

Klamath County Fire District 1
Board of Directors
Regular Meeting Minutes
4:00 p.m., Tuesday, November 18, 2025
Central Fire Station
143 N. Broad Street, Klamath Falls, OR 97601

1. Call Meeting to Order

President Storey called the meeting to order at 4:00 p.m.

2. Pledge of Allegiance

President Storey led the Board and attendees in the Pledge of Allegiance.

3. Roll Call of Directors

Present:

Gloria Storey, President

Mike Kuntz, Secretary/Treasurer

Nick Randall, Director

Steve Leslie, Director

Absent:

Mike Jones, Vice-President

4. Approval of the Agenda

Secretary Treasurer Kuntz made a motion to approve the agenda, seconded by Director Leslie, motion carried four to zero.

5. Executive Session (*The Board will reconvene to regular session.*)

Under ORS section 192.660(2)(h) to consult with counsel concerning legal rights and duties in regard to current litigation or litigation likely to be filed and ORS section 192.660(2)(d) to conduct deliberations with persons designated to carry on labor negotiations.

The regular meeting adjourned to Executive Session at 4:02 p.m. and reconvened to regular session at 5:10 p.m.

6. Approval of Minutes

a. October 21, 2025 Regular Meeting Minutes

Secretary Treasurer Kuntz made a motion to approve the October 21, 2025, regular meeting minutes, seconded by Director Randall, motion carried four to zero.

7. Financial Reports

a. October 2025 Financial Reports

Secretary Treasurer Kuntz made a motion to approve the October financial report, seconded by Director Randall, motion carried four to zero.

b. Ratification of October 2025 Bills

Secretary Treasurer Kuntz made a motion to approve the October 2025 bills, seconded by Director Randall, motion carried four to zero.

c. October 2025 EMS Billing Reports

Secretary Treasurer Kuntz made a motion to approve the October 2025 EMS billing reports, seconded by Director Randall, motion carried four to zero.

8. Unfinished Business

a. Station 1 Construction Update

DC Hitchcock presented a preliminary cost estimate of \$260,000, noting soft costs and several adjustments to the scope of work are still needed.

b. Fire Chief Recruitment

Interim FC Knutson, at the request of Randy Groom of Western Fire Chiefs Association, asked if the Board is willing to negotiate salary. President Storey confirmed the terms of the Fire Chief contract will be negotiated with the final candidate and at the approval of the Board. FC Knutson reported 18 candidates have applied to-date and provided the status of those applications. A Special Board of Directors meeting is scheduled for December 9, to review candidate information and DC Hitchcock will lead the assessment center on January 14 and 15.

9. New Business

a. 2024-2025 Audited Financial Statement Presentation

Julie Fahey, Talbot, Korvola & Warwick, presented the Board with an overview of the audit process for the year-ending June 30, 2025. Ms. Fahey highlighted specific areas within the report such as: the Independent Auditor's Report, Management's Discussion and Analysis report unrestricted net position, Statement of Net Position and change in net position due to change in accounting principle GASB 101, and governmental funds review and disclosures. More detailed discussion included GASB requirements for employment accruals, capital asset list updates, accounts receivables reconciliation, internal controls, and EMS billing timeliness. Ms. Fahey expressed appreciation for DAS Hull and the entire team for the support during the audit.

Secretary Treasurer Kuntz made a motion to approve the 2024-2025 audit as presented, seconded by Director Randall, motion carried four to zero.

DAS Hull and FC Knutson provided additional detail in regard to EMS billing and the changes made over the past year to be in a better position; DAS Hull will provide an update on the billing status monthly.

Director Leslie made a motion to approve the corrective action plan as submitted, seconded by Director Randall, motion carried four to zero.

10. Informational Reports

Interim Fire Chief and Operations

a. Fire Chief and Operations Activity Memo November

Interim FC Knutson highlighted the EMS and firefighter academies and completion dates. FC Knutson and Dr. Klas met with the Jackson County supervising physician about a community paramedic and patient care program, designed to alleviate some repeat calls received by the District. Staff is discussing a relaunch of the Student Intern Program with a focus on the second year fire student and its potential to help with succession planning, recruitment and retention. The Ops team met with City Police representatives where discussion included trainings on Narcan administration and pediatric calls, and on-scene protocols. The wildland fire after-action review was held at Station 6 with about 30 people in attendance; it was a successful season and some processes were identified that need work. FC Knutson reported the crews did a fantastic job saving a citizen from a structure fire last week and the District will host an event in the next couple weeks in recognition that work.

b. October Incident Activity

No discussion.

Deputy Chief – Support Services

a. Deputy Chief – Support Services Activity Memo November

DC Hitchcock reported the contract with the county shop for light fleet repair and maintenance started and is going very well; processes are being refined and there is still a future need for the heavy fleet. The Cintas contract for supplies was signed and is expected to start the second week of December. DC Hitchcock attended the Oregon State Ambulance Association conference where discussion included current state legislation and the status of HB2222 that addresses mobile health care and community paramedic billing. There are some big purchases taking place this month such as turnouts, tevy kits for pediatric calls, gym equipment, and the annual 3183 ladder truck service.

Division Chief – Training

a. Division Chief - Training Activity Memo November

DC Denney reported the two EMS recruits completed a two-week (previously only one week) orientation style academy and the four suppression recruits are in week three of a five week academy. Trainings over the month included a Blue Card 101 training for Kingsley, the District hosted a Pacific Corp training for power line safety, neonatal and pediatric resuscitation, passport accountability and subdividing incidents. A focus for 2026 will be on a higher level incident command and refining related processes. DC Denney recognized personnel running the academies and crews for some great fire stops over the past few months. In response to questions, electric car fire training was discussed to include keeping up-to-date on current practices, difficulty of getting information for firefighter safety, and that electric car fires are probably one of the greatest health risks to firefighters right now.

Division Chief – Fire Marshal

a. Division Chief - Fire Marshal Activity Memo November

FM Tramp reported the Moore Park mitigation project is done and the grant funds exhausted. School inspections are complete for the year and there has been a significant and positive change over the past few years for fire safety. The year-end Community Risk Reduction (CRR) program report was provided to the Board. CRR grant funding ends in 2026 and future funding will primarily be for manpower. FC Knutson added there is a great response throughout the state for the CRR program, so more funding may be coming from the state level. Charging for CRR services was discussed including legality, risk and an update to the fee schedule. It was noted Title III funding through the county will probably end in 2026.

11. Public comment

None.

12. Adjourn

Motion to adjourn by Director Leslie, seconded by Secretary Treasurer Kuntz, motion carried four to zero.

The regular session adjourned at 6:11 p.m.

The next regularly scheduled meeting of the Klamath County Fire District 1 Board of Directors will be at the Central Fire Station, 143 N. Broad Street, Klamath Falls, OR 97601 on Tuesday, December 16, 2025, at 4:00 p.m.

BOARD MEMBER SIGNATURES


PRESIDENT

SECRETARY / TREASURER

DIRECTOR


VICE-PRESIDENT

DIRECTOR