

**Klamath County Fire District 1
Board of Directors
Regular Meeting Minutes
4:00 p.m., Wednesday, July 9, 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. Swearing In of Newly Elected Board of Directors

Elected Directors Nick Randall, Mike Kuntz and Steve Leslie were administered the Oath of Office by Fire Chief Greg Davis.

4. Election of Board Officers

Vice-President Jones made a motion to nominate Gloria Storey as President, seconded by Director Kuntz, motion carried five to zero.

President Storey made a motion to nominate Mike Jones as Vice-President, seconded by Director Randall, motion five to zero.

President Storey made a motion to nominate Mike Kuntz as Secretary Treasurer, seconded by Director Leslie, motion carried five to zero.

5. Roll Call of Directors

Present:

Gloria Storey, President

Mike Jones, Vice-President

Mike Kuntz, Secretary Treasurer

Nick Randall, Director

Steve Leslie, Director

6. Approval of the Agenda

President Storey requested an Executive Session, ORS section 192.660 (2)(a) regarding employment of a public employee and section 192.660 (2)(d) regarding negotiations be added as item 14. The Board will not reconvene.

Vice-President Jones made a motion to approve the agenda as amended, seconded by Secretary Treasurer Kuntz, motion carried five to zero.

7. Approval of Minutes

a. June 17, 2025 Regular Meeting Minutes

Secretary Treasurer Kuntz made a motion to approve the June 17, 2025, regular meeting minutes by consensus, seconded by Director Randall, motion carried five to zero.

8. Financial Reports

a. June 2025 Financial Reports

DAS Hull reported both the June and July financial reports will be presented at the August 19, 2025, Board meeting.

b. Ratification of June 2025 Bills

Secretary Treasurer Kuntz made a motion to approve the June 2025 bills, seconded by Director Leslie, motion carried five to zero.

c. June 2025 EMS Billing Reports

Vice-President Jones made a motion to approve the June 2025 EMS billing reports, seconded by Director Randall, motion carried five to zero.

9. Unfinished Business

a. Fire Chief Recruitment Process

FC Davis provided members with the Fire Chief Job Description, Board Policy 5.8, last reviewed and updated in December 2023. Attorney Ratliff suggested a change to “General Statement of Duties” to add to the second sentence, “...and District compliance with applicable laws and regulations”. Vice-President Jones added the policy should be scheduled for an annual review.

FC Davis explained the following steps in the recruitment process: 1) job description accepted by the Board of Directors; 2) review of the salary range and benefit package; and 3) discuss the recruitment process timeline.

Vice-President Jones made a motion to approve the Fire Chief Job Description, Board Policy 5.8, adding “...and District compliance with applicable laws and regulations”, seconded by Secretary Treasurer Kuntz, motion carried five to zero.

The Fire Chief role with reporting, working hours and time, assigned resources, salary range, and fringe benefits, were all discussed in relation to the information that will be included in the recruitment package.

The details of the recruitment process were discussed and a timeline was established. The recruitment will be open for 30 days, interviews and an assessment center conducted, an offer made and background check performed, with a potential start date of October 1, 2025. Discussion included wage comparisons, salary and contract negotiation, use of an outside agency for recruitment, and who should be included in the various stages of the selection process. Due to the short timeline, a Special Board Meeting may be necessary to consider the final recommendation.

Director Randall made a motion to approve the Fire Chief Recruitment Process and timeline as discussed, seconded by Secretary Treasurer Kuntz, motion carried five to zero.

10. New Business

a. Review and Adopt Board Policy 3.2 Director Responsibilities

Director Randall made a motion to adopt policy 3.2 Director Responsibilities, seconded by Vice-President Jones, motion carried five to zero.

b. Review and Adopt Board Policy 3.3 Director Code of Conduct

Secretary Treasurer Kuntz made a motion to adopt policy 3.3 Director Code of Conduct, seconded by Director Randall, five to zero.

c. Review Board Policy 3.4 Director Conflict of Interest

Vice-President Jones made a motion to adopt policy 3.4 Director Conflict of Interest, seconded by Director Randall, motion carried five to zero.

d. Director's Statement of Acknowledgment

Director Acknowledgements were signed and returned to staff.

e. SDAO Board of Directors Training

President Storey recommended new Directors attend the August training and it was explained the District receives a discount on insurance from Board member attendance. Attorney Ratliff added that there is now a requirement Board members attend certain trainings if the District budget is over \$1,000,000.

f. Resolution 2025-02 Amendment – Non-Represented Personnel Wages and Benefits for Fiscal Year 2025-2026

DAS Hull explained the purpose of the Resolution 2025-02 amendment, which specifically adds a District Support Staff IV title to the 2025-2026 Non-Represented Wage Scale.

DC Hitchcock explained the IT position is being upgraded from IT Specialist to IT Administrator and wage comparisons were pulled from three other fire districts. The position already performs the duties of an IT Administrator and in addition to the wage increase, there is a requirement the employee complete the necessary trainings to become certified as an IT Administrator.

Vice-President Jones made a motion to read the amended Resolution 2025-02 by title only, to supersede the original Resolution dated June 17, 2025, seconded by Director Leslie, motion carried five to zero.

Director Leslie made a motion to adopt amended Resolution 2025-02, superseding the prior Resolution dated June 17, 2025, seconded by Secretary Treasurer Kuntz, motion carried five to zero.

11. **Informational Reports**

Fire Chief

a. Fire Chief Activity Memo July

FC Davis reported Captain Gary Denney was promoted to Division Chief of Training, Firefighter Jeremy Valdez was promoted to Captain, EMT Myles Moore completed his one-year probationary period, Paramedic Brandon Stiehr is a new hire, and a conditional job offer was made for the Human Resources position. The quarterly report for the Title III grant was completed for the Community Risk Reduction program; over a three month period the program has made a huge impact on the community. The District is included in the Kingsley Field Air Show Incident Management Plan. FC Davis and DAS Hull are working on audit preparations with TKW.

This is the last Board meeting for FC Davis. FC Davis spent a few minutes reviewing events and experiences while with the District and acknowledged the importance, skills and growth of the District's Chief Officers. FC Davis will continue to be in the area if the Board or District needs anything.

b. Thank you Correspondence

No discussion.

Deputy Chief - Operations

a. Deputy Chief – Operations Activity Memo July

DC Knutson reported several topics were discussed in the Ops meeting including vehicle checks on iPads, the new radios, the new OSFM Type 3 engine, the new ambulance, the air show and ambulance modernization. A new Paramedic was onboarded, several EMS training sessions were held, set up and deployment options of the new Type 3 were coordinated, and Dr. Joel Klas is working with DC Knutson as the new Physician Advisor.

- b. June Incident Activity
No discussion.

Deputy Chief – Support Services

- a. Deputy Chief – Support Services Activity Memo July

DC Hitchcock and Celeste Aldinger picked up the new Type 3 engine in Salem. DC Hitchcock attended several meetings and events over the month including collective bargaining, planning for the DC of Training position, planning the PS Trax rollout for EMS supply tracking, HR position interviews, attended the AirLink helicopter ceremony and also the air show planning meetings. Solicitations were sent out for a new SCBA compressor for Station 4. DC Hitchcock briefly described the EMS RQI training system.

Division Chief – Training

- a. Division Chief - Training Activity Memo July

DC Knutson highlighted Firefighter Valdez did an outstanding job with the vehicle extrication training and the training standardization, all EMS personnel met the requirements for recertification, Paramedics Leland Ortis and Nicole Heryford led the recent EMS academy, an ETHOS ethics training was held for all personnel. DC Denney will do future Board meeting training reports. President Storey brought a situation to the attention of DC Knutson regarding lifting.

Division Chief – Fire Marshal

- a. Division Chief - Fire Marshal Activity Memo July

FM Tramp provided updates on the fourth of July, inspections, and community risk reduction. Right now debris is put through the chipper and debris too small for the chipper is the only thing that goes to the landfill. Currently, the chips are all being utilized and contacts have been made for any overflow. FC Davis explained the process with the Title III money and how it goes back into the County when dump fees are paid. The District is also looking at the possibility of an air burner.

12. Public comment

None.

13. Adjourn and Move into Executive Session *(The Board will not reconvene.)*

Motion to adjourn by Vice-President Jones, seconded by Director Randall, motion carried five to zero.

The regular session adjourned at 5:28 p.m.

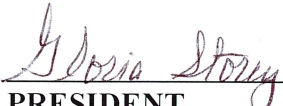
14. Executive Session

Under ORS section 192.660 (2)(a) to consider the employment of a public officer, employee, staff member or individual agent and section 192.660 (2)(d) to conduct deliberations with persons designated to carry on labor negotiations.

Executive Session was called to order at 5:38 p.m. and was adjourned at 6:50 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, August 19, 2025, at 4:00 p.m.

BOARD MEMBER SIGNATURES



PRESIDENT

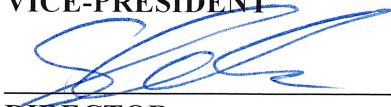


SECRETARY / TREASURER

DIRECTOR



VICE-PRESIDENT



DIRECTOR