

**Klamath County Fire District 1**  
**Board of Directors**  
**Regular Meeting Minutes**  
**4:00 p.m., Tuesday, October 21, 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

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. September 23, 2025 Regular Meeting Minutes

Director Randall made a motion to approve the September 23, 2025, regular meeting minutes, seconded by Secretary Treasurer Kuntz, motion carried five to zero.

**6. Financial Reports**

a. September 2025 Financial Reports

President Storey used this report as an example of the importance of year-end carryover so expenses this time of year can be covered adequately until the tax revenue is received from the County in November.

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

b. Ratification of September 2025 Bills

Secretary Treasurer Kuntz inquired about a credit card charge, which was explained by FC Knutson.

Vice-President Jones made a motion to approve the September 2025 bills, seconded by Director Randall, motion carried five to zero.

c. September 2025 EMS Billing Reports

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

**7. Unfinished Business**

a. Station 1 Construction Update

DC Hitchcock presented the draft concept drawings from ZCS for the bay door header project. A full cost estimate will be available in November, bids will be solicited, and work is expected to begin late spring. Personnel and apparatus will be moved to other stations during this project.

b. Surplus Equipment

DC Hitchcock reported the tables and chairs were sold and the remaining items are now posted on GovDeals, a government surplus auction site.

c. Fire Chief Recruitment

Interim FC Knutson presented the draft brochure/recruitment document created by Western Fire Chiefs Association (WFCA) and requested the Board's review and approval before it is released. In addition, there is a supplemental questions document candidates will be asked to complete. The Board discussed qualifications, photos, and ensuring OIT is mentioned in one of the links provided.

Secretary Treasurer Kuntz made a motion to approve the brochure with the changes discussed, seconded by Director Leslie, motion carried five to zero.

FC Knutson added the closing date is November 21. The Board agreed to hold a Special Board meeting on December 9, to review candidate applications for invitation to the assessment center. The assessment center is scheduled for the first week in January with a hire date of the first week in February.

## 8. New Business

At this time, the Board is now acting as Contract Review Board and will take up the matter of:

a. County Shops Fleet Maintenance

DC Hitchcock reported staff is in place at the county shops to proceed with a contract to standardize the District's fleet of smaller vehicle maintenance. DC Hitchcock reviewed the details and answered several questions. At this time, the contract does not include Type 1 engines, tenders, or the ladder truck. The contract was reviewed by KCFD1 attorney, Nathan Ratliff, and is currently with the County for review.

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

At this time, the Board is no longer acting as the Contract Review Board and the next item on the agenda is:

## 9. Informational Reports

*Interim Fire Chief and Operations*

a. Fire Chief and Operations Activity Memo October

Interim FC Knutson reviewed the status of the current new hire process. There are some issues with the new computer aided dispatch (CAD) system at Klamath 911 and Chief Knutson is continuing to pursue priority dispatch with the new 911 Director. Not having priority dispatch holds the District back in several aspects of operations; there was lengthy discussion on this matter among the group. District staff met with Sky Lakes leadership regarding the standardization and consistency of inter-facility transports. Chiefs Knutson and Denney provided a Blue Card command training for District 4 and are also working with Chief Markee (District 4) on a response guideline for a service area that is fire for the District and ambulance for District 4. FC Knutson recognized staff for managing all that is going on right now, including a great save by line personnel on a house fire Sunday.

b. September Incident Activity

No discussion.

*Deputy Chief – Support Services*

a. *Deputy Chief – Support Services Activity Memo October*

DC Hitchcock reported the Station 6 storage room has been reformatted for bulk items, a cost schedule for Cintas is being developed, the PS Trax (EMS supply inventory/tracking) rollout is scheduled for the first week of November, pump and ladder testing is complete, the ladder truck is back from Hughes and there were some expensive repairs made, a new Federal Excess Property agreement was signed with a “wish list” of Type 6 engines to replace the District’s aging engines.

*Division Chief – Training*

a. *Division Chief - Training Activity Memo October*

DC Denney reported the focus has been preparing for the EMS and fire academies and also working with Dr. Klas on updating standing orders for 2026. The outreach Blue Card command training that was done with District 4 will also be done with Kingsley in November. Notable classes were fire attack and repelling.

*Division Chief – Fire Marshal*

a. *Division Chief - Fire Marshal Activity Memo October*

FM Tramp reported the mechanical portion of the Moore Park mitigation work is complete and hand crews, once off fires and then weather dependent, will finish off the work. The inspection focus is on county schools, there have been just minor plan reviews, small investigations, and the current radio spot is on burn season and the implementation of a burn permit program. It is estimated about 250 people attended the Fire Prevention Week, Community Safety Fair on October 11. The Community Risk Reduction program will wind down by end of October, however, there are some larger properties the District and Oregon Department of Forestry may partner on for mitigation.

**10. Public comment**

None.

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

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

The regular session adjourned at 4:48 p.m.

**12. Executive Session**

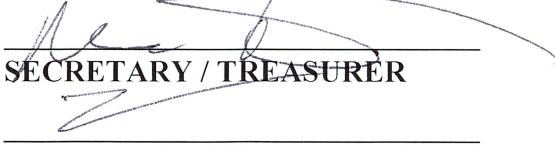
Under ORS section 192.660(2)(d) to conduct deliberations with persons designated to carry on labor negotiations and ORS section 192.660(2)(h) to consult with counsel concerning legal rights and duties in regard to current litigation or litigation likely to be filed.

Executive Session was called to order at 4:50 p.m. and was adjourned at 5:08 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, November 18, 2025, at 4:00 p.m.

**BOARD MEMBER SIGNATURES**

  
**PRESIDENT**

  
**SECRETARY / TREASURER**

  
**DIRECTOR**

  
**VICE-PRESIDENT**

  
**DIRECTOR**