

2023 ANNUAL EEO PUBLIC FILE REPORT
Bicoastal Media Licenses III, LLC

Stations: KBDN(FM), Bandon, OR
KDCQ(FM), Coos Bay, OR
KWRO(AM), Coquille, OR
KSHR-FM, Coquille, OR
KTEE(FM), North Bend, OR
KBBR(AM), North Bend, OR
KOOS(FM), North Bend, OR

Reporting Period: September 1, 2023 to September 20, 2023

No. of Full-time Employees: Between 5 – 10

Small Market Exemption: Yes

The employment unit increased its number of employees to more than 4 fulltime after the acquisition of KDCQ as of 9/1/2023.

The information required by FCC Rule 73.2080(c)(6) is provided in the charts that follow.

INITIATIVES

The employment unit engaged in the following broad outreach initiatives in accordance with various elements of FCC Rule 73.2080(c)(2):

*Established **training** programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.*

During the reporting period, the Traffic Manager was given hands-on training/tutorials in, transmitter and receiver operations, fundamental transmitter emergency repairs and troubleshooting. The traffic manger also learned how an old STL receiver is taken down and new one is installed. He then was showed to program the STL receiver from a laptop on site.

The employment unit continued an operational enhancement program to cross-train and familiarize the traffic manager with on-air operational procedures. He learned how fill in on air for the morning show, record clients, and how to record and place weather in the production log for daily production duties.

The employment unit offered an operational enhancement program to cross-train and familiarize the general manager and traffic manager with an engineering intern training program. On a regular basis the traffic manager went with the operations manager to the towers to learn how to put a backup transmitter up, as well as turning the transmitter off and back on.

*Continued a **mentoring** program for station personnel.*

The General Manager continued a business management mentorship program for the Traffic Manager. Each quarter, the Traffic Manager is given an additional business operational task to learn and develop. Through one-on-one coaching and hands-on execution, the Traffic Manager now has working knowledge of many aspects. The Traffic Manager has been trained and now has responsibility for accounts payable, accounts receivables, collections, outbound billing and reporting deadlines, bank reconciliations, corporate reporting procedures and troubleshooting that would typically be handled by a business manager.

*Provided **training to management level personnel** on methods of ensuring equal employment opportunity and prevent discrimination.*

On 09/14/2023, Operations Manager and Traffic Manager, who occasionally participate in the hiring process, learned more about EEO regulations by watching <https://www.fcc.gov/news-events/events/2012/01/eo-best-practices-in-the-broadcast-industry> in order to have a better understanding of FCC regulations.

LIST OF POSITIONS FILLED

DATE OF HIRE	JOB TITLE	RECRUITMENT SOURCE REFERRING HIREE
09.01.23	Operations Manager	Hired from seller's staff at KDCQ
09.01.23	Account Executive	Hired from seller's staff at KDCQ
09.01.23	Account Executive	Hired from seller's staff at KDCQ

INTERVIEWEE REFERRAL SOURCE SUMMARY

Recruitment Sources Referring Interviewees during Reporting Period	Number of Persons Interviewed that the Source Referred
Hired from seller's staff at KDCQ	3
Total Number of Persons Interviewed during the Reporting Period:	3

RECRUITMENT SOURCES USED

The Operations Manager and two Account Executives hired September 1, 2023, were employed by the prior owner of Station KDCQ. Bicoastal Media employed them effective with the closing on the purchase of the station. Addition of those three employees increased the total number of employees at the employment unit above four full-time.
