

**KLAMATH 9-1-1 COMMUNICATIONS DISTRICT  
OUTLINE FOR BOARD SUCCESSION PLANNING MEETING  
THURSDAY, OCTOBER 5, 2023 @ 11:00 AM**

*Klamath 9-1-1 Communications District  
2543 Shasta Way  
Klamath Falls, OR 97601*

**I. CALL TO ORDER**

A. Roll Call

**II. DISCUSSION ITEMS**

1: Keith Last Day will be 12-31-23

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2. Review Executive Director Job Description

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3. Create a list of the objectives that need to be accomplished in hiring a new Executive Director

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4. Create a timeline for the objectives from item 3

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5. Start the process of engaging a firm to assist in the nationwide search the Executive Director position

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6. Start the process of creating a contract for the Executive Director position

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