform government accounting audits.

Kathy reviewed the report, explained the findings, and the State filing process. One finding was noted relating to publication requirements for budget meetings. Notice was published on the website but not in the newspaper. Jessica followed up with the State to ensure proper guidelines followed post COVID changes. No serious findings and the audit has been submitted to the State.

Larita asked who would be performing the audits going forward. Kathy said that would be up to the district. There is a list of government auditors on the State website. Keith said Jessica has done some research, put together the RFP and can talk about it during her report. Brandon asked about local options. Kathy said the local ones she could recommend are Molatore's and KDP.

Jessica said the RFP is on the website and has been sent out to the list of auditors she has statewide. No responses have been received. She spoke with KDP already. They are willing to provide a proposal and the projected cost is about \$28,000. Discussion followed regarding the cost of the service, auditor responses and the desire to stay local.

IV. Old Business

A. Funding Committee Report: Brandon said the committee has not met since last board meeting, but he will have some time this week to work on it.

B. Board Vacancy Zone 6: Randy said this was discussed at last month's meeting and he does not believe any applications have been received. Jessica said the ad ran online for two weeks and thirty days online. If the board would like she can send a notice to the partner agencies as well. The board agreed to have Jessica do this.

C. Succession Planning: Randy said they all received the updated Executive Director job description agreed on at the last meeting. Based on communication with DPSST regarding qualifications he recommends changing the 18-month certification timeline to 24 months and said that if they brought in someone from outside of the organization it would take them 24 months to achieve with DPSST. The other thing he wants to recommend is what Mike suggested, and he agrees with, is the expectation of the new director to be physically present at the facility.

Brandon agreed and suggested the following language be added: As the head of the agency the expectation of the director is to be physically present and working from the office. The board agreed and to make the changes per Randy's recommendation.

Randy reached out to SDAO and thinks the board will be pleased with the results. He passed out a copy of the contract for services. The cost is not to exceed \$6000, and they will have 6 hours free consultation before the hourly rate begins. Reviewed a letter to the board from SDAO for the board to do before they can begin the process. This included developing and reviewing a clear and concise position description which they have already done. Review and develop the benefit package for the position, this will be the same as the benefit package for all employees and to determine the hiring process to be conducted. SDAO will help them do this.

SDAO will review and help them develop a process and timeline for the recruitment and determine if they need to do additional background checks. They will receive all responses and communication and weed out anyone who does not meet what they are looking for and the qualifications. SDAO will present recommendations to the board and the final decision will be there's to make. Randy feels very confident in the work SDAO will do and recommends using their services. Brandon asked if Mike had reviewed the contract. Mike has read it and had no concerns except to make sure exhibit A is what they want.

Brandon made a motion authorizing Randy to sign the agreement on behalf of the Board with SDAO to perform the professional recruitment services for the Executive Director position, Bob seconded, motion carried unanimously.

Larita asked Mike about exhibit A. Mike reviewed the exhibit. Larita asked about the time frame to complete the process. Mike said there is no time frame but a scope of the work they will perform. Discussion followed regarding consulting services and expertise.

Randy said he thinks the search will take a while so they may need to consider appointing an interim director. They do not need to decide now and can talk about it in November. Larita said she thinks appointing an interim could be unfair because if there are two internal options whoever is appointed could be gaining a hand up while the other would not have the same opportunity.

Larita said she feels that if they have good local candidates why spend the extra money to have SDAO do a big search. Brandon said he feels they owe it to the internal candidates to do it this way and to everyone. This shows they did the best search they could and found the best person whether that is internal or external and it would be validation for a lot of things that have gone on. Larita said she thinks they will spend a lot of money to show they already have the most qualified candidate locally. Randy agrees with Brandon. Chuck agreed with Larita. Discussion followed regarding doing an internal or external recruitment process, benefits and not just promoting someone because they are internal when they may not be the best candidate for the job.

Joanie said she appreciates the process they are going through and she doesn't have a problem applying against other people.

Bob said he feels external consulting will give the best option. Larita said she disagrees and thinks that they are just following what others are doing and have been told what to do. Bob said they were not told what to do and that it was agreed upon to reach out to SDAO at the succession planning meeting. The board agreed they would move forward with the approved motion and see what develops with that.

VI. New Business

Business Manager Report: Jessica reported on the following.

Tree Replacement Project: Mt. Valley planted six trees, three ground covering plants and will complete laying the topsoil today. This aligned nicely with Mt. Valleys half off fall sale and buy four get one free. The \$300 Pacific Power vouchers were used, bringing the cost down to \$140. The labor and compost will be most of the cost expected at \$2800. This will be covered out of the \$5800 budgeted funds for unplanned maintenance and landscaping.

LGIP Investment: September dividends for the Money Market \$105.21 invested 3 days (6.01), Equipment Reserve \$670.77 invested 5 days (4.66) and Building Reserve \$39.46 invested 5 days (.28).

B. Ops Manger Report: Joanie reported on the following.

Communications Supervisor: Holl has successfully completed the two-week supervisor training at DPSST and has received the class completion certificate. Once she has been in the position for the required two years DPSST will issue the supervision certification.

Trainees: Tori has finished phase one and will begin working console today with a trainer. The recruitment process continues, and we are working through another round of hiring with a director's interview tomorrow.

The annular eclipse just happened. We staffed heavily in dispatch that caused some overtime, but the staff showed strong dedication accepting it and giving up their family time. The planning of this was for the just-in-case experience and was a success. As a partner in public safety, we had a very important role in ensuring that the staff was adequately prepared to meet the needs of our community and partner agencies. We were well prepared to handle the unknown. Joanie thanked all the partner agencies that prepared in such a way to keep everyone safe and the staff that worked on it.

September Call Status: 8856 total calls of which 4390 came in on a 911 line, 1080 were Fire & EMS, 765 were medical specific, 6524 were law enforcement incidents and 1639 were law enforcement initiated.

CAD Project: The IGA has been executed with the City Council signing it Monday night. It is expected that the City will sign with Tyler soon and the City will bill partners as outlined in the IGA. Implementation billing will span two budget cycles and will be about \$340,000. This was budgeted for \$200,000 this year and \$400,000 was moved to reserves for future years.

Radio Console Project: Working through the details of integrating this project with the needs of KIRG and the group is in the process of working those out.

Phone CPE Project: In process finalizing the scope of work and quote with the vender and then the final version executed with the vender and the State 911 program should be soon after. One aspect of this project that is not eligible for State funding is an automatic call back feature for abandoned calls. This is an ad on feature that in the event the 911 call was not answered the system would send a message back to the caller giving them another option to try reconnecting if the call is an emergency. This cost is approximately \$8,000 and would be included in the current fiscal year.

Larita asked how many abandon calls are received. Joanie said she does not know but could probably run a report in E-Cats to provide the answer, but a lot of time is spent calling back abandoned calls.

Bob asked why it was not eligible. Keith said the State has their list of requirements they use to determine the eligibility of what will be reimbursable. This is not agency specific but is for all agencies. If an agency wants an ad on feature they must pay for it on their own.

Keith said this is not a request to spend the money as it is already budgeted but rather to decide if they want him to sign the contract or have Joanie sign it. Larita asked when it would be ready. Joanie said in two weeks. The board agreed to have Keith sign the contract.

Joanie said the other aspect that is not covered by the state would be a hold message. Currently if a caller is put on hold they just hear a beeping sound. She is waiting to hear back on whether the system has the capability of a hold message and the cost for this feature. Discussion followed on ad on features, cost, and availability. The board agreed a call holding message would be a good thing. Larita said she has a lot of questions, and it seems there are no answers. Keith said there is a lot of detail, and this is why the district has a lot of staff to work through the details. In the past only the free options have been picked but with the refresh we are looking at additional options that would provide relief to dispatch. This is a report on the project and not an ask for funding.

Larita said she would like to know the details of what they are signing at the next meeting.

Logging Recorder Project: Continued maintenance agreement with hardware refresh providing the ability to record digitally with the new radio system, and the Vesta system once deployed. This is a continuation of service with Equateur and the maintenance agreement will span 10 years with an expenditure of a \$2000 one-time fee and an annual cost of \$9872.13. This will be easily realized in the budget and know what the cost is for the next ten years.

Executive Director Report: Keith reported on the following.

APCO NENA Org: Keith attended the annual conference which had some presentations about leadership. One was about recruiting and looking for people that meet the type of person wanted. For instance, looking at character and tendencies along with other measurable degrees, certifications, and experience. If you want someone who collaborates, ask them to talk about how they have done this and who it was with. Ask for contact information of those they worked with and reach to get feedback on their collaboration efforts. If you want dependability, ethics or problem-solving skills look at those things. The point was to not focus on degrees, certifications, and experience but what type of person and characteristics. The board needs to think about what type of person they want sitting across from them at a board meeting, considering characteristics and personality traits, along with measurable things.

Bob asked if he received this on paper. Keith said no that it was presented on a flip chart, but he can get the speakers contact information and send it out to the board. The speaker wrote a book that Keith thought the board might want to get called "The five things every successful organization needs".

Advisory Committee: Keith's term will end in December and probably be filled by the Operations Manager in Medford and Joanie will stay plugged in. Keith plans on attending the APCO meeting in December and said it would be a good one for Joanie to attend as well.

D. Executive Session, ORS 192.660 (2)(a): Randy said this is no longer needed.

Public Comments and Other Matters: None

Agenda Items for November 18, 2023, 10:00am meeting
Funding Committee, Board Vacancy, Succession Planning

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

The meeting was adjourned at 11:32 pm.