

**KLAMATH 9-1-1 COMMUNICATIONS DISTRICT  
MINUTES OF DISTRICT BOARD MEETING  
Wednesday, June 15, 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 Dave Burnett.

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

Board Members Absent:     Jan Bos

Others Present:             Keith Endacott  
                                    Jessica Gibson  
                                    Joanie Rote  
                                    Mike Rudd, Board Attorney

**II. Pledge of Allegiance**

**III. Consent of the Agenda**

A. Approval of Agenda: Keith advised he would like to add sub item a. under his director's report of Umpqua Bank TMA and provided updated agendas to the board. Betty motioned to accept the updated agenda as provided, Randy seconded, motion carried unanimously.

B. Approval of Minutes: Randy motioned to approve May 20, 2022, meeting minutes as printed, Bob seconded, motion carried unanimously.

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

**IV. Old Business.**

A. Strategic Vision - Subcommittee Report: No report, Keith advised that a few items of this nature are provided in staff reports.

**V. New Business.**

A. Business Manager Report: Jessica reported that she attended the SDAO HR Regional training in May, virtually. The training covered key topics of recruitment, remote workplace accommodations and coverage, public meeting law changes and employee management.

PERS: Side account update of investment. Final report has been completed for year end 2020 which is when the District made its initial investment into the Employer Investment Fund (EIF) side account.

That investment was \$130,000 receiving matching funds of \$32,500 for a beginning balance of \$162,500. Annual earnings for 2020 was \$15,629. The District elected to begin taking the rate relief immediately in August of 2020 for a rate reduction of 1.40%. That amounted to \$5,678 (Aug - Dec 2020) transferred to pay employer contributions. Year end account balance for 2020 was \$170,951.

B. Ops Manger Report: Joanie reported that one trainee is working with the CTO on station and doing ok. Open recruitment continues for dispatch. Joanie along with a couple staff went to 2 different local career fares last month at which there was a lot of interest but no real leads.

Mark 43 a vendor of CAD is scheduled to provide a demo later this month.

May Call Status: 8632 total calls of which 4061 came in on a 911 line, 1000 were Fire & EMS, 717 were medical specific, 6448 were law enforcement incidents and 1819 were law enforcement initiated.

Keith added that he stopped by the KCC job fair and there was a lot of other employers doing the same things as us; trying to recruit and find job seekers. Randy said it seems that is the issue everywhere and a lot of people are still just wanting to stay home and collect a check without working.

C. Executive Director Report: Keith advised the TMA services from Umpqua Bank allow us to do the day-to-day things like ACH and bill pay. Currently he is the only one authorized to do the online approval and processing of these services. The process is a token authentication used for ACH and the bank is ending use of this and switching to a process which will be the use of authentication questions instead of a number sequence. Keith said it would be good at this time to add another person to the permissions for this so that we have coverage in the event he is unavailable. Keith said per the org chart this person would be Joanie as her position is to fill in for him in his absence. Due to accountability and auditing requirements Jessica would not be the one to do this since she processes all checks. Bob asked if a board chair should be one and recommended looking at the delegation of authority chart sometime. Discussion followed regarding the Districts consistency of practices and delegation of authority. Randy commented that the board signs checks, and this provides them the opportunity to ask any questions they may have regarding a bill or payment. They sign off on this and take the responsibility to ask these questions and clarify what the payment is for. He has no problem adding an alternate signer.

Betty motioned to add Joanie as an additional personnel on the bank signature and TMA processing authorization, Randy seconded, motion carried unanimously.

National APCO will take place in August and the committee is working diligently on putting together a bid for the opportunity to host the 2025 conference. Betty asked what the cost was going to be to have it here. Keith said he is not on the financial team for that, so he is unsure, but it usually brings in funds for the chapter. The District covers the cost to send employees to the quarterly trainings and annual conferences.

D: Ex. Session per ORS 192.660 (2)(I): Dave announced they would now enter executive session and excused the public at 10:22am.

Regular meeting resumed at 11:07 am.

Larita motion to hold a Special Meeting on June 29<sup>th</sup> at 10am with an Executive Session per ORS 192.660 (2)(i), Betty seconded motion, carried unanimously.

Randy informed the board that SDAO will be having a board training in August, and he would like to encourage all of them to attend. There is a virtual option available and if they did this, they could attend

in the conference room together. Chuck said it will be held on August 31<sup>st</sup>. Bob said he will be out of town and Larita said she may be as well.

Randy motioned for those available to attend the SDAO board training virtually in the conference room on August 31<sup>st</sup>, Betty seconded, motion carried unanimously.

Keith informed they would need to have an executive session per ORS 192.660 (2)(d) to discuss contract negotiations at next month's meeting. Bob asked what the holdup is and why this is being drug out so long. Keith said he has not been able to speak with the attorney yet but once he does, he will update the board. It may be best to have an executive session sooner. Mike said it could be done at the special meeting on the 29<sup>th</sup>.

**VI. Public Comments and Other Matters: None**

**VII. Agenda Items for July 20, 2022, 10:00am meeting**

Ex. Session ORS 192.660 (2) (d)

**VIII. Adjourn:** Chuck motioned to adjourn the meeting, Larita seconded, motion carried unanimously. Meeting adjourned at 11:18am.