

**KLAMATH 9-1-1 COMMUNICATIONS DISTRICT  
MINUTES OF DISTRICT BOARD MEETING  
Wednesday, September 21, 2022  
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:     Chuck Brandsness  
                                      Bob Moore  
                                      Randy Sword  
                                      Betty Lucht  
                                      Larita Ongman

Board Members Absent:     Jan Bos

Others Present:             Keith Endacott  
                                      Jessica Gibson  
                                      Joanie Rote  
                                      Jon Wanzer - Virtual  
                                      Brandon Fowler - KCEM  
                                      Kathy Poppe – Auditor, Wise & Co.

Absent: Mike Rudd, Board Attorney

**II. Pledge of Allegiance**

**III. Consent of the Agenda**

A. Approval of Agenda: Betty would like to add new business, Randy said this will be item G, Betty motioned to accept the agenda as amended, Larita seconded, motion carried unanimously.

B. Approval of Minutes: Chuck motioned to approve the meeting minutes from August 17<sup>th</sup> as printed, Betty seconded, motion carried unanimously.

C. Claims and Demands: Larita motioned to accept claims and demands for September as printed, Chuck seconded, motion carried unanimously.

**IV. Presentations:**

A. Wise & Co. 21/22 Financial Audit Report: Each board member was provided a copy of the report. Kathy introduced herself and thanked the board for engaging them once again to prepare the financial audit. The management team is nice to work with and Jessica keeps everything organized for easy assessment.

Kathy reviewed the financial audit report for the fiscal year ending 2022 noting the report is longer due to more requirements for reporting. Each year they are required to evaluate if the district can meet its obligations to continue and it does with the budget process. The audit includes all budget and financial information required by the State. Kathy reviewed the types of funds the district holds and noted they were in budget for this year. Additionally, they check that the district has followed Oregon laws such as private contracting, depositories, and such; all were good and meet the requirements. Two accompanying letters are provided addressing required information to be communicated to the board.

The first explains the evaluation of internal control and any deficiencies. The second communicates audit information that is sensitive for PERS, the useful life of assets, disclosure of notes and assumption of rates and material misstatements which are required to present the government-wide financial statements on a full accrual basis.

The GASB 87 is a change to include in the audit leases implemented by the district.

The audit is complete, and they will file on the district's behalf. The district will pay the filing fee. Larita asked how much the filing fee is and Kathy answered \$250 based on revenues.

Randy asked the board to take the time to review the report for discussion and approval at October's meeting.

## **V. Old Business.**

A. Strategic Vision - Subcommittee Report: No report.

## **VI. New Business.**

A. Board Member Application Review: Randy said they received an application from Brandon Fowler to fill the vacancy in zone #1. Betty said they all know Brandon and she approves.

Bob motioned to appoint Brandon to the district's board representing zone #1, Betty seconded, motion carried unanimously.

Brandon recited the Oath of Office and signed.

B. Business Manager Report: Jessica attended the SDAO HR Alliance training and SDAO Conference & Awards Banquet in Salem last week. The alliance training covered the topics of Paid Leave Oregon, Hiring Bonus and Retention Committees in the workplace. The conference covered topics of Legislative Relationships – Being a District Voice, Recruitment & Retention, Contingency Plans, Manager & Board Relationships and Conflict Resolution.

Keith added that Jessica provided him notes from the trainings and they were good. These trainings keep the district informed of important HR information, State requirements and changes affecting special districts.

C. Ops Manger Report: Joanie reported that recruitment continues, and the application was posted again last week. One trainee is on station and a new one started last month that she has been training. The new one is about a month away from transitioning into dispatch.

Central Square presented their CAD demo last week. One more vendor will present in October. Joanie said it feels very busy.

August Call Status: 10435 total calls of which 5304 came in on a 911 line, 1067 were Fire & EMS, 723 were medical specific, 7096 were law enforcement incidents and 1596 were law enforcement initiated.

Keith thanked Joanie for her assistance in dispatch with the Van Meter fire. Dispatch received 91 incoming 911 calls in the first hour of the fire starting. Joanie stepped in; engaging her trainees as well.

D. Executive Director Report: Keith reported on his schedule. Central Cascades Fire and EMS has invited him to once again attend their board meeting to give an annual report. He will do so on Oct 20<sup>th</sup>

in the evening. In the past a board member has accompanied him. Larita asked what area they covered, and Keith explained. Larita said she thinks it's nice he goes being that distant agencies often feel left out. Bob said if he is available, he would accompany Keith. Brandon will be there as well representing one of his other positions.

Keith informed he will be presenting for the KCC Criminal Justice class in October and asked to assist with mock interviews at the end of the term.

Keith advised he has been contacted by Lake County 911 regarding their struggle to maintain service. Larita asked who is supposed to take over for them. Keith said there is no PSAP mandated to take over, but we can help in certain aspects. We can assist when their calls are transferred to us, but we do not have connection to their radios. Keith reviewed the operational things that would need to happen to add their operations. Bob asked if there was state funding provided to take over. Keith said no, the state 911 tax could be used but we already receive that for our jurisdiction. Bob asked if we have a direct fiber cable to Lakeview. Keith said he was unsure. Brandon thought Century Link had something. Larita asked if staffing was the reason for their struggle. Keith said it is the primary but there are other areas that attribute to it as well. Keith explained that when their phones fail, they roll over to us and we then refer calls back to someone at their dispatch center. Larita asked if we could get their call volume or already knew what it is. Keith said yes that is public information and as he recalls its about a tenth of our call volume. Discussion followed regarding what it would take to take over the Lakeview center.

State Chapter/APCO will hold their annual training and awards conference the 26<sup>th</sup> in Bend; Keith will attend. Advisory is the first Thursday of each month. They are working on the State GIS policy and have put out an RFP for data assessment. They were briefed and held discussion on the new 988 program and some legislative issues including House Bill 2425 which is program for matching grants for consolidation projects. Betty asked if a board member can attend these meetings. Keith said it's never been asked but he will ask and report it at next month's meeting. The group continues working on the Next Gen 911 efforts and the advisory's perspective on it. Bob asked what Next Gen 911 is. Keith explained how it will make everything IP based changing how data is pushed through and received. This is the modernization for computer delivery of a 911 call. Bob asked if there was a committee on this. Keith said yes; it's an effort with many committees and would modernize the current process.

Keith reported he conducted two employee reviews in August. Per his review he has been looking at training for interpersonal relationships and found one in October in Salem but has too many conflicts to make that one but will continue looking for other ones being offered.

Bob asked if Keith could add to the calendar daily to show that he was in or out of the office. Randy said they would discuss this in the Ex. Session. Betty said the new calendar Keith provided looks good. Bob added it was big improvement.

E. Policy Update, Resolution 22-08: Keith explained what initiated this resolution. The districts medical insurance carrier that is contractual via the CBA covers union and nonunion staff and has always been available for all employees. This year Teamsters came forward and said they would be increasing premiums for non-CBA employees only. Per Contract the district pays 93% and the employee pays 7%. Keith said it only seems fair for employees that are covered under the same plan pay the same out of pocket amount. The proposed language would make that so. Bob said he did not like the resolution and does not like that it is automatic. He feels the board should have a vote and the proposal should not be put together by those that it benefits. He thinks the board needs to maintain control and be the one that decides on this. Keith explained that comparable plans were requested and reviewed; all of them would cost more. Bob said he is objecting to this because it's a policy that would be automatic for the future, it would happen, and they wouldn't know about it. Keith explained we do not have anything in policy to know how to bill the increase, as the contract does not cover nonunion. The first bill is due October 1st,

and we need to know what the nonunion contribution employees will pay. Betty said they are volunteers, and she doesn't feel they need to sit on a union contract for this. They need to be informed and she feels that's what the resolution is. Keith said direction is needed on how they will bill employees for the medical benefits that are not changing but the premium is.

Betty motioned to accept the resolution at this time.

Brandon asked what the difference is between the union making the decision and the insurance company making the decision to increase the rate. Bob said this is new and the board should be the one making the decision. Keith said this needs to be solved today and what if the resolution said that all rates will be the same but not add to policy. Bob said he doesn't want something to be put in policy that then goes out of sight and out of mind. Randy said that all members have a policy handbook, he has confirmed this and told them they need to review policy regularly and if they have questions or want to discuss something they need to prepare those issues and bring them to a meeting. It's every board member's responsibility to review policy. Bob agreed but said things only get brought up if there is a problem. Randy said he disagrees. Larita said she would like to move forward with Keith's revised recommendation.

Discussion followed regarding the insurance obligation of the district to its employees and Jessica gave explanation how this works.

Brandon suggested they approve the increase to be covered in current budget and then review coverage for the nonunion employees to be on their own plan. Discussion followed on the rate increase and amounts employer and employees pay. Randy said he makes his living doing medical insurance, so he wants to stop the conversation informing them that they would not find a cheaper small employee policy. If he had to quote insurance for 3 and their families, the cost would be \$3500 to \$5000 per person per month. He is not liking the increase, but it is still less expensive than other plans.

Tabled the topic for a few minutes while Keith drafted a revised resolution.

Betty said she sold her house on Harlan and bought a house on Bristol. On 9/13 she went to the clerk's office and inquired if she could still represent zone 6. Their records by law say 5116 Bristol Avenue is in zone 6 and gave her an address list to show that. Betty gave a copy for the records.

Keith revised the resolution with the language revision of "Klamath 9-1-1 Emergency Communications District shall deduct employee premium contributions at the same dollar amount for all employees who receive the same benefit.

Brandon moved to accept the redrafting of resolution, Chuck seconded, motion carried unanimously.

Betty left the meeting at 11:28a.

F. Executive Session per ORS 192.660 (2)(i): Randy said they would now enter executive session and excused the public at 11:29a. Meeting resumed at 11:55a.

G. Staff Holiday Gifts: Randy said he would like to see them thinking about this now and not last minute. In the past they have done a small gift card equivalent to purchasing a turkey and he would like to see them do something more. Discussion followed regarding presentation of a gift, gift card amounts or a holiday bonus. Randy said this doesn't have to be decided now but he wants them to be proactive. Keith said if they can give, he and Jessica some ideas then they research any possible ramifications. He likes the idea of the board coming by to present the gifts to each employee.

- VII. Public Comments and Other Matters:** Randy commented regarding board member attendance. Randy said it has come up and after reviewing he found that elected officials are elected. Nothing can be done to shorten one's term unless the board votes to fund a recall. It may be frustrating when someone is not attending but this is the only action that can be taken. Being appointed or elected does not change this. Discussion followed regarding attendance and the appropriate action in addressing individual members.
- VIII. Agenda Items for October 19, 2022, 10:00am meeting**  
**Ex. Session per ORS 192.660 (2)(i), Wise & Co. Financial Review-Board Discussion, Staff Holiday Gifts, Director Review Committee Members**
- IX. Adjourn:** Larita motioned to adjourn the meeting, Brandon seconded, motion carried unanimously. Meeting adjourned at 12:14 pm.