

**KLAMATH 9-1-1 COMMUNICATIONS DISTRICT  
MINUTES OF DISTRICT BOARD MEETING  
Wednesday, January 15, 2025  
Klamath 9-1-1, 2543 Shasta Way, Klamath Falls OR**

**I. Call to Order**

The meeting was called to order at 10:00 a.m. by Randy Sword.

Board Members Present:     Bob Moore  
                                      Randy Sword  
                                      Jan Bos  
                                      Larita Ongman  
                                      Mike Smith  
                                      Chuck Brandsness

Board Members Absent:     Brandon Fowler

Others Present:             Joanie Rote  
                                      Jessica Gibson  
                                      Holly Snell  
                                      Barry Shullanberger - Lake County Commissioner  
                                      Daniel Tague - LCSO  
                                      Mike Patterson – LCSO  
                                      Mike Rudd

**II. Pledge of Allegiance**

**III. Consent of the Agenda**

A. Approval of Agenda: Randy requested to remove the pet policy from the agenda because the attorney will not be ready until next month.

Jan motioned to accept the agenda with the removal of the pet policy, Bob seconded, motion carried unanimously.

B. Approval of Minutes: Bob motioned to approve the meeting minutes from December 18<sup>th</sup> as printed Jan seconded, motion carried unanimously.

Chuck motioned to approve the meeting minutes from December 31, 2024, Mike seconded, motion carried unanimously.

C. Claims and Demands: Larita asked about the legal attorney fee for Lakeview. Joanie said this was for the IGA which is now complete so the cost will be less, but they are still having them do some work. Larita asked if the cost is shared with Lakeview. Joanie said this is the district's attorney and district cost. Lakeview has their own attorney that they pay to represent them. Larita asked about the Christmas

cost for staff because it seemed like a lot more than last year. Discussion followed regarding the amount spent on Christmas gifts for staff and what was budgeted. Larita said it was \$3000 and asked if that is what was budgeted for Christmas. Randy said the gift cards were from the board to staff. Joanie said the Wood Works was for the cups that the board wanted to do for the staff. Randy said the sweatshirts were not done last year so that is an added cost. Larita said she was just concerned that the money was not there. Joanie said it was and is what was budgeted.

Larita motioned to accept the claims and demands for January as printed, Mike seconded, motion carried unanimously.

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

A. Policy and Review Committee: Randy said they did not meet last month and asked if they would be meeting today. Larita said yes they are planning to meet today.

B. Executive Director Transition Committee: Randy said they did not meet last month. Joanie asked if they could schedule the meeting now, so it is planned. Randy said he is not available to meet in February. Joanie asked if January 23<sup>rd</sup> would work to meet. Discussion followed. Mike Rudd will check the availability for the room at 9:00 am or 10:00 am and email the committee.

D. Public Outreach Events: Randy said the Home Show is in March and they may need to order some more items to hand out. Discussion followed regarding stock on hand and ideas of new items to purchase. Jan asked if they had the medical card handouts. Joanie said no but she could have them printed by then. Jessica said the board had expressed the desire to have a 911 magnet which she has inquired on and is waiting for a mockup and price. Jessica will look in to getting items ordered and update the board next month.

E. Lake County 911 Transition: Randy asked if the IGA was signed by Lakeview. Joanie said yes she received back the fully executed agreement.

Joanie said the district is in the process of putting together a recall letter and working with Eileen on it. Hope to have it done this week. Larita asked how many of their employees would come. Joanie said six will be recalled but she is not sure how many will come. Discussion followed regarding providing a written letter of employment, the laws governing public employees and seniority. Joanie said district staff have experience some issues with not having the geographical knowledge of Lake County so having any of their staff would be helpful. Discussion followed regarding the Lakeview dispatch systems, transition of employees, wages and their ability to learn the Klamath system. Randy said they are talking about certified dispatchers that would be beneficial to Klamath rather than taking someone off the street. Mike added this is a big ask for them to drive over, relocate and learn a new system and geography. Daniel said he asked around and has not heard that any of the six are interested. Mike thought maybe they get one or two of them. Randy said if even only two come they would be beneficial. Larita said they did not budget for six extra positions so how do they have the money to do this. Joanie said that hiring was pushout because of the new CAD and not training a new hire on a system that would be out of use before they could complete training. This allowed the five budgeted positions for new hires to remain unfilled and currently available. Now they can recall the laid off employees which is required by law, and whatever positions remain vacant after will begin filling with open recruitment. Mike said they do not meet the national average which should be no less than sixteen dispatchers. That minimum is set for many reasons like liability, safety and covering time off. Larita said they do not need to look at

the national average but do what is needed to take care of our area. Randy said he is the most senior member and has always seen the need for more staff because there is always turn over. Mike said it is much better to be overstaffed than under. Randy said the reason they have money in the bank is because they asked the county to support the increase in staff. The community stepped up, they receive it and do it every year in an effort to fill positions. He recalled a time when they were in a position when employees were marched into a board meeting and the board members were told they were losing their jobs today because they could not pay them. They would have to let them go or shut down in a week. The board then vowed to never allow that to happen again. Discussion followed regarding the history of staffing, funding and meeting the needs of the community. Larita said they need to have enough staff but not more than enough and she did not agree with Mike. Mike said it is ok for her to not agree with him but what he was saying is that there are always changes with staff and over staffing allows for coverage of these situations. It is mutually beneficial to the district and the community. Larita said she thinks if they asked the community that the people would say to use the tax dollars wisely and not over staff. Daniel said they also need to send their people to trainings to avoid encountering the same issues they had in Lakeview. Discussion followed regarding manning three stations 24/7 and the needs for staff to take time off and cover life circumstances. Mike Rudd said the statute governing public employees says they have to offer the jobs; it is the law. Larita said she understood everything, and her concern was that they did not have funds in the budget to pay six positions.

Randy asked the status of the operations is in Lakeview. Joanie said it has been seventeen days and while going well they have had some challenges. Monday night Lakeview phone lines were down, and they did not know if anyone was trying to call because dispatch only answers when they do call. A person tried to call and after a few failed calls finally got through the back line. Dispatch was then able to send it to the appropriate responder. Lumen was called and they were aware of an internet glitch but did not know if the two issues were related. Joanie explained how Lakeview phones are forwarded to Klamath, and it will remain this way until the Klamath trunks are in. The trunk was somehow turned off in Lakeview and had to be turned back on. Holly said Lumen sent an email explaining an error by their technician that has been resolved. Randy said it is a learning process and asked if they needed anything from the board. Joanie said the GIS info is different than what dispatch is used to, so they have to manually find locations and are working through some learning curves. Overall, it is going well, and they can ask Daniel and the commissioner's opinion for more input. Daniel said it has been better than he expected, and they appreciate dispatches professionalism. The undersheriff Mike Patterson said it has been great working with the dispatchers, and they are doing good teamwork. Daniel said change is hard but so far the feedback has been good. Mike Smith asked about the locations for units working in the different counties. Mike Patterson said it is not a problem and going well. Daniel said their biggest hurdle is the redundancy for their internet and radio system, which they are working on getting upgraded. Randy thanked everyone from Lakeview for attending the meeting and said to let the board know if they need anything.

G. SDAO Annual Conference: Randy asked if everyone's reservations were made. Jessica confirmed they are, and packets will be ready for pick up by February 4<sup>th</sup>. She will email everyone and let them know when they are ready.

## **V. New Business**

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

LGIP Investment: December Dividends - \$13,663.35, Money Market \$11,440.16, Equipment Res. \$2,004.95, Building Res. \$218.24. OSTF rate change effective 1/8/2025 from 4.85% to 4.70%.

Umpqua Bank: Updated CIF forms needed for all board members and to add Mike Smith as an account signer. Jessica passed out CIF forms for the board to complete.

Maintenance: Fire suppression control panel should arrive next week and will be scheduled for replacement.

SAIF: The districts workers compensation policy was selected for a review of payroll records for the period of 2023/2024 to validate that we are paying the correct premiums for the coverage provided. The onsite audit is scheduled for January 28<sup>th</sup> at 1:00 pm. Mike Rudd said this was not surprising with the legislation that passed on workers comp analysis. Also, the recognition of dispatchers as first responders passed bringing with it an earlier eligibility for retirement.

Board Member Elections: Randy, Jan, Bob and Mike terms expire June 30, 2025. First day to file is February 8<sup>th</sup> and May 20<sup>th</sup> is election day.

B. Ops Manger/Acting Director Report: Joanie reported on the following.

Staffing: No staffing changes.

Tori received her certification through DPSST. Now every dispatcher in the center is fully certified.

HVAC: Replaced yesterday and operational; will finish final touches today. Jessica requested a quote for replacement of the other units.

CAD Project: The end is near and set to go live March 18<sup>th</sup>. Tyler is working diligently to include Lakeview in time for the cutover. However, the project manager said it will be tight, and they may need to push Lakeview out later.

Law Repeated Channel: The equipment arrived and is in Mikes office at Day Wireless. The frequency was not compatible so that is still in the works and sheriff's office radio inventory still needs to be done.

December Call Status: 8545 total calls of which 4351 came in on a 911 line, 1351 were Fire & EMS, 966 were medical specific, 6414 were law enforcement incidents and 1816 were law enforcement initiated.

Larita asked if Lakeview calls would be available. Joanie said yes there just wasn't a full month snapshot to provide this month.

Joanies event calendar and schedule provided for review.

E. ORS 192.660 (2)(a): Entered at 10:59 a.m. Only board members and the board attorney remained.

Exited at 11:34 a.m.

Randy said the board met during executive session and as a result they are not going to extend a formal offer at this time. The board is going to go back out for recruitment of the position and engage SDAO again.

Jan motioned to approve the re-recruitment for the Executive Director position, Bob seconded, motion carried unanimously.

Randy asked for the board to authorize him to engage with SDAO on behalf of the board for the re-recruitment.

Bob motioned to authorize Randy to engage with SDAO on behalf of the board for the re-recruitment of an Executive Director, Jan seconded, motion carried unanimously.

Joanie said can she ask why.

Randy said after meeting in executive session the board feels she is not ready to be the Executive Director. Joanie said based on what. Randy asked her if she wanted that to be discussed in public. Joanie said yes. Randy said the board feels she has some deficiencies in her leadership and that the board came to the same conclusion as the outside interview panel and the background check. Larita asked if they are required to discuss this right now. Randy said no. Larita recommended they hold off and discuss this at a later date. She does not think they should do this today because they do not know what they think on it. Joanie said they made a decision but do not know what they think. Larita said she maybe said that the wrong way and would reword it. The board has lots of thoughts, many, many thoughts and it is not appropriate to discuss them at this moment. The board needs to have time to put that together. Joanie asked when she could expect that. Larita asked if there is a legal time they must do it by. Mike Rudd said no. Larita said she thinks they could have it by next month.

Bob said they need to act on a temporary fill.

Larita made a motion to have Mike Smith step in as the Acting Director, Bob seconded, motion carried unanimously.

Larita said this will be an unpaid temporary fill. Mike Smith accepted and said it will be for three to four months while the re-recruitment takes place.

Joanie said she was told in an interim director meeting that she had passed her background and asked if they are now saying she had not. Randy said that is not what they were saying, and he is not getting into that at this time.

**PUBLIC COMMENT AND OTHER MATTERS:** Bob asked if they would still have an interim committee meeting. Randy said no.

Daniel asked Mike if he was going to still be the undersheriff. Mike said yes. Daniel said that is a lot to put on one person. Mike said he has done it in the past and it will be short term.

Jessica asked if the board could provide direction for the staff on what to expect and when this is effective. Larita said it is effective immediately.

**VI. AGENDA ITEMS FOR NEXT BOARD**  
**ORS 192.660 (2)(a), SDAO Executive Director Recruitment Update**

**VII. Adjourn:** Jan motioned to adjourn the meeting, Chuck seconded, motion carried unanimously. The meeting was adjourned at 11:36 a.m.