

**KLAMATH 9-1-1 COMMUNICATIONS DISTRICT  
MINUTES OF DISTRICT BOARD MEETING  
Wednesday, January 17, 2024  
Klamath 9-1-1, 2543 Shasta Way, Klamath Falls OR**

**I. Call to Order**

The meeting was called to order at 10:00 am by Randy Sword.

Board Members Present:

Brandon Fowler  
Bob Moore  
Randy Sword  
Larita Ongman  
Jan Bos

Board Members Absent: Chuck Brandsness

Others Present:

Joanie Rote  
Jessica Gibson  
Holly Snell  
Mike Rudd – Board Attorney  
Gordon Sletmoe – SDAO Consultant, Virtual

**II. Pledge of Allegiance**

**III. Consent of the Agenda**

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

B. Approval of Minutes: Brandon motioned to approve the meeting minutes from December 20th as printed, Bob seconded, motion carried unanimously.

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

**IV. Old Business**

A. Funding Committee Report: Randy said the Operating Levy was voted on last month and the filing has been submitted. The Home Show booth has already been reserved and they should look at what they used before to have on display.

B. Board Vacancy Zone 6: None

Larita arrived at 10:09am

- C. Succession Planning: Randy said they have a proposed list for where the recruitment post can be publicized.

Gordon reviewed the position announcement provided to the board to go live on January 19<sup>th</sup> that needs board approval. He wants to make sure it accurately reflects the position and district area. The board also needs to decide if they want to accept the language for reimbursement of travel up to \$500. The announcement itself is not the end all be all for the position and it notes to see the job description. The announcement, job description and application will be posted as the recruitment ad.

Larita asked if DPSST certification is for life. Joanies said yes unless revoked and continuing education is required to keep it valid. Larita said she likes the flexibility of the language that provides for a combination of qualifications for eligibility.

Discussion followed regarding the reimbursement threshold.

Brandon motioned to accept the proposed draft as presented, Jan seconded, motion carried unanimously.

Gordon reviewed the list of sources proposed for the board to choose where the advertisement will be posted. Discussion followed on process and associated fees. Oregon APCO Nena, SDAO, Work Source Oregon and Linked-In are free options. All Oregon PSAP's will be given the information to distribute.

Jan motioned to approve launching the recruitment ad on all the free sites and items B, C, and D, from the list, Brandon seconded, motion carried unanimously.

Mike said he spoke with Joanie about the requirements needed on the application and exemptions to ban the box. Discussion followed regarding what was included on the SDAO proposed application.

Gordon said a criminal history check cannot be performed until a conditional job offer has been accepted.

Mike said he reviewed a two-page email from Joanie with her recommendations. Discussion followed regarding what should be on the district application. Mike approved of using the SDAO proposed application. Randy asked if they narrow down the selection to five applicants could they then ask for a background authorization prior to interviews. Gordon said yes they can ask for an authorization but could not process it until a tentative job offer had been made. Brandon asked about the exemptions to public safety that could be allowed. Gordon said there is an exemption and gave two examples of past instances and reasons why to refrain until after the job offer. Discussion followed and the board agreed to accept the SDAO proposed application.

Brandon motioned to approve using the SDAO application as presented, Jan seconded, motion carried unanimously.

Gordon said the position will be launched on January 19<sup>th</sup> and open until February 16<sup>th</sup>. He will communicate updates weekly of applications received with Randy. On February 21<sup>st</sup> an executive session will be held to review the applicants and decide which ones they will select for interviews. If the qualified applicant pool is low they will review whether to close or extend it which would push out interviews. Discussion followed regarding the closing date. Gordon asked for the board to decide now if the decision could be made between Randy and himself for an extension. This would eliminate having to close and reopen. Gordon would like to see at least three qualified applicants to close it. Discussion followed regarding making the decision to close or extend based on number of applicants. The board agreed that Gordon and Randy could make the decision.

SDAO Annual Conference: Seaside Convention Center, February 9-11, 2024

Randy informed the board that he will be unable to attend due to personal reasons.

## V. New Business

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

Financial Audit Contract: Discussed accepting the MSP contract for services.

Brandon motioned to approve entering into the service agreement with MSP CPA's for the 2023/2024 fiscal year audit, Jan seconded, motion carried unanimously,

LGIP Investment: December Dividends \$9206.94

Money Market \$5349.79, Equipment Res. \$3642.84, Building Res. \$214.31

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

Trainees: Two were supposed to attend EMD and basic training at DPSST beginning next week but due to storms the EMD portion has been cancelled with no proposed rescheduled date. Two additional trainees are about two-thirds the way through the training phase with one in classroom and one on console.

December Call Status: 8082 total calls of which 3975 came in on a 911 line, 1167 were Fire & EMS, 816 were medical specific, 5845 were law enforcement incidents and 1584 were law enforcement initiated.

C. Acting Director Report: Joanie reported on the following.

CAD Project: Working with ASAP to PSAP which is an alarm company relationship that will integrate in the new CAD saving a tremendous amount of time for dispatch. GIS/MSAG technician has met with the Tyler project team and the kickoff meeting will be held Jan 23<sup>rd</sup>. The city has started receiving project bills and Jessica's contact information has been provided for district invoicing.

Radio Console Project: The consoles are being built by Day Wireless but the project is on hold awaiting a replacement for one that quit working.

Phone CPE Project: Kick off meeting today at 1:30pm and expected to be complete mid-May.

Logging Recorder: This installation is expected to happen alongside the radio and phone projects. As those progress this will be updated.

CBA: The opener has been received. Joanie asked the board to consider approving her to research obtaining a new labor attorney. Joanie said she is prepared to negotiate on behalf of the board if that is what they want, and realizes this may have two paths depending on the outcome of the levy. Brandon asked who they had used for a labor attorney. Joanie said it was Aikens, but his firm is no longer in business although they had provided a couple recommendations to consider.

Randy said it would be good for Joanie to research. Brandon said he supports allowing Joanie to reach out to labor attorneys to provide a request for proposal.

Brandon motioned to approve for Joanie to research and request proposals for service for a new labor attorney, Jan seconded, motion carried unanimously.

Klamath Tribal Public Safety: This will be a new police agency in our area. The administrative staff met with them to see what their needs are for support services. They may want all dispatch services, or they may decide to have their own dispatch center. Joanie recommended a CJIS agreement be in place for service which is standard for similar agencies. They are not yet eligible to be CJIS cleared, and we would not want to provide any service to them until they are. They have met DPSST requirements to have an agency but are still in the process with CJIS. Discussion followed regarding a service agreement and how they plan to operate within Klamath County. They are not part of KIRG but will most likely become a user of the group. Larita asked what needs to be done today. Joanie said today is only informative, but in the future it may be putting a CJIS agreement in place. Joanie explained what CJIS is and the difference between the districts CJIS service agreements and KIRG user fees.

Larita asked how to get more information about the program for her own understanding. Brandon said she can reach out to the Klamath Tribes. Discussion followed regarding the officers they already have working.

Kingsley Field: Security Forces has reached out for some help in getting their base phone lines to route to dispatch if 911 is dialed and not to Security Forces. This will not change how service is provided. We are just assisting them in getting their calls to reach dispatch.

Standard Operating Procedures: Working on updating.

KIRG: The e-board appointed Joanie as the 911 representative. She has accepted the secretary position as a continuation of the work Keith was doing.

APCO Quarterly Conference will be held in Hood River in March and Joanie has been granted a \$1000 reimbursable scholarship to attend the Western Regional APCO Conference in Boise Idaho May 7-10<sup>th</sup>.

Oregon Executive Development Training: Joanie was granted a 50% scholarship to attend the training being held March 11-15<sup>th</sup> but may not attend based on being an applicant for the executive position.

No Executive Session needed.

**Public Comments and Other Matters:** None

**Agenda Items for February 21, 2024, 10:00am meeting**

Executive Session per ORS 192.660 (2)(a), OP Levy, Succession Planning, SDAO Conference Report

- VI. Adjourn:** Brandon motioned to adjourn the meeting, Jan seconded, motion carried unanimously. The meeting was adjourned at 11:48 pm.