

**KLAMATH 9-1-1 COMMUNICATIONS DISTRICT  
MINUTES OF DISTRICT BOARD MEETING  
Wednesday, June 18, 2025  
Klamath 9-1-1, 2543 Shasta Way, Klamath Falls OR**

**I. Call to Order**

The meeting was called to order at 10:07 a.m. by Randy Sword.

Board Members Present:     Bob Moore  
                                      Randy Sword  
                                      Jan Bos  
                                      Aimee Reichlin - Remote

Board Members Absent:     Mike Smith

Others Present:             Joanie Rote - Operations Manager, Remote  
                                      Jessica Gibson - Business Manager  
                                      Holly Kessler - Communications Supervisor  
                                      Mike Rudd - Board Attorney  
                                      Shawn Eads - Dispatcher, Remote  
                                      Tammy Massey - Dispatcher Remote  
                                      Mandy Coon - Dispatcher  
                                      Mike Patterson - Lake County Under Sheriff  
                                      Sandra Fox - Citizen  
                                      Amanda Rose - Citizen  
                                      Kathy - Citizen  
                                      Tori Langford - Dispatcher, Remote  
                                      John Ketchum - Citizen  
                                      Kenzie - Citizen  
                                      X – Assumed Citizen

**II. Pledge of Allegiance**

Consent of the Agenda: Randy said they received an application from Sandra Fox to be considered for appointed representing Zone 5 and opened the floor for discussion. No comments or questions.

Jan motioned to appoint Sandra Fox to the board representing zone 5, Aimee seconded, the motion carried.

Yes Votes: Jan, Aimee, Randy, and Bob

No Votes: None

Randy welcomed Sandra to the board and said that she could participate and vote as a board member during the meeting.

A. Approval of Agenda: Bob motioned to accept the agenda as presented, Jan seconded, the motion carried.

Yes Votes: Jan, Aimee, Randy, Sandra, and Bob

No Votes: None

Randy said it is the monthly board meeting and as such there will be no public comment accepted until the public comment time. During that time, they will accept comments and anyone speaking will have three minutes to do so.

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

Yes Votes: Jan, Aimee, Randy, Sandra, and Bob

No Votes: None

C. Claims and Demands: Bob asked if the Basin Cleaning expense for spring cleaning was part of the annual contract. Jessica said no because it is a service provided upon requested as needed.

Bob motioned to accept the claims and demands for June as printed, Jan seconded, the motion carried.

Yes Votes: Jan, Aimee, Randy, Sandra, and Bob

No Votes: None

### **III. Old Business**

A. Policy and Review Committee: Randy said they have Resolution 25-09, 10 and 11 for consideration. Randy asked if there were any changes. Jan said a couple very minor ones to clarify intent. Randy asked if there were any questions or concerns. Bob asked if a calendar would be sufficient instead of a daily timesheet. Aimee said it could be but since it is not being filled out it is not sufficient. It is appropriate that all the employees within the 911 center fill out a daily timesheet for accountability. Bob said many other boards have their employees use a calendar showing it to be acceptable and he thinks it is redundant to have them fill out a daily time sheet. Aimee said she feels every employee should fill out a daily timesheet, so they show transparency and accuracy; especially because wages are paid with tax dollars. Discussion followed regarding transparency and validity of having all employees complete a daily timesheet.

Resolution 25-09: Jan motioned to approved Resolution 25-09 as printed, Randy read by title, Aimee seconded, the motion carried.

Yes Votes: Jan, Aimee, Randy, and Sandra

No Votes: Bob

Resolution 25-10: Randy read the resolution by title and said it has to do with employee development and training. Opened for discussion. No comments or questions.

Bob motioned to approve Resolution 25-10 as printed, Jan seconded, the motion carried.

Yes Votes: Jan, Aimee, Randy, Sandra, and Bob

No Votes: None

Resolution 25-11: Randy read by title and said it is in the matter of handling public complaints.

Bob motioned to approve Resolution 25-11 as printed, Jan seconded, the motion carried.

Yes Votes: Jan, Aimee, Randy, Sandra, and Bob

No Votes: None

X – joined online at 10:24a did not introduce themselves.

B. Public Outreach Events: Third Thursday tomorrow from 6-9pm. Setup can begin at 5pm and tear down can begin no earlier than 8:30 pm. Our booth is located on the corner of 9<sup>th</sup> and Main to the right of Zachs Bike Shop.

C. SDAO Director Recruitment Update: Entered Executive Session.

Executive Session, ORS 192.660 (2)(a): Randy announced they would be entering the executive session and excused the public. Entered at 10:25 am. Public meeting resumed at 10:46 am.

Randy had Sandra take the oath of office. Randy signed. Jessica will email to Sandra for signing.

Randy said the board has made a selection and extended a tentative offer for the position. They are currently in the background check process, but they will not be announcing the selection by name until the background check is successfully completed.

Randy said that during a prior executive session a matter was brought to their attention, and they were asked to decide if the information should be forwarded to OSP.

Jan motioned to approve sending the information to OSP for further investigation, Aimee seconded, the motion carried.

Yes Votes: Jan, Aimee, Randy, Sandra, and Bob

No Votes: None

Jan motioned to cease the acting director's 10% pay since an offer has been extended, Bob seconded, the motion carried.

Yes Votes: Jan, Aimee, Randy, Sandra, and Bob

No Votes: None

D. Resolution 25- 07: Randy read by title and said it has to do with updating the non-cba wage scale and benefits package. Randy said he thinks a CEO should have an increase based on merit not an automatic increase and that since they will have a separate contract the position should be removed from the wage

scale. No other comments.

Bob motioned to approve Resolution 25-07 with the revision of removing the Executive Director position from the Non-CBA wage scale, Jan seconded, the motion carried.

Yes Votes: Jan, Aimee, Randy, and Bob

No Votes: Sandra

E. Lake County IGA/MOU – User Fees: Jessica said the board needs to discuss how they would like to move forward with this. There is no new information, but they had previously discussed a user fee structure like the radio groups. Two contracts have been issued to the companies that are on the Lake view non-preference tow list, but none have been returned.

#### **IV. New Business**

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

##### **LGIP Investment: May Dividends - \$11,365.45**

Money Market \$6896.98, Equipment Res. \$2873.34, Building Res. \$1595.13 - OSTF rate remains at 4.6%.

Recruitment: Three candidates were interviewed Monday, and recommendations have been made for Executive Director interviews. Applications are still being accepted, and testing will continue for those who pass the preliminary background check.

HVAC Replacement: Two units are scheduled for replacement next Wednesday and the last two the following week.

Time Clock: Ebility offers a time tracking program that we would like to try out on a monthly basis, to start, and see if it meets our needs. If it does this will eliminate the manual processes currently in place. Using Ebility would save time and money, eliminate manual time sheets and allow employees to have direct access to their schedules, earned leave balances and easily submit time off requests all through the app.

Amazon Business: SDAO has partnered with Amazon to provide free business accounts to its members. The district has switched its essential business account to the free business account and received a refund for the remaining period we already paid.

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

Staffing: Jessica already covered.

CAD Project: Work continues with user agencies and Tyler with the intent to create a smooth work process for everyone.

Next week Holly and Joanie will attend CAD Management data-mart training.

Legacy console one has been moved to the independent dispatch office, and two new consoles have been installed. Five fully operational consoles remain, and two new consoles will be fully outfitted by October. This is delayed due to waiting on the Vesta system.

During the installation of the consoles, it was realized that there is a challenge to overcome with a set of cords running above the concrete floor. This will need to be mitigated, but in the meantime two large carpets have been placed to bridge the walkway, so people don't trip.

The week of July 7<sup>th</sup> is scheduled with Day Wireless for the Stukel repeated channels to be installed which is a 911 project. The SWAN repeater frequency will be deployed at the same time, which is a KIRG project.

May Call Stats: 10,120 total calls of which 4,799 came in on a 911 line, 1285 were Fire & EMS, 886 were medical specific, 6,874 were law enforcement incidents and 1,690 were law enforcement initiated.

Randy asked if they would have to drill through the concrete. Holly said there is a possibility of putting it through the track but if not then they would have to remove some concrete, add a new track and install a removeable plate cover.

C. Acting Director Report: None

D. Budget Hearing: Randy announced they would now hold the budget hearing and informed the group that the budget committee approved the proposed budget, and the board needs to adopt it.

John asked how they could do that. Randy said one citizen from the community dropped out, but they had to continue with business and the board performed the functions of the budget committee as they are part of it. It was not ideal, but they had to do it to pass a budget before the end of the year. They will be looking to add Lake County, to hold a seat on the committee, and are working on getting people to fill the vacancies. John said he had not seen the budget they were approving and asked if it is online. Jessica said yes. Five years of history are also available and can be found under the board meeting calendar and transparency page.

Randy said there are no changes to the proposed budget. John said it's just not the process he is used to and has not seen it done like this before. Sandra said the board members are part of the budget committee and if they have a quorum they can approve a budget. Discussion followed regarding the board's ability to approve a budget when there are no present budget committee members other than board members. Mike Rudd agreed that the board as the budget committee can approve the budget if there is a quorum.

Sandra asked if there were any other comments. No comments: hearing closed at 11:15am

a. Resolution 25-08: Randy read the resolution by title and said it is to adopt the 2025-2026 budget and make appropriations.

Sandra motioned to adopt the 2025-2026 fiscal year budget in the amount of \$6,795,496, Aimee seconded, the motion carried.

Yes Votes: Jan, Aimee, Randy, Sandra and Bob

No Votes: None

**V. Public Comment and Other Matters: None**

**VI. Agenda Items for Next Board Meeting**

Annual Business, Oath of Office, Ex. Session ORS 192.660 (2)(a), Lake County MOU's, Policy Committee

**VII. Adjourn:** Bob motioned to adjourn the meeting, Sandra seconded, the motion carried.

Yes Votes: Jan, Aimee, Randy, Sandra, and Bob

No Votes: None

The meeting was adjourned at 11:20 a.m.

Approved and Adopted July 23, 2025

---

Randy Sword, Board Chair

---

Date