

**KLAMATH 9-1-1 COMMUNICATIONS DISTRICT
MINUTES OF DISTRICT BOARD MEETING**

**Wednesday, October 20, 2021
Klamath 9-1-1, 2543 Shasta Way, Klamath Falls OR**

I. Call to Order

The meeting was called to order at 10:00am by Dave Burnett.

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

Board Members Absent:

Others Present: Keith Endacott - Remote
 Jessica Gibson
 Chris Swan
 Jon Wanzer - Remote
 Jan Bos - Visitor
 Staci Todd

II. Pledge of Allegiance

III. Consent of the Agenda

A. Approval of Agenda and Minutes: Keith requested to cancel the Executive Session as it's not necessary at this time.

Betty motioned to approve the agenda with the cancellation of Executive Session as printed, Randy seconded, motion carried unanimously.

B. Approval of Minutes: Chuck motioned to approve September 15, 2021, meeting minutes as printed, Larita seconded, motion carried unanimously.

C. Claims and Demands: Randy asked if the expense for attorney fees for negotiations is the final bill. Keith advised it is not but a partial billing. Randy asked how much more is it expected to cost. Keith said it could be in the tens of thousands potentially and advised it is moving slowly due to Covid and getting meetings scheduled. He would like to not discuss negotiations at this time but said it takes some extra money to have good representation and this is going to take some good representation. Larita asked how much it cost last time. Keith said that was 3 years ago and we would have to pull reports for exact numbers but the time before last was around 15-20 thousand. The time before was smoother and a bit lower cost.

Randy has concerns and without going into it he wonders if there is a big issue. They have given employees a fair raise and he feels they have bent over backwards to make sure they are taken care of. He is concerned why this is taking so long and that the cost could raise in the upwards amount of \$20,000. This isn't a board that doesn't want to give and take care of the staff. Larita said this should be looked at because it should be done in a lower amount of time and have a reasonable restriction set for time of service.

Randy motioned to accept claims and demands for October as printed, Chuck seconded, motion carried unanimously.

IV. Presentations: Wise & Co. 20/21 Financial Audit – Kathy Poppe introduced herself as the representative of Wise & Co. They have been performing the districts audit for several years and thanked them for having them once again. Jessica does a great job being organized, answering questions and getting them the documents, they need.

Kathy reviewed the presented letters and audit procedures processed by Wise & Co. Highlighted key points of the budget report including compliance of Oregon law. They did not find any areas of noncompliance with those laws. Kathy said the audit went very smoothly and is a clean report.

Letter addressing information required to communicate to the board.

Notes the internal controls of deficiencies with one that has been for several years regarding not having an internal preparer of the financial statements. Noting the auditor nor the State expect this to go away because it doesn't make economic sense for the district to hire a person for this and is why they perform the audit.

Letter addressing sensitive information of financials. This estimates for PERS liability, useful life of full depreciable assets and disclosures of PERS which is the most significant of all.

The board thanked Kathy for all their work on this. Betty asked if they have any questions could they contact her, and she said yes, any time now or throughout the year.

V. Old Business.

A. Zone #4 Applicant – Jan Bos: Dave asked if everyone reviewed Jan's application and opened for input. No further questions.

Betty motioned to appoint Jan to represent Zone 4 until the next election, chuck seconded, motion carried unanimously.

Dave had Jan repeat after him the oath of office and sign the document.

B. Strategic Vision/Sub-Committee Report: Nothing new to report.

C. Bank Signature Card: Jessica provided the card for signatures. Randy noted that since Jan will need adding should they wait and sign next month. The board agreed. Jessica will request to have Jan added along with the current changes for a new signature card to be signed at next month's meeting.

VI. New Business.

A. Business Manager Report: Jessica reported the financial audit is now complete. 4 PCs are on order to replace the security workstations. This will make them compatible with the new security software. They are expected to be delivered late November and will be replaced at that time.

B. Ops Manger Report: Chris reported for Joanie.

September Call Status: 10,378 total calls of which 4,921 came in on a 911 line, 1,106 were Fire & EMS, 814 were medical specific and 6,791 were law enforcement of which 1,757 were law enforcement initiated. Chris reviewed the graph relating to the call status.

Betty asked if we have all the dispatcher positions filled. Chris asked Keith to speak to this. Keith said no; we are still recruiting and hiring. We have one new trainee but are losing a part-time prior employee who has been filling in and one halftime that is relocating out of state.

C. Executive Director Report: Keith said they are working on equipment replacement as Jessica had mentioned and he added that the workstations are also part of a lifecycle replacement.

Logging recorder is also a life cycle replacement consideration but for now we are extending a maintenance agreement for one year.

The Oregon APCO/ Nena committee held their monthly meeting remotely and will present awards individually at recipient locations. December's conference is schedule to be held virtually.

Dave asked if there was going to be a problem getting the security workstations. Keith said no we have an expected delivery date, and they are not in a critical status.

D. Executive Session per ORS192.660 (2)(d): Cancelled

VII. Public Comments and Other Matters: Betty said she receive the SDAO newsletter, and it referenced the upcoming conference. She wanted to know if she would be required to attend in person because she is not able to do so as directed by her physician. Dave said no there is no requirement, and most are available being offered with remote attendance options and viewing.

**VIII. Agenda Items for November 17, 2021, 10:00am meeting
Executive Session ORS 192.660 (2)(d), Bank Card Signatures**

IX. Adjourn: Larita motioned to adjourn the meeting, Chuck seconded, motion carried unanimously. Meeting adjourned at 10:34am.