

**KLAMATH 9-1-1 COMMUNICATIONS DISTRICT
MINUTES OF DISTRICT BOARD MEETING
Wednesday, March 20, 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
Michael Parrott – Budget Committee Member

II. Pledge of Allegiance

III. Consent of the Agenda

A. Approval of Agenda: Joanie requested to add as new business the appointment of budget committee members.

Brandon motioned to accept the agenda as printed with the addition to new business, Jan seconded, motion carried unanimously.

B. Approval of Minutes: Brandon motioned to approve the meeting minutes from February 21st as printed, Larita seconded, motion carried unanimously.

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

IV. Old Business

A. Operating Levy: Randy said the levy number has been assigned and is on the website. Brandon said generally everything he has heard is positive.

B. Board Vacancy Zone 6: No applicants yet. Board members will continue outreach to fill the position.

C. Succession Planning: Executive Session discussion.

D. Home Show Report: Randy said every board member took part in the booth and it was exceptional. He thanked everyone for their time and effort as well as the dispatchers and staff. It makes a big difference to have the dispatchers in attendance and the community likes having them answer their concerns and questions. Discussion followed regarding the success of the booth. Brandon said he would welcome feedback from the dispatchers on their opinion of how it went and how the booth could be better. Joanie thanked Jessica for putting together the picture boards. They received good feedback and were what she envisioned.

V. New Business

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

LGIP Investment: January Dividends \$9246.84

Money Market \$5384.42, Equipment Res. \$3647.82, Building Res. \$214.60

Jessica reviewed the projected increases for SDAO membership dues and insurance premiums for the 2024/2025 fiscal year based on notifications received.

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

Trainees: One is in the final stages before going solo. We have a new addition to the family with one dispatcher about to go on maternity leave. This is exciting but will put us down one or may wash with Tori going solo. Recruitment to fill another position is expected to begin around the end of May. This will give the trainers an opportunity for a break.

February Call Status: 7500 total calls of which 3359 came in on a 911 line, 1069 were Fire & EMS, 798 were medical specific, 6325 were law enforcement incidents and 2173 were law enforcement initiated.

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

CBA Representation: The law firm has made sure there are no conflicts of interest on their part and Joanie signed the engagement letter on March 4th. She had a phone conversation on March 12th, and they would like to send a response letter for the opener to teamsters. Joanie asked if the board was ready for them to do this. Discussion followed and the board agreed to proceed with Joanie having the opener letter sent.

CAD Project: Is in full swing with weekly team meetings taking place to discuss milestones and what needs to be accomplished. Our GIS vendor has completed the mapping for Tyler, and everything is going smoothly.

Radio Console Project: Is under way and mid installation but has encountered several issues that Day Wireless is still working through at this point. Three workstations are fully operational but the fourth is torn apart until Mike returns to finish the installation next week. There has been a software issue with the integration of current systems causing the local backup to be down. The local backup provides the extra channel we would use in a large emergency and is a high priority to get backup. Discussion followed regarding vendor response and down time.

Joanie said that Odell is currently down and so we cannot effectively communicate with the agencies up north. This is unrelated to the radio installation issues. Search and Rescue is helping by going there today to reset the switch and have been provided guidance from Mike.

Phone CPE Project: All the equipment is on site. Training will occur on the week of April 29th and cut over the week of May 6th. The installation and training team will be on site the whole week to make sure there are no issues. Weekly meetings are taking place, and this is making good progress.

Logging Recorder: Equature contracted the installation out to Day Wireless of the logging recorder. Mike is planning to install this after the radios and hopefully before the phones.

Telecom Week is April 14th-20th and we will be doing something to celebrate that.

Randy said as part and parcel of telecom week the board members will be receiving a polo with the new 911 heartbeat logo. Each board member provided Randy with their size for the order.

Larita said the SDAO increase is very high and asked what the district is getting for the extra cost. Jessica explained the change in fee assessment and provided examples of the services and benefits that are free as a member. Discussion followed. Larita asked the board to be watchful over the course of the year to see if it is worth it.

Joanie reviewed the letter from KCEDA regarding the change in zoning and the comment period deadline in May. Discussion followed regarding the effect of zoning on the district's taxation. Randy said no action is needed by the board. Board members wanting more information can reach out to KCEDA and attend the commissioner meeting on April 7th.

Budget Committee Appointment: Jessica said no response has been received by Patricia, but Michael Parrott responded and will continue serving.

Brandon motioned to appoint Michael Parrott to the budget committee, Jan seconded, motion carried unanimously.

D. Executive Session per ORS 192.660 (2)(a): Public excused at 10:47am. Public meeting resumed at 11:55am.

Randy announced the board has selected Hank Evans for the position of Executive Director and asked for a motion to proceed with an offer.

Brandon motion to proceed with the offer to Hank Evans that SDAO presented them, Jan seconded, motion carried unanimously.

SDAO will make the conditional offer to Hank Evans.

Public Comments and Other Matters:

Jessica said that Keith is the appointed Budget Officer for the current year and asked for the boards direction in preparing the budget.

Brandon motioned to appoint Jessica as the budget officer for the remainder of the year, Larita seconded, motion carried unanimously.

Agenda Items for April 17, 2024, 10:00am meeting

Ex Session ORS 192.660 (2) (a)

- VI. Adjourn:** Brandon motioned to adjourn the meeting, Bob seconded, motion carried unanimously. The meeting was adjourned at 12:02 pm.