**KLAMATH 9-1-1 COMMUNICATIONS DISTRICT**
**MINUTES OF DISTRICT BOARD MEETING**
**Wednesday, March 19, 2025**
**Klamath 9-1-1, 2543 Shasta Way, Klamath Falls OR**

## I. Call to Order

The meeting was called to order at 10:01 a.m. by Randy Sword.

Board Members Present: Bob Moore
Randy Sword
Jan Bos
Mike Smith
Chuck Brandsness
Aimee Reichlin

Board Members Absent: Brandon Fowler - Absent

Others Present: Joanie Rote - Operations Manager
Jessica Gibson - Business Manager
Holly Snell - Communications Supervisor
Mike Rudd - Board Attorney
Shawn Eads - Dispatcher
Claire Ralston - Dispatcher
Tori Langford - Dispatcher
Daniel Tague - Lake County Sheriff

## II. Pledge of Allegiance

Randy informed the board that Betty Lucht passed away this past week. Betty had served on the board for many years, and he would like everyone to keep her family in their thoughts and prayers. Jan said she would inform everyone of when the memorial service will take place.

## III. Consent of the Agenda

Randy said he would like to remove both executive sessions for today. Mike requested to add some issues with Lakeview billing under new business item G.

A. Approval of Agenda: Jan motioned to accept the agenda with the revisions discussed, Bob seconded, motion carried.

Yes Votes: Jan, Aimee, Randy, Mike, Bob and Chuck
No Votes: None

B. Approval of Minutes: Jan motioned to approve the meeting minutes from February 19th as printed, Mike seconded, motion carried.

Yes Votes: Jan, Aimee, Randy, Mike, Bob and Chuck
No Votes: None

D. Claims and Demands: Jan motioned to accept the claims and demands for March as printed, Mike seconded, motion carried.

Yes Votes: Jan, Aimee, Randy, Mike, Bob and Chuck
No Votes: None

## IV. Old Business

A. Policy and Review Committee: Jan said there is nothing to report but hopefully they can meet today after the meeting.

B. Pet Policy: Randy said this would be tabled until next month to allow time for the policy committee to have a policy for consideration. Mike Rudd confirmed with Aimee that she received his memorandum.

C. Public Outreach Events: Randy formally thanked everyone who helped with the Home Show. Jessica for setting up and manning the booth for a few hours on Friday, Chuck and Bob for spending all day Saturday and Jan for all three days of her service. Jan said they received positive feedback from community members. Bob said some people were confusion about the operations of the district and he provided them with an explanation. Mike asked if any other staff attended. Randy said no. They had some last year, and it is nice to have them. Discussion followed regarding staff participation. Randy said frisbees, color changing pencils, color books, and magnets were hot items. Jan said the picture displays made a big impact this year and people stopped and asked questions. Discussion followed regarding those that visited the booth and the positive outreach that took place. Holly said they did not put anything out to dispatch because they did not want to burn them out. Last year the staff were paid OT to participate and there was a lot of OT already for training that week with the new CAD coming. Randy said he was not aware it was paid with OT and not volunteer. He would like to keep it as a volunteer opportunity and not pay OT for staff.

D. Strategic Planning Work Session: Randy said they will be looking at the budget over the next few months so a work session may need to be pushed out until after the executive director recruitment is finished. They will be meeting to finalize the ED position description and recruitment package and get it to Gordon within the next couple weeks, and he does not want to overload everyone. Discussion followed regarding April meetings and scheduling. The board will review and select a date in April for a strategic planning meeting.

Randy said they need a State of the District to be done by the board attorney. Mike Rudd said they did one years back and explained the process. Shawn said it was about seven years ago. Claire said not all employees were interviewed. Jessica said the previous one stemmed from an employee complaint and only the employees involved in the situation were part of the interview. Randy said the purpose is to gauge the health of the district. Discussion followed regarding who would be interviewed and the board agreed for all current employees to be included. Mike Rudd said the interviews will be done at his

office, in person, and if the board has bullet points for the questionnaire to please email him.

Jan motioned to have Mike Rudd's office perform a State of the District, Bob seconded, motion carried.

Yes Votes: Jan, Aimee, Randy, Mike, Bob and Chuck
No Votes: None

Mike Rudd asked Jessica to email him a contact list for all staff.

E. Staff Training: Randy asked when the next APCO would take place. Discussion followed regarding dates and location of upcoming training. He would like a couple dispatchers to be selected to attend the APCO training in June and for them to be on rotation for training. The expectation for those who attend training is to come back and train the internal team on what was learned.

F. SDAO Director Recruitment Update: Randy reached out to SDAO and informed them that they were reopening. He received the position description for Columbia and passed copies out to the board along with a copy of the district's current position description. Randy said Gordon suggested they highlight the things from Columbias description they like and red line the current one of things to remove. Gordon will create a new position description, and the board will hold a special meeting to review and approve the new one. It will then go live for thirty days, and two weeks after they will arrange for interviews. The board discussed the changes to highlight and redline.

Tori joined the meeting at 10:37, left at 10:42 - Remote

Randy asked about the pay and comparison to Columbia. Aimee said in her experience they usually do an up three, down three comparison. Discussion followed regarding agency size and wage ranges. The board agreed to make the pay range $98,000 to $129,600. Aimee asked if benefits were outlined in the recruitment package. Randy will make sure it does and send Gordon the changes this afternoon. The board agreed to hold a Special Meeting on April 9th at 10:00am to review the new recruitment packet. Mike Rudd said they could continue this meeting or advertise the new meeting as has been past practice, which he prefers. The board agreed to advertise a new one. Aimee asked where all the ED recruitment was published. Jessica said SDAO published it on their website and LinkedIn. The district published it on their website, Facebook and Indeed. Aimee recommended it being published on the Oregon government jobs website.

G. Lake County Billing: Mike Smith said Daniel spoke with him about Lakeview's startup costs for Tyler for the $5000 cost of a black box and $2500 monthly fee for Tyler. He was wondering if there was an IGA for this because he had not seen one and is wondering if the district can assist in covering the costs. Daniel said he knew there was some interfacing they would be seeing, and they had already spent over $17,000. They received another bill from the PD for IT, and it is in addition to the contract. He was also told they would not have to buy other pieces. Randy said they signed the IGA in December, but this has not come up till now. Randy thought they had all the documentation in place and MOU's with Lakeview. Joanie said there are no MOU's in place and the fees were based on the budget they received from Lakeview for what the district could expect to recover. Tyler provided a quote for the $5000 VPN bundle that she thought it was included in the quote, but the additional amount was not included. Daniel said the $5000 was the black box which did not arrive in time, so they were not able to do the train the trainer. Joanie said Lakeview had a contract for Tyler CAD, but it did not include all the components because they chose to remain with EIS for some things. Discussion followed regarding the cost Lakeview has incurred and future fees.

Mike Smith motioned for the district to assist Lakeview by paying for the $5000 cost to purchase the black box and the recurring $2500 monthly IT. Daniel provided the history on Lakeview user fees their prior town manager and the issues under investigation. Randy said the district wants to make it successful and if they can recoup the fees he is in support of the motion. Klamath needs Lakeview functional to communicate with them and provide dispatch. Aimee asked if the black box had been ordered. Daniel said yes it has, and he expects to receive the bill soon.

Amiee seconded Mikes motion; motion carried.

Yes Votes: Jan, Aimee, Randy, Mike, Bob and Chuck
No Votes: None

Randy recommended they engage Eileen Eakins to draft the IGA's or MOU'S needed with Lakeview agencies to bill for user fees.

Mike Smith motioned to engage Eileen Eakins to draft the IGA's or MOU'S needed with Lakeview agencies to bill for user fees, Jan seconded, motion carried.

Yes Votes: Jan, Aimee, Randy, Mike, Bob and Chuck
No Votes: None

Daniel thanked the board for assisting Lakeview. Randy said the board wants the relationships to be a success and this is part of it. Bob asked about Lakeview's communication plan. Joanie said they have their own radio equipment that is in the process of being upgraded. Daniel said it is supposed to be done by December, but it looks like it will probably not be complete until next June.

## V. New Business

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

LGIP Investment: February Dividends - $11,121.68, Money Market $7044.86, Equipment Res. $2,621.37, Building Res. $1455.45. OSTF rate dropped from 4.70% to 4.60% on March 12th.

2025/2026 Budget: In process. Budget binders will be ready to pick up on or before April 9th and an email will go out informing the board when they are ready.

LE Repeater Channel Project: Due to a conflict with both parties for Eileen Eakins the radio group has obtained the assistance of Local Government Law Group for representation and drafting of the IGA. The district can have Mike Rudd represent them or hire another firm. The draft IGA for board consideration should be ready for review in April. The board agreed to have Mike Rudd represent them.

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

Staffing: No changes.

CAD Project: Went live yesterday. This is a huge milestone for the community and would not have been possible without everyone's participation. There have been some challenges they are working through. The information for WebCAD is not working right and is being fixed. Huge thanks to Holly for all her help with the project. Holly, Joanie and Jessica were onsite for the roll out yesterday at 5:30am.

Redundant Internet: The equipment has been installed and is waiting to get a VPN to go live.

Lumen is working on adding the trunks.

February Call Stats: 10,242 total calls of which 4684 came in on a 911 line, 1213 were Fire & EMS, 801 were medical specific, 6084 were law enforcement incidents and 1420 were law enforcement initiated.

Lake County Call Stats: 131 fire with 64 being medical specific, 515 law enforcement incidents with about 90 being law enforcement initiated.

Event tally for Klamath provided.

C. Acting Director Report: Mike said GIS support is going to move from GeoComm to Mazama GIS. He reached out GeoComm and they are good with cancelling. The contract will expire in June and because the contract is hourly there will be no cost incurred. He is working with OEM on the transfer to Mazama GIS. Joanie asked who the contact was for Mazama. Mike said it is Jeff McCollum, and he will send the information to Joanie.

D. Appoint Budget Committee: Randy said they have not received any new applicants and there is one existing member. Jan said she has a possible lead that wondered what the commitment is. Randy explained the historical timeline and steps to reviewing the budget and approval process. The commitment is usually one-to-two meetings annually. Randy said he thought they discussed having a dispatcher and someone from Lakeview on the committee. Discussion followed regarding who can be on the committee and the possibility of dispatchers having a conflict of interest.

Mike motioned to appoint Michael Parrot and Daniel Tague to the budget committee, Bob seconded, motion carried.

Yes Votes: Jan, Aimee, Randy, Mike, Bob and Chuck
No Votes: None

**PUBLIC COMMENT AND OTHER MATTERS:** Claire asked if the board could review and vote on the CBA at the special meeting on April 9th and not extend it to the April 16th meeting. Shawn said they are almost a year late and back pay will be owed. They also need to get on hiring more dispatchers. Randy said if the attorney can be available they could review it then. They will make it tentative for an executive session. Randy asked for the district's CBA attorney to be in attendance in person.

Discussion followed regarding dates and timeframe for the Executive Director recruitment and interviews to be held at Red Roosters.

**VI. AGENDA ITEMS FOR NEXT BOARD**
**Special Meeting 4/9/2025: ORS 192.660 (2)(d)**
**Board Meeting: 4/16/2025: ORS 192.660 (2)(a), Lake County IGA/MOU's**

Jan informed everyone that Betty's service will be April 12th at 11am, St. Pius on Bristol.

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

Yes Votes: Jan, Aimee, Randy, Mike, Bob and Chuck
No Votes: None

The meeting was adjourned at 11:33 a.m.