

**KLAMATH 9-1-1 COMMUNICATIONS DISTRICT  
MINUTES OF DISTRICT BOARD MEETING  
Wednesday, August 17, 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  
                                      Mike Rudd, Board Attorney  
                                      Jon Wanzer  
                                      Brandon Fowler

**II. Pledge of Allegiance**

**III. Consent of the Agenda**

A. Approval of Agenda: Randy said he would like to add Board Business after approving the agenda, Betty wanted to discuss the all-day training and what they will be doing on the 31<sup>st</sup>, Chuck motioned to accept the agenda with these additions, Betty seconded, motion carried unanimously.

Board Business: Randy informed that Jim's wife went home to be with the Lord in July, and he is doing as good as can be expected. He asked them all to keep him in their thoughts.

Randy read aloud a resignation letter submitted by Dave Burnett effective August 12th. This creates an open position for Zone 1. If any of them know of anyone to recommend they could do so. Discussion followed regarding the area of Zone 1. Joanie said she knows of someone who is a current volunteer for the Sheriff's Office that would be a good candidate. The board said she could invite him to next month's meeting for consideration. Brandon said he knows of whom Joanie is referring and agrees he would be a good fit.

B. Approval of Minutes: Betty motioned to approve the meeting minutes from July 20<sup>th</sup> as printed, Chuck seconded, motion carried unanimously.

C. Claims and Demands: Betty asked about the office equipment replacement costs on the check detail. Keith said the computers replaced are from 2014 and with the change of administrative workstations all are going to 2 monitors. The additional monitor helps quite a bit. Randy agreed that 2 monitors is very helpful.

Betty motioned to accept claims and demands for August as printed, Chuck seconded, motion carried

unanimously.

#### **IV. Old Business.**

A. Strategic Vision - Subcommittee Report: Randy said he knows they are working all the time on this, and Bob has some concerns. Bob said he would like to see a committee for this, and he would be willing to be on that committee. Keith reviewed the history including the areas of the strategic plan which covers governance, staffing, technology etc. This plan is reviewed every couple years. The strategic vision subcommittee is to look at the operations and staffing on a more regular basis to work on reaching the goals set forth in the strategic plan. This is done with Keith and Joanie and is not a high-level vision but at the staffing level. Keith said they may need to change how they are reporting on it. Bob asked who all is on the strategic planning committee and requested a copy of the plan. Jessica will get him a copy today before he leaves. Randy said the strategic plan is the boards plan and is their responsibility to review, update and revise. It is a 5-year plan, and he believes they are in the middle of the current plan.

B. Evaluation Report to Board – Randy handed out a review report to the board members only. He asked them to take it home to read and not to discuss this in open meeting. He requested to hold an executive session at next month's meeting, and they can discuss during that time. He confirmed for Betty that the video cameras are on, and security is working. Randy said those that met with Keith had a great discussion. It was a very instructive, informative, and good session. Bob asked who met with Keith. Randy said it was Chuck, Dave, and himself. Betty had a question about the COLA raise and was it discussed. Randy said no a raise was not discussed. Keith informed the cost-of-living raise happened with the approval of the appendix and wage schedule adjustment at the meeting on June 29th.

SDAO Aug 31<sup>st</sup> Training: Randy asked if they had been signed up. Jessica said no because no one let her know who was attending. Randy confirmed with the board and Bob was the only one not able to attend. Chuck will bring lunch for everyone, and they will meet in the conference room to attend virtually together. Discussion followed regarding attendance, agenda and the training topics provided. Jessica explained that registration would only be needed for one of them since they will all be watching it together on the big screen.

#### **V. New Business.**

A. Business Manager Report: Jessica informed the onsite portion of the financial audit was complete and on track for September's meeting presentation. Keith asked Jessica about the training she would be attending next month. Jessica said she will be attending the SDAO HR and Oregon Paid Leave training in Salem on the 14<sup>th</sup> and the SDAO Summer Conference and Awards Banquet on the 15<sup>th</sup>. Bob asked where those were being held at. Jessica said the HR and paid leave training will be at the SDAO headquarter office and the summer conference will be at the Grand Hotel. Jessica also attended a training in Eagle Point a couple weeks ago for State tax forms and the Oregon Paid Leave program.

B. Ops Manger Report: Joanie reported business as usual with one still in training and one in backgrounds with a job offer. The dispatch position is still posted on the website for ongoing recruitment.

CAD Project: A company called CIS provided an informational free demo. Based on our needs and area they may be able to provide what we want. They will be doing an onsite demo in September along with Tyler Technologies.

July Call Status: 9125 total calls of which 4683 came in on a 911 line, 1195 were Fire & EMS, 823 were medical specific, 6891 were law enforcement incidents and 1762 were law enforcement initiated.

Bob asked if the date, time, and info could be sent to him so he could attend the demos. Joanie said yes, she will send it out once she has it. The presentations have been held next door at the Jeff Ball Room. Joanie reminded these are the pre-demos from the RFP process to see who can best meet our needs. Mark 43 isn't viable because it is net based and cannot meet our needs. Discussion followed regarding board attendance and what the demos provide. Randy said he doesn't think all the members need to attend and take up the space for this type of demo. Bob said he thinks it should be each one's own choice and he plans to attend.

Larita asked who is involved in making the decision of the upgraded CAD program. Joanie said we need a new CAD and the biggest users of the system are invited to the demo so they can see what our choices are and what it may cost them to be integrated with what we select. We must do what's best for our agency when making this decision even though they are users, and the decision is ours to make.

Randy asked about the call volume as it seemed busier last month than previous months. Joanie said it was busier but also a longer month which makes a difference.

C. Executive Director Report: Keith reported the updated debt service schedule has been received after applying the \$100,000 additional payment. This saved \$25 K in interest and shortened the term by 1.5 years.

APCO National Conference in Anaheim – The conference began with the chapter meetings and officer workshops that he attended, 9 training sessions and extensive networking. One was on RFP's and he received valuable information to incorporate in our current process. The Western Regional Chapter meeting was held, and they prevailed over Southern California to win the contract to host 2025 in Portland. Keith has the Western Regional dates for upcoming years. The conference had a vendor show that Keith attended with hundreds of vendors. CAD vendors that he had presentations from were Central Square, Motorola Spillman and Versa Term.

APCO Advisory Committee: held a meeting before Keith left that was the same as he reported last month.

Randy informed there is a calendar now provided as part of Keith's report. Randy asked if there were any employee reviews for August. Keith said he has 2 reviews for August that he has not done yet.

Betty said as she understood it, they were going to ask Keith to give them a more conclusive report each month. She wanted to know if they are still doing this or does it have to wait until after next month's executive session. Randy and Larita thought he was doing so already but she could make that a question for executive session.

Mike Rudd informed he would be gone for Sep. 21<sup>st</sup> board meeting. He reminded them to make no decision in executive session but that they can come to a consensus. One of them will also need to take minutes and disseminate to the board and provide those to him as well for his file.

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

**VII. Agenda Items for September 21, 2022, 10:00am meeting  
Ex. Session per ORS 192.660 (2)(i), Staff Gifts for the Holidays**

**VIII. Adjourn:** Bob motioned to adjourn the meeting, Betty seconded, motion carried unanimously.  
Meeting adjourned at 10:52am.