

**Klamath County Fire District 1**  
**Board of Directors**  
**Regular Meeting Minutes**  
**4:00 p.m., Tuesday, January 20, 2026**  
**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 (virtually)

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

Under 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 4:01 p.m. and reconvened to regular session at 4:13 p.m.

**6. Approval of Minutes**

a. December 16, 2025 Regular Meeting Minutes

Secretary Treasurer Kuntz made a motion to approve the December 16, 2025, regular meeting minutes, seconded by Director Leslie, motion carried five to zero.

b. January 15, 2026 (9:00 a.m.) Special Meeting Minutes

Director Leslie made a motion to approve the January 15, 2026, 9:00 a.m., special meeting minutes, seconded by Secretary Treasurer Kuntz, motion carried five to zero.

c. January 15, 2026 (5:00 p.m.) Special Meeting Minutes

Secretary Treasurer Kuntz made a motion to approve the January 15, 2026, 5:00 p.m., special meeting minutes, seconded by Director Leslie, motion carried five to zero.

**7. Financial Reports**

a. December 2025 Financial Reports

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

- b. Ratification of December 2025 Bills  
Vice-President Jones made a motion to approve the December 2025 bills, seconded by Secretary Treasurer Kuntz, motion carried five to zero.
- c. December 2025 EMS Billing Reports  
Secretary Treasurer Kuntz made a motion to approve the December 2025 EMS billing reports, seconded by Director Leslie, motion carried five to zero.
- d. January Billing Days Out Report  
DAS Hull reported billing is currently 7 – 10 days out. FC Knutson added there was a period last week when billing staff was waiting for reports from the line.

## 8. Unfinished Business

- a. Station 1 Construction Update  
DC Hitchcock briefly reviewed the scope of services for Phase II of the project, to include the surveyor, at a total cost of \$31,600. This cost is included in the total project cost, previously presented to the Board, of \$360,000.

Director Randall commented that the fee for the services outlined is astronomical. Secretary Treasurer Kuntz asked what the fee is based on and about hazardous material exclusions for the area specific to this project. DC Hitchcock reported there are areas at Station 1 that have been abated, but could not confirm the entire building has been abated.

Vice-President Jones made a motion to approve the ZCS scope of work proposal for \$29,000, seconded by Secretary Treasurer Kuntz, motion carried five to zero.

Secretary Treasurer Kuntz made a motion to approve the Rhine-Cross survey proposal for \$2,600, seconded by Vice-President Jones, motion carried five to zero.

- b. Fire Chief Recruitment Update  
President Storey reported the recruitment process is complete and an individual was hired.
- c. Revenue Discussion  
Director Randall rescinded part of the request made at the December Board meeting in regard to revenues covering the cost of the respective positions in Training and Prevention. Director Randall requested that going forward, those Division Chiefs present their ideas and the Board will make goals for the generation of funds and for the timing.

## 9. New Business

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

- a. Collective Bargaining Agreement Local 890  
Secretary Treasurer Kuntz made a motion to approve the Collective Bargaining contract as submitted to the Board, seconded by Director Leslie, motion carried five to zero.
- b. Fire Chief Contract  
Secretary Treasurer Kuntz made a motion to approve the Fire Chief contract with Brent Knutson as submitted to the Board, seconded by Director Leslie, 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:**

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

DAS Hull reviewed the wage increase, PERS and sick leave amendments made to the resolution in order to correlate with the new provisions of the Collective Bargaining Agreement.

Vice-President Jones made a motion to read Resolution 2025-02 amended by title only, seconded by Secretary Treasurer Kuntz, motion carried five to zero.

Secretary Treasurer Kuntz made a motion to approve Resolution 2025-02 amended, seconded by Vice-President Jones, motion carried five to zero.

d. 2026 Board of Directors Meeting Schedule

The Board agreed to move the July meeting to July 28, and the August meeting to August 25. Attorney Ratliff may be gone part of June.

e. 2026 Holiday Schedule

No discussion.

f. Insurance Committee Vacancy

FC Knutson reported the Insurance Review Committee has a Board member vacancy, previously filled by Director Palmer. Secretary Treasurer Kuntz volunteered to fill the position.

g. Budget Committee Vacancy

DAS Hull reviewed the process of advertising for a new Budget Committee member with the goal to appoint a new member at the April or May Board of Directors meeting.

**10. Informational Reports**

*Interim Fire Chief and Operations*

a. Fire Chief and Operations Activity Memo January

FC Knutson reported 95% of the revised Standard Operating Guidelines (SOGs) and Program Management Plans (PMPs) were launched and a new master documents access system is available to employees. The intent of the project was to bring the District up to current practices and to ensure the shifts are running the same. FC Knutson is working with AirLink to review the contract for ambulance transports and is working with crews on proper documentation to capture appropriate fees for all transport services. Attorney Ratliff added there is a template started that may be useful to FC Knutson in discussions with AirLink. President Storey asked if CoGen ever reached back out to the District; FC Knutson reported the contract was not renewed by CoGen. Four Captains took and passed the written portion of the BC promotion process and the assessment center portion is scheduled for February 5. FC Knutson, DC Hitchcock and BC Hoskins attended the Oregon Fire Chiefs Association Round Table; the group came away with ideas to implement and agreed the District is in a really good position and is not experiencing some of the struggles of other departments.

b. December Incident Activity

No discussion.

c. Thank you Correspondence

No discussion.

*Deputy Chief – Support Services*

a. Deputy Chief – Support Services Activity Memo January

DC Hitchcock reported keeping apparatus fixed and in service is taking a lot of time, however the services with the City Shops are going well with same day turnaround and fair billing. DC Hitchcock

continues to work with CINTAS to fine-tune the janitorial supply process based on feedback from the crews.

Division Chief – Training

a. Division Chief - Training Activity Memo January

DC Denney reviewed training activities for the past month, reported the transition to NERIS went smooth, and training on updated SOGs has been consistent over the past six months as they have been approved for implementation.

b. Annual Strategic Training Plan

DC Denney reported FC Knutson and President Storey both reviewed the document prior to the meeting. DC Denney took a different approach this year and focused on the entire department and a holistic view of where the District is with training. Strengths, weaknesses, opportunities, threats, fire/EMS/rescue training plans, a SWAT analysis, budget and staffing, training grounds and props, live-fire capability, partnerships, and student/apprentice programs are all outlined in the report. The report is also designed to assist in strategic planning for the whole organization.

President Storey stated the District needs to strongly look at adding another person to the Training Division to be successful in training completion, capacity and man power. Secretary Treasurer Kuntz concurred that assistance is paramount in a department this size and to continue to look at potential grants for training and live-fire training options. Further discussion included KCC, portable containers vs. a fixed facility and which qualify for grants, what role an additional training employee would hold, employee advancement opportunities and retention, and establishing a training reserve fund for future needs.

Division Chief – Fire Marshal

a. Division Chief - Fire Marshal Activity Memo January

DC Hitchcock reported there were several plan reviews throughout the month, fire station and hotel/motel inspections are currently taking place, and provided some details of compliance and system management efforts.

**11. Public comment**

**12. Adjourn**

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

The regular session adjourned at 4:55 p.m.

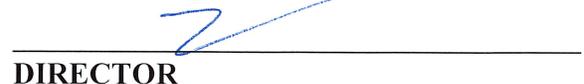
The next regularly scheduled meeting of the Klamath County Fire District 1 Board of Directors will be at the Central Fire Station, 143 N. Broad Street, Klamath Falls, OR 97601 on Tuesday, February 17, 2026, at 4:00 p.m.

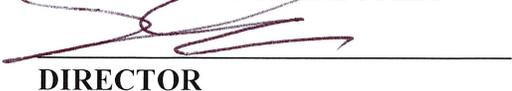
**BOARD MEMBER SIGNATURES**

  
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**PRESIDENT**

  
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**VICE-PRESIDENT**

  
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**SECRETARY/TREASURER**

  
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**DIRECTOR**

  
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**DIRECTOR**