Klamath County Fire District 1
Board of Directors
Regular Meeting Minutes
4:00 p.m., Tuesday, August 19, 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 Jones, Vice-President
Mike Kuntz, Secretary Treasurer
Nick Randall, Director (Zoom)
Steve Leslie, Director

4. Approval of the Agenda
Vice-President Jones made a motion to approve the agenda, seconded by Secretary Treasurer Kuntz, motion carried five to zero.

5. Approval of Minutes

a. <u>July 9, 2025 Regular Meeting Minutes</u>
Secretary Treasurer Kuntz made a motion to approve the July 9, 2025, regular meeting minutes, seconded by Director Leslie, motion carried five to zero.

b. <u>July 14, 2025 Special Meeting Minutes</u>
Secretary Treasurer Kuntz made a motion to approve the July 14, 2025, special meeting minutes, seconded by Director Leslie, motion carried five to zero.

6. Financial Reports

a. <u>June and July 2025 Financial Reports</u>
DAS Hull addressed President Storey's question regarding the budget and 2024-2025 revenue.

Vice-President Jones made a motion to approve the June financial report pending final audit, seconded by Secretary Treasurer Kuntz, motion carried five to zero.

Secretary Treasurer Kuntz made a motion to approve the July financial report, seconded by Director Leslie, motion carried five to zero.

b. <u>Ratification of July 2025 Bills</u>
Vice-President Jones made a motion to approve the July 2025 bills, seconded by Secretary Treasurer Kuntz, motion carried five to zero.

c. July 2025 EMS Billing Reports
Vice-President Jones made a motion to approve the July 2025 EMS billing reports, seconded by Secretary Treasurer Kuntz, motion carried five to zero.

7. Unfinished Business

a. Fire Chief Recruitment Process
DC Hitchcock reported of the six applicants, two qualified for the Fire Chief position. After review of the applications, it was decided not to proceed until there is a larger pool of qualified candidates. The Board discussed the recruitment announcement in regard to qualifications of Battalion Chief and Division Chief and the possibility of outsourcing the recruitment process. DC Hitchcock provided information from the Western Fire Chief's Association for outsourcing, at a cost around $30,000. Information has also been requested from Special Districts Association of Oregon. An outsourced recruitment process could take from 40 to 75 days, keeping DC Knutson in the Interim Fire Chief position longer than initially intended. The ultimate goal being to get the right person in this position for the challenges before the District at this time. The Board decided to re-evaluate the qualification criteria, review Policy 5.8 Fire Chief Job Description, and to pursue outsourcing the Fire Chief hiring process.

Vice-President Jones made a motion to move forward with outside recruitment, allowing staff to decide which company is hired, seconded by Secretary Treasurer Kuntz, motion carried five to zero.

Interim FC Knutson, DC Hitchcock, Secretary Treasurer Kuntz and Director Leslie will meet to review the information to put forth to the third party recruitment service. A Battalion Chief, Captain, and line person will also be selected to participate in this meeting.

8. New Business

a. Interim Fire Chief Salary
Interim FC Knutson stated it is an honor to be a leader of this organization as Interim Fire Chief and proposed a 5% bump in salary and a $1M liability umbrella policy. It was agreed Interim FC Knutson needs to be adequately covered and the salary increase will be effective the first day serving as Interim Fire Chief.

Director Leslie made a motion to increase Interim Fire Chief Knutson's salary as proposed, seconded by Secretary Treasurer Kuntz, motion carried five to zero.

b. Battalion Chief Promotion Testing
Interim FC Knutson explained it has been about seven years since BC promotion testing has been done and ideally it should be done every two years; in addition, there should be a promotion list in place for every position. Director Randall volunteered to be the Board member on the BC Promotion Testing Committee.

c. TKW 2024-2025 Audit
DAS Hull reviewed the audit documents outlining the objective, scope, responsibilities, etc., and reported it is a multi-year agreement.

Vice-President Jones made a motion to authorize signing the engagement letter with TKW for the 2024-2025 annual audit, seconded by Secretary Treasurer Kuntz, motion carried five to zero.

d. Station 1 Improvements – Concept Planning
DC Hitchcock reported two of the Station 1 projects in the budget are to raise the bay door headers and replace the asphalt apron with concrete. The estimates are higher than the $300,000 budgeted so

the project will be phased out; ZCS was hired to assist with phase I concept planning at a cost of $11,000. Director Randall inquired as to why staff went to ZCS for the concept planning, that by going to Modoc directly, perhaps the $11,000 expense could be avoided. DC Hitchcock explained ZCS will assist the District in running the competitive bid process for the larger project. Stephen Davison, ZCS, added that last year Modoc had reached out to ZCS to ask for assistance in defining the scope of work for this same project. Included in the scope of work is obtaining a cost estimate, which will involve Modoc.

The concept planning includes the front apron concrete or asphalt improvements. It was discussed bids will be obtained for both, but that the asphalt seems to deteriorate significantly within five years and DC Hitchcock is looking at the concrete to last much longer, even though more expensive. Storm water management is included in the project.

Vice-President Jones made a motion to approve the ZCS Concept Planning proposal of $11,000, seconded by Secretary Treasurer Kunz, motion carried five to zero.

e. Janitorial Service Contract

DC Hitchcock explained staff would like to standardize janitorial supply services and purchases for efficiency and cost. The current contract for rags, mops and rug products is through ALSCO and several other products are purchased from various vendors. Cintas made a proposal that reflects a significant savings by consolidating all cleaning services and supplies. The ALSCO contract expires in June 2027.

Vice-President Jones made a motion to authorize the transition to Cintas with authorization by Attorney Ratliff, seconded by Secretary Treasurer Kunz, motion carried five to zero.

f. September Board of Directors Meeting Date Change

President Storey asked the Board if the September meeting could be changed from September 16 to September 23. Director Randall and Secretary Treasurer Kuntz will need to attend via Zoom.

Secretary Treasurer Kunz made a motion to move the September Board meeting to September 23, seconded by Director Leslie, motion carried five to zero.

9. Informational Reports

Interim Fire Chief and Operations

a. Fire Chief and Operations Activity Memo August

Interim FC Knutson reported A-shift had two big structure fires last month and crews did a fantastic job on both. After-action reviews were done for both incidents and are being incorporated more often to provide opportunity for crews to learn from live incidents. FC Knutson reported on hiring planning meetings and reported the Civil Service Commission authorized an extension of the Firefighter/EMT list. Job announcements were sent out last week for Firefighter/Paramedic, Paramedic and EMT; the assessment center will be held on September 11. Chief Officers met with all shifts with an update on administrative items and to get feedback from the crews. Shift meetings will be held every six months, Company Officer meetings quarterly, and the Operations meeting monthly. The Klamath-Lake Training Association is experiencing amazing participation in trainings to-date.

b. July Incident Activity

No discussion.

Deputy Chief – Support Services

a. Deputy Chief – Support Services Activity Memo August

DC Hitchcock reported several purchases are taking place to prepare the Type 3 engine and for work on the ambulance remounts. The fleet maintenance project with the City died due to staffing and getting emergency vehicles in to a mechanic shop for repairs and a quick turnaround is difficult. DC Hitchcock stressed it is literally a daily problem and the District is at a crossroads on what to do. Ideas discussed included hiring a fleet manager/internal person, checking back with the City or the County, finding an appropriate and available facility, liability of not having apparatus properly maintained, and adding a maintenance facility to the facilities master plan. Vice-President Jones will check to see if there are possibilities at Kingsley and DC Hitchcock will check back with the County and engage the commissioners to start a new dialogue. Staff will explore the possibility of an internal hire and location options.

Division Chief – Training

a. Division Chief - Training Activity Memo August
DC Denny reported spending a lot of time out with crews doing trainings and different projects. Trainings included familiarization of the new Type 3, rescue, EMS, OSHA, wildland, and motor vehicle incident command.

Division Chief – Fire Marshal

a. Division Chief - Fire Marshal Activity Memo August
FM Tramp reported ODOT is planning for major changes to 6th Street with the key intersections being at Gettle, Hilyard and Highway 39; ODOT is keeping District 1 future development in mind as these street changes are discussed. The Station 5 landscape project will be done this week; the entire Prevention team worked on it to highlight defensible space and fire-resistive plants. Shilo Inn submitted plans for review and is doing a full redevelopment of area. Staff continues with inspections, fire investigations, community risk reduction and public education. The District made contact with around 350 people at the Klamath County Fair and outreach is being done with the senior population through the Senior Center.

10. Public comment

None.

11. 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 5:15 p.m.

12. Executive Session

Under ORS section 192.660(2)(d) to conduct deliberations with persons designated to carry on labor negotiations and 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.

Executive Session was called to order at 5:18 p.m. and was adjourned at 5:55 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, September 23, 2025, at 4:00 p.m.

BOARD MEMBER SIGNATURES

Gloria Storey
PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR