

**KLAMATH 9-1-1 COMMUNICATIONS DISTRICT
MINUTES OF DISTRICT BOARD MEETING
Wednesday, October 19, 2022
Klamath 9-1-1, 2543 Shasta Way, Klamath Falls OR**

I. Call to Order

The meeting was called to order at 10:06 am by Randy Sword.

Board Members Present: Bob Moore
 Randy Sword
 Betty Lucht
 Larita Ongman
 Brandon Fowler
 Jan Bos
 Chuck Brandsness

Board Members Absent: None

Others Present: Keith Endacott
 Jessica Gibson
 Joanie Rote
 Jon Wanzer - Virtual
 Mike Rudd, Board Attorney

II. Pledge of Allegiance

III. Consent of the Agenda

A. Approval of Agenda: Jan motioned to accept the agenda as printed, Larita seconded, motion carried unanimously.

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

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

IV. Old Business.

A. Strategic Vision - Subcommittee Report: None

B. Financial Audit Review: Randy asked if everyone had reviewed the report and had any questions. All acknowledged they had and did not have any questions. Randy said he thought it was interesting and important for them to read it. As a board they should be proactive, not reactive, and not be afraid to ask questions.

Jan motioned to approve the audit report as presented, Bob seconded, motion carried unanimously.

C. Staff Holiday Gifts: Randy reviewed the ideas they discussed last month and wanting the board to be the ones presenting the gift to each staff. Discussion followed on ideas, options, and sign-ups for

presenting to the staff.

Betty motioned to approve the purchase in December of a holiday \$100 gift card for each staff, Brandon seconded, motion carried unanimously.

V. New Business.

A. Business Manager Report: Business as usual. Jessica informed of the annual SDAO Conference information that just came out and discussed. Bob, Jan, and Brandon would like to attend in person.

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

Staffing: One trainee was unsuccessful in the training program and has been released from the District. One trainee is working on station and meeting training standards based on the trainer's daily observation reports. A recent job offer has been made to someone and they are in the background process. Recruitment is ongoing and currently in the testing and interview process with a few people. One employee retirement will take place at the end of the month but will return as halftime, having little effect on staffing.

September Call Status: 9536 total calls of which 4612 came in on a 911 line, 1137 were Fire & EMS, 785 were medical specific, 6416 were law enforcement incidents and 1548 were law enforcement initiated.

CAD Project: This is moving forward with the gathering of information and diligently being worked on.

Keith said this project started with a request for information based on what we know our CAD does, but not knowing what a modern program would do. Five vendor demos have been provided onsite and a few Keith viewed at the APCO conferences. We have reached out to other PSAP's that use other vendors to see how their program works and how they accomplish the work. A few things for consideration are how the program links with mobile computers as this is the criminal justice information hub for all law enforcement and many partner agencies. What we do with CAD will impact our partners and we want to ensure it's a positive impact. We have engaged partner heads that use our data the most to discuss their needs of the CAD program. We will work close with primary partners and do outreach to the smaller partners. The point has been reached to now look at a procurement method or RFP. Because of the dynamic pieces that the agency has there are other purchase options available such as sole source.

Keith explained the method of a sole source. There is also the method of using a government pricing contract that has already gone through a procurement process. Mike advised against using the sole source method and for it to be a last option because it would have to go before a local contracting board. The local board currently is the commissioners. Larita asked if we had a selection for who we would want to use. Keith said there are a couple but would not want to name those in the public meeting at this point in the process. Keith reviewed all the vendors we have looked at and discussed the differences of the product they provide. Larita asked who the three main partner agencies are. Keith said they are KFPD, KCSO, and Fire District #1. Larita asked how the smaller agencies can be informed of the CAD project. Brandon said the smaller agencies don't use MDT's or the interfacing of CAD. Discussion followed regarding informing big and small partners, the use of CAD and the goal to meet the needs of the agency as well as its partners.

Randy asked when Keith would be ready to have an executive session with the board before going out for quotes. Keith said that could be done in a regular meeting. Randy said he thought it would be best for them to have the opportunity to review what Keith's ask is going to be. This would allow them to review and comment on so that it is not denied when asked for approval of funding. Brandon said he does not

think this is an executive session, but they could do a work session. Mike said he agrees that there is no ORS to allow for this; procurement is public information. There is a lot of work occurring to collect information to recommend the best purchasing option. Keith said he will do whatever the board wishes, and he didn't mean to offend. Part of getting a quote is to complete the research process for the project to be able to present the board with a final recommendation.

Randy said he would like the board to be briefed on the project because it is going to be a major expenditure. He is concerned with the renewal of the levy and how the public perceives it's use. The public's concern voiced when campaigning is that funds were not spent on what they were approved for. Randy wants Keith to help them understand the vendor selection process so they can speak to it when campaigning and be proactive. He is not saying Keith is not doing his job but would like them to be informed before Keith requests a quote and briefed in public meeting on the vendor selection. Bob asked why Randy is disregarding Brandon's suggestion of a work session. Randy said he was not and is on board for a work session. Bob asked how soon Keith is looking at doing an RFP. Keith said within this quarter. Brandon said he has been in the room for most of the demos and is happy to participate in a workshop. Bob said he would like too as well and would want all the board to attend if they would like to. The group agreed to have a work session on Wednesday, November 9th from 9am to 11am.

C. Executive Director Report: Tomorrow is Central Cascades Fire and EMS at 5p that Keith and Brandon will attend.

State Chapter/APCO: Keith attended the fall conference and trainings in Bend, September 26-30. His final one as the president will be in December. Advisory committee held a meeting on GIS policy and 988 coordination.

Randy said he remembers one of them wanting to attend this advisory meeting. Bob said he did attend the meeting this morning along with Brandon and it was very good.

Keith reported the District had received SAIF dividends for the 5th year in a row and provided the amounts.

Keith reviewed the calendars attached to the report for September and October which include his office in and out times.

D. Director Review Committee Members: Randy said it is Betty's desire to be on the committee. Larita asked who is on it. Randy said Dave was on it, but it is now Chuck and himself since they hold the chair and vice-chair positions.

Chuck motioned to appoint Betty to serve as the 3rd member, Larita seconded, motion carried unanimously.

Randy said Bob would like to be on the committee as well and could serve as an alternate if one of them are unable to attend.

Randy motioned to appoint Bob as an alternate to serve if anyone is absent, Chuck seconded, motion carried unanimously.

E. Executive Session per ORS 192.660 (2)(i): Randy acknowledged they would be entering into executive session and excused the public at 11:04am. Public meeting resumed at 11:15am.

- VI. Public Comments and Other Matters:** Bob asked about the training session after next month's meeting. Randy said he is very excited about this training and urged them to be in attendance for this individualized training that SDAO's George Dunkel will be providing. Brandon said he has had the pleasure hearing George at prior trainings, and he is great.
- VII. Agenda Items for November 16, 2022, 10:00am meeting**
- VIII. Adjourn:** Larita motioned to adjourn the meeting, Chuck seconded, motion carried unanimously. Meeting adjourned at 11:20 am.