

**Klamath County Fire District 1
Board of Directors
Regular Meeting Minutes
4:00 p.m., Tuesday, September 23, 2025
Central Fire Station
143 N. Broad Street, Klamath Falls, OR 97601**

1. Call Meeting to Order

Vice-President Jones called the meeting to order at 4:00 p.m.

2. Pledge of Allegiance

Vice-President Jones led the Board and attendees in the Pledge of Allegiance.

3. Roll Call of Directors

Present:

Mike Jones, Vice-President

Nick Randall, Director (Zoom)

Steve Leslie, Director

Absent:

Gloria Storey, President

Mike Kuntz, Secretary/Treasurer

4. Approval of the Agenda

Vice-President Jones requested item f. City of Klamath Falls Moore Park Project, be added under Contract Review Board.

Director Leslie made a motion to approve the agenda as modified, seconded by Director Randall, motion carried three to zero.

5. Approval of Minutes

a. August 19, 2025 Regular Meeting Minutes

Director Leslie made a motion to approve the August 19, 2025, regular meeting minutes, seconded by Director Randall, motion carried three to zero.

6. Financial Reports

a. August 2025 Financial Reports

Director Randall made a motion to approve the August financial report, seconded by Director Leslie, motion carried three to zero.

b. Ratification of August 2025 Bills

Director Leslie made a motion to approve the August 2025 bills, seconded by Director Randall, motion carried three to zero.

c. August 2025 EMS Billing Reports

Director Randall made a motion to approve the August 2025 EMS billing reports, seconded by Director Leslie, motion carried three to zero.

7. Unfinished Business

a. Station 1 Construction Update

Interim FC Knutson reported the new doors and door motors were bid separately from the rest of the job to save money and the quote came back from Overhead Door at \$19,000. The door headers are scheduled to be raised the spring of 2026.

b. Cintas Services

Interim FC Knutson reported ALSCO does have a buyout clause in the amount of \$7,293. Staff is confident standardizing services and the savings in staff time will offset the buyout amount within the first year; if not, definitely during the second year. Price increase stipulations are included in the Cintas Contract.

c. Fire Chief Recruitment

Interim FC Knutson reported Randy Groom, Western Fire Chiefs Association (WFCA) will be on-site October 6 and 7 to meet with the Board of Directors, all personnel, and the Local 890 President. The recruitment schedule reflects a hire date in February. The Board briefly discussed the contract with WFCA; see item 8.e for the contract report.

d. Board Policy 5.8 Chief Job Description

Interim FC Knutson reviewed the proposed language change in regard to education requirements under Minimum Qualifications.

Director Leslie made a motion to approve language changes to Board Policy 5.8 Fire Chief Job Description, seconded by Director Randall, motion carried three to zero.

8. New Business

a. County Shops Fleet Maintenance

Interim FC Knutson reported the Board of County Commissioners approved moving ahead with an agreement for the District to use the County shops for the District's light fleet and eventually the entire fleet. Discussions are in the beginning stages and a cost has yet to be established. Interim FC Knutson stressed the benefit and impact such an agreement could have on the District Fleet Management program.

b. Surplus Equipment

Interim FC Knutson reported there are three groups of equipment currently being advertised for surplus and briefly reviewed the items and reason for the surplus.

c. Fire Prevention Week Proclamation

FM Tramp read the 2025 Fire Prevention Week Proclamation by title only.

Director Leslie made a motion to approve the 2025 Fire Prevention Week Proclamation, seconded by Director Randall, motion carried three to zero.

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

d. Denny Roberts Contract

Interim FC Knutson reviewed the Denny Roberts, Crisis Liaison, contract updates. An increase in fees was not included in this year's contract.

Director Leslie made a motion to approve the 2025-2026 contract with Denny Roberts, seconded by Director Randall, motion carried three to zero.

e. Western Fire Chiefs Association Contract

Vice-President Jones questioned the need to pay fees and per diem for applicants during the recruitment process. The Board agreed the contract as a whole appears to be okay with the exception of reimbursement for travel. Attorney Ratliff added the Professional Fee of 15% of the candidate's salary should be clarified to read, "...15% of the first year salary".

Director Leslie made a motion to approve the Western Fire Chiefs Association contract with the amendments discussed and pending attorney final review, seconded by Director Randall, motion carried three to zero.

f. City of Klamath Falls Moore Park Project

FM Tramp reported the agreement between the District and Lost River Fire Management to perform the fire mitigation work at Moore Park was approved at a previous meeting. The Memorandum of Agreement before the Board today is for City owned park property and to tie it in with the Lost River contract.

Director Leslie made a motion to approve the Memorandum of Agreement with the City of Klamath Falls for wildfire mitigation projects, seconded by Director Randall, motion carried three 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 September

Interim FC Knutson reported the Gustin pack and standpipe project, during which standpipes were inspected and bundles revamped to improve efficiency and safety for crews, is complete. The Battalion Chief Promotion Committee established the second and fourth weeks of January for testing. The Duty-Officer program was reinstituted effective September 8, to provide more support to the Battalion Chiefs and crews. Interim FC Knutson and a ladder truck crew participated in the 9/11 ceremony.

b. August Incident Activity

No discussion.

Deputy Chief – Support Services

a. Deputy Chief – Support Services Activity Memo September

Interim FC Knutson reported Program Management Plans (PMP) and Standard Operating Guidelines (SOG) are part of a huge project, the next big step for the Department, which began in 2022; the administrative staff and Chief Officers have done a great job with this project the Department launch goal is December. DC Hitchcock refurbished the apparatus fleet document library and also helped with the new hire assessment center in September.

Division Chief – Training

a. Division Chief - Training Activity Memo September

DC Denney reported the recruitment process was started for an in-house cadre for academies and new hires as a District program, a mid-rise packs in-service and training took place, the new Type 3 engine (3144) is in service, and Interim FC Knutson instructed an Instructor I class for the Klamath-Lake Training Association. There are several other items DC Denney is working on including an OSFM grant project and DC Denney will be at the County schools on October 10. In response to questions, DC Denney and Interim FC Knutson reported engine 3144 is set to be outfitted enough to be dispatched to calls other than just wildland.

Division Chief – Fire Marshal

a. Division Chief - Fire Marshal Activity Memo September

FM Tramp reported the Station 5 landscaping with fire-resistive plants is almost finished, the Moore Park project will move forward once the Lost River Fire Management crews and equipment are off wildfires, 26 inspections were done last month, inspections at the County schools start in October, 1,266 systems are now in the Compliance Engine tracking system, and a new radio add will be recorded advertising the Community Safety Fair on October 11. A pre-application meeting was held for a drive-in theatre, plans reviewed for additional class rooms at Ferguson Elementary, and a site-visit was held at Watershed Row. The Community Risk Reduction program is winding down for the season; there were 100 hours and 300 tons of debris put on the chipper this year.

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 three to zero.

The regular session adjourned at 4:38 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 4:43 p.m. and was 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, October 21, 2025, at 4:00 p.m.

BOARD MEMBER SIGNATURES

PRESIDENT

SECRETARY / TREASURER

DIRECTOR

VICE-PRESIDENT

DIRECTOR