

NOTICE OF MEETING

The **Fire Board of the Christopher-Kohl's Fire District** will meet in regular session on **Monday, April 15, 2019, at 3:30pm**. The meeting will be held at the **Fire Station 51 Community Room**. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. § 38-431.03(A)(3) for legal advice with the District's attorney on matters as set forth in the agenda item. Board Members or other participants may attend by telephonic conference. The following topics and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

AGENDA

1. **CALL TO ORDER** (*Pledge of Allegiance*)
2. **ROLL CALL**
 - A. Board Members
 - B. Department Members
3. **APPROVAL OF MINUTES**
 - A. Regular Meeting of March 18, 2019.
 - B. Special Session of March 27, 2019.
4. **REPORTS & CORRESPONDENCE** (No Board action will be taken on correspondence items)
 - A. Financial Report
 - The Financial Officer will review the status of all District bank accounts for March. Possible discussion or action on any Board concerns regarding specific invoices, checks, and/or Profit & Loss Statements.
 - B. Chief's Report on Department activity for March.
 - ISO Communications
 - Pancake Breakfast on March 16th
 - Raffle tickets for sale
 - C. Chairman's Report & District Correspondence
 - The Chairman will report on the activities for the District in March.
 - District correspondence will be acknowledged.

BUSINESS

1. Discussion and possible response by the Board or staff as directed to Helen Groom's letter dated March 17, 2019.
2. Discussion and possible action regarding draft of "Principles of Ethical Conduct for CKFD Governing Board."
3. Discussion and possible action regarding proposed fiscal year 2019-2020 Budget, including determining the compensation payable to district personnel.
4. Further discussion and possible action regarding purchasing a replacement apparatus for Engine 531.

Information on future Agenda Items. Items may be placed on the Agenda for a future meeting or given to the Chief for action, further information, or review.

CALL TO THE PUBLIC

(No Board action will be taken on call to the public items)

5. CALL TO THE PUBLIC: Consideration and discussion of comments and complaints from the public. Those wishing to address the Fire District Board need not request permission in advance. The Fire District Board is not permitted to discuss or take action on any item raised in the call to the public. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct that staff review the matter or that the matter be placed on a future agenda. The Fire District Board cannot discuss or take legal action on any issue raised during the Call to the Public due to restrictions of the Open Meeting Law.

6. ADJOURNMENT

If any disabled person needs any type of accommodation, please notify the Fire District (928) 478-4011 prior to the scheduled meeting time.

MINUTES OF THE REGULAR PUBLIC MEETING OF THE CHRISTOPHER KOHL'S FIRE DISTRICT GOVERNING BOARD.

A Regular Meeting of the Christopher Kohl's District Governing Board convened **March 18, 2019**, at **3:33pm** at the Fire Station 51 Community Room.

Call to Order/Pledge of Allegiance

Call to order 3:33pm, Monday, March 18, 2019, followed by the Pledge of Allegiance.

Roll Call

A. Board Members: Chairman Ron Kotnik
Financial Officer Larry Hannum
Clerk Tom James
Board Member Steve Sundra
Board Member Sheila Marcum

B. Department Members in attendance: Chief Bob Lockhart, Administrative Assistant Deanna White, Captain Rhett Connolly, Captain Chad Stluka, EMT Ben Perry, Volunteer Dale Ashby, Wildland Firefighter Lane Bentley

C. Members of the Public in attendance: Randy and Deborah Dawson, Margot Holmes, Karen Thornton, Red Armistead, Douglas Frenz, Kathy and Glenn Thickey, Debbie Richardson, Helen Groom, Joni Price, Jeff and Dee Daniels, Irma and Alex Armenta, Bill Handy

D. Gila County Officials in attendance: Mary Springer, Finance Director, Gila County Finance Department; Joe Williams, Chief Deputy Assessor, Gila County Assessor; Maryn Belling, Budget Manager

Due to the assumption that County Officials would have to depart meeting before its conclusion, Ron moved **Business Item #1: Gila County officials will introduce themselves and speak with the C-K Fire District Board regarding budget season.** After brief introductions and comments were made, Officials did remain for entire meeting.

Due to Kay Green's need to leave after her presentation, Ron also moved **Business Item #2: ANNUAL AUDIT: Discussion and possible action on the Annual Audit presented by Kay Green, Atlas CPA's & Advisors PLLC. If approved, the Board will accept the Annual Audit and direct that copies be sent to the Gila County Treasurer, County District 1 Supervisor, and the Department of Forestry and Fire Management. (DFFM)** to beginning of meeting.

In recent weeks, Kay worked with Chief and Administrative Assistant on 2018 Audit. To the Board, she briefly discussed the 2018 Audit and was very positive; for example, she directed the Board to page four, under EXPENDITURES, subsection "Excess (deficiency) of revenues over (under) expenditures," under the column "Total Governmental Funds" of \$122,094. Also, Kay complemented Administrative Assistant Deanna White for her outstanding and helpful work with the Audit.

The following matters were discussed, considered, and approved at the meeting:

Approval of Minutes

The Board reviewed the Minutes of the Regular Meeting of February 19, 2019. Tom addressed Board concerning the "Call to the Public" section and made a Motion to amend the wording to read: "The following Member of the Public made a comment: * Deborah Dawson made a statement she had questions but would ask a Board Member after the meeting." Motion was seconded by Larry.

Vote results:

Ayes: Tom James, Larry Hannum, Ron Kotnik, Sheila Marcum

Nays: None

Abstain: Steve Sundra

Next, Tom made a Motion to approve Minutes of the Regular Meeting of February 19, 2019 and was seconded by Larry.

Vote results:

Ayes: Tom James, Larry Hannum, Ron Kotnik, Sheila Marcum

Nays: None

Abstain: Steve Sundra

Reports and Correspondence

A. Financial Officer's Report

Larry Hannum reviewed the status of all District bank accounts for February. Larry read the Financial Report. Discussion took place.

Larry questioned Chief Lockhart in regards to the Financial Report, "Wells Fargo Payroll" and the word "Clearing House." Chief replied "Clearinghouse" is for employee's Child Support payment.

Steve asked Chief if there are any outstanding Wildland monies owed District. Chief replied there are two outstanding amounts. Regarding Profit & Loss Budget vs. Actual, Steve also asked Chief about "Station Repairs & Upkeep Cost," "St. 51 Driveway Repair," "St. 51 Retaining Wall," and "St. 51 Roof Repair," since there has been no monies spent towards repairs. Chief addressed each. Also, Steve questioned Chief regarding the, "Station Utilities," *Direct TV; Electricity; Phone, Cell.* Chief addressed all four items. Sheila made a Motion to accept the February 19, 2019 Financial Report and was seconded by Steve.

Vote results:

Ayes: Steve Sundra, Tom James, Larry Hannum, Ron Kotnik, Sheila Marcum

Nays: None

B. Chief's Report

Chief Lockhart discussed Department activity for February. The list below highlights this month's Chief's Report:

- Clarification of the 2019 "Levy Limit Worksheet" (Board Members received worksheet at February meeting.) Chief explained that maintaining the Levy Limit at \$3.01 would yield an increase of only \$81.61 from the County over last year.
- Snow Impact: 4-man crew put on a 48-hr. shift on February 21st and 22nd. Captain Chad Stluka elaborated the logistics of preparing for this event.
- Completed Wildland Refresher on March 2nd.
- Personnel attended Wildland training in Prescott March 10th through March 15th.
- CK Fire secured two-year grant up to \$223,000.00; presently searching for vendor to complete work in Hunter Creek and Colcord Estates.

C. Chairman's Report & District Correspondence

Ron had no correspondence to acknowledge. Steve reported that a Ponderosa Springs resident made a "911" call and reached Flagstaff first; then, to Bisbee; and was finally transferred to Payson. Captain Chad Stluka added that this happens all over Rim Country.

BUSINESS

Item #3: Discussion and possible action regarding the creation of a sub-committee to meet once a month to examine the *Policies and Procedures Manual* for amendment and possible adoption.

Steve and Tom volunteered to be on a sub-committee to meet once a month to examine *Policies and Procedures Manual*. Tom made a Motion to establish this subcommittee with Steve and himself and was seconded by Sheila Marcum.

Vote results:

Ayes: Steve Sundra, Tom James, Larry Hannum, Ron Kotnik, Sheila Marcum

Nays: None

Item #4: Discussion and possible action regarding the creation of a sub-committee of one or two Board members along with CKFD staff to complete a wage study survey.

Larry and Sheila volunteered to be on a subcommittee along with CKFD staff to complete a wage study survey. Steve made a Motion to establish this subcommittee to complete a wage study survey and was seconded by Larry.

Vote results:

Ayes: Steve Sundra, Tom James, Larry Hannum, Ron Kotnik, Sheila Marcum

Nays: None

Item #5: Further discussion and possible action regarding purchasing a replacement apparatus for Engine 531.

Chief Lockhart explained that Rescue 511 is still part of the deal and is still experiencing a "Code" problem. (The local Ford dealer cannot fix.) Since the Rescue 511 is part of the deal to replace Engine 531, Chief will keep Board apprised of 511's repair. No Board action was necessary, and this Item will be placed on April's Agenda. No Board action was necessary.

Call to the Public:

The following Members of the Public made comments (not in any particular order): Helen Groom- was requested by Ron to read her email addressed and sent to each Board Member; Jeff Daniels- By-Laws and GCSO locked storage; Deborah Dawson- upcoming Budget Workshops; Karen Thornton- complemented Chief, his employees, and the Board; Randy Dawson- spoke about mis-directed 911 calls and wanted the department to find a set of plans for the retaining wall.

Adjournment:

Larry Hannum made a Motion to adjourn meeting and was seconded by Sheila Marcum and Steve Sundra (simultaneously).

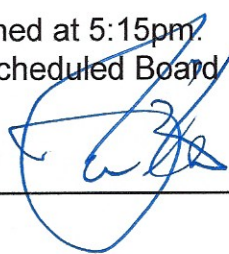
Vote Results:

Ayes: Steve Sundra, Tom James, Larry Hannum, Ron Kotnik, Sheila Marcum

Nays: None

The meeting adjourned at 5:15pm.

The next regularly scheduled Board Meeting will be on Monday, April 15, 2019, at 3:30 pm.

Approved by  on 4-15- 2019

**CHRISTOPHER KOHL'S FIRE DISTRICT
FINANCIAL OFFICER REPORT
March 2019**

Capital Account:

Beginning Balance:	181,409.65
Deposits:	303.42 (Int)
Warrants Issued:	0
End Balance:	181,713.07
Register Balance	181,713.07___ (Outstanding \$0)

General Account:

Beginning Balance:	231,430.75
Deposits:	27,906.01 (Int \$446.66/Taxes \$27,459.35)
Warrants Issued:	45,954.83
End Balance:	231,381.93
Register Balance	208,202.95___ (Outstanding - \$5,178.98)

Wells Fargo: Payroll

Beginning Balance:	20,132.54
Deposits:	40,000.64
Checks:	41,353.37
End Balance:	18,779.81
Register Balance	6,733.65___ (Outstanding -12,046.16) (IRS/AFLAC/ ASRS/AZ Clearinghouse/PSPRS)

Wells Fargo: Enterprise

Beginning Balance	436,350.43
Deposits:	55,622.45 (Int-\$11.98/ WL\$55,410.47/Donation)
Checks:	0.00
End Balance:	491,972.88
Register Balance	491,972.88(Outstanding \$0)

Total Register Balances = \$888,622.55 + Outstanding \$17,225.14 = Ending Balances of \$905,847.69

Approved as read at Board Meeting of April 15th., 2019

Clerk/Financial Officer Lay C Hauer

CHRISTOPHER-KOHL'S FIRE DEPARTMENT
930 E CHRISTOPHER CREEK LOOP
PAYSON, AZ 85541
VOICE (928) 478-4011, FAX (928) 478-4453
FIRE CHIEF

INCIDENT REPORT FOR March 2019

FIRES: **TOTAL FIRES 2**

WILDLAND	0	_____
STRUCTURE	0	_____
VEHICLE	0	_____
CAMPFIRE	0	_____
MUTUAL AID	0	_____
SPECIAL DUTY	2	_____
FALSE ALARM	0	_____
STILL ALARM	0	_____
CANCELLED EN RTE	0	_____

EMS: **TOTAL EMS 10**

REGULAR EMS	6	_____	(3-ALS/3-BLS)
MVA/EMS	0	_____	
MUTUAL AID	1	_____	
FALSE ALARMS	0	_____	
WALK INS	1	_____	
SPECIAL DUTY	2	_____	
CANCELLED EN RTE	0	_____	

TOTAL INCIDENTS 12

COMMENTS **TOTAL TRAINING HOURS -359.20** **Hours 3.90 Target**

Christopher Kohl's Fire District

Payson, AZ

This report was generated on 4/4/2019 7:47:47 AM



Classes Completed by Personnel

Passed/Failed: Both Passed and Failed | Personnel: All Personnel | Training Code(s): All Training Codes | Class Category: All Categories | Station: All Stations | Start Date: 03/01/2019 | End Date: 03/31/2019

Ashby, Dale (CKFD)

Class Date	Class Category	Class Name	Class Hours
03/19/2019 13:00:00	Engine & Tender Ops	Tender ops	2:30
Total Classes			1
Total Class Hours			2:30

Benjamin, Michael

Class Date	Class Category	Class Name	Class Hours
03/02/2019 08:00:00	Wildland	2019 Wildland Refresher	8:00
03/03/2019 12:30:00	Driver Operator	Driver's Training - Area Familiarization	2:00
03/20/2019 09:00:00	Leadership/ICS	Staff Meeting	3:00
03/29/2019 08:30:00	EMS	EMS STR's - Albuterol, Narcan, IV insertion	7:00
Total Classes			4
Total Class Hours			20:00

Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
03/02/2019 08:00:00	Wildland	2019 Wildland Refresher	8:00
03/19/2019 13:00:00	Engine & Tender Ops	Tender ops	2:30
03/20/2019 09:00:00	Leadership/ICS	Staff Meeting	3:00
03/23/2019 11:00:00	Wildland	Firewise	1:30
03/31/2019 10:00:00	Leadership/ICS	Blue Card - Sets and Reps	6:00
Total Classes			5
Total Class Hours			21:00

Hansen, Mark K

Class Date	Class Category	Class Name	Class Hours
03/02/2019 08:00:00	Wildland	2019 Wildland Refresher	8:00
03/03/2019 12:30:00	Driver Operator	Driver's Training - Area Familiarization	2:00
03/04/2019 09:30:00	EMS	EMS protocol review - Sepsis, 12-lead protocol	1:30
03/09/2019 10:30:00	Leadership/ICS	Scene Size up reps	1:00
03/20/2019 09:00:00	Leadership/ICS	Staff Meeting	3:00
03/21/2019 10:00:00	EMS	EMT Review	2:00
03/22/2019 13:00:00	Basic Fire Fighting	Hose Load - Preconnects	1:30
03/25/2019 09:00:00	EMS	Tape and Chart	2:00
03/27/2019 09:00:00	Basic Fire Fighting	SCBA - Breathdown	2:15
03/27/2019 13:00:00	OSHA	Target Solutions - HIPAA	1:30
03/28/2019 09:30:00	MCS	MCS Drill	2:30
03/29/2019 08:30:00	EMS	EMS STR's - Albuterol, Narcan, IV insertion	7:00
Total Classes			12
Total Class Hours			34:15

Labonte, Brandon (CKFD)

This report lists the Classes completed for each person over the specified date range, optionally filtered by Personnel, Class Category, Training Code, and Passage or Failure.

Only non-Archived Classes that have been Reviewed are included.

Class Date	Class Category	Class Name	Class Hours
03/03/2019 12:30:00	Driver Operator	Driver's Training - Area Familiarization	2:00
Total Classes			1
Total Class Hours			2:00

Lee, Dale

Class Date	Class Category	Class Name	Class Hours
03/02/2019 08:00:00	Wildland	2019 Wildland Refresher	8:00
Total Classes			1
Total Class Hours			8:00

Lindsey, Michael

Class Date	Class Category	Class Name	Class Hours
03/02/2019 08:00:00	Wildland	2019 Wildland Refresher	8:00
03/11/2019 08:00:00	Wildland	S230/231	32:00
03/20/2019 09:00:00	Leadership/ICS	Staff Meeting	3:00
03/24/2019 10:00:00	Engine & Tender Ops	Pumping operations - E26	3:00
03/29/2019 08:30:00	EMS	EMS STR's - Albuterol, Narcan, IV insertion	7:00
Total Classes			5
Total Class Hours			53:00

McKinnon, Steve M

Class Date	Class Category	Class Name	Class Hours
03/02/2019 08:00:00	Wildland	2019 Wildland Refresher	8:00
03/07/2019 09:30:00	Leadership/ICS	Blue Card - Initial Course	6:00
03/08/2019 11:00:00	Leadership/ICS	Blue	4:00
03/11/2019 08:00:00	Wildland	S-290	32:30
03/19/2019 10:00:00	Leadership/ICS	Blue card - initial course	4:00
03/20/2019 09:00:00	Leadership/ICS	Staff Meeting	3:00
03/20/2019 10:00:00	Leadership/ICS	Blue Card - Initial Course	4:00
03/22/2019 11:00:00	Leadership/ICS	Blue Card - Initial Course	6:00
03/23/2019 10:00:00	Leadership/ICS	Blue card - Initial Course	8:00
03/25/2019 13:00:00	Leadership/ICS	Blue Card - Initial Course	2:00
03/26/2019 15:30:00	Leadership/ICS	Blue Card - Initial Course	2:00
03/27/2019 13:00:00	Leadership/ICS	Blue Card - Initial Course	5:00
03/31/2019 10:00:00	Leadership/ICS	Blue Card - Sets and Reps	6:00
Total Classes			13
Total Class Hours			90:30

Perry, Ben

Class Date	Class Category	Class Name	Class Hours
03/02/2019 08:00:00	Wildland	2019 Wildland Refresher	8:00
03/04/2019 09:30:00	EMS	EMS protocol review - Sepsis, 12-lead protocol	1:30
03/09/2019 10:30:00	Leadership/ICS	Scene Size up reps	1:00
03/11/2019 08:00:00	Wildland	S230/231	32:00
03/20/2019 09:00:00	Leadership/ICS	Staff Meeting	3:00
03/20/2019 13:00:00	OSHA	Target Solutions - HIPAA	1:30
03/22/2019 13:00:00	Basic Fire Fighting	Hose Load - Preconnects	1:30
03/27/2019 09:00:00	Basic Fire Fighting	SCBA - Breathdown	2:15
03/28/2019 09:30:00	MCS	MCS Drill	2:30

This report lists the Classes completed for each person over the specified date range, optionally filtered by Personnel, Class Category, Training Code, and Passage or Failure.

Only non-Archived Classes that have been Reviewed are included.

03/28/2019 13:00:00	Basic Fire Fighting	Target Solutions - Forcible Entry	1:30
03/29/2019 08:30:00	EMS	EMS STR's - Albuterol, Narcan, IV insertion	7:00
03/30/2019 08:00:00	Physical Fitness	Physical Fitness	4:00
Total Classes			12
Total Class Hours			65:45
Ruiz, Autumn (None)			
Class Date	Class Category	Class Name	Class Hours
03/21/2019 10:00:00	EMS	EMT Review	2:00
Total Classes			1
Total Class Hours			2:00
Ruiz, Michael (CKFD)			
Class Date	Class Category	Class Name	Class Hours
03/29/2019 08:30:00	EMS	EMS STR's - Albuterol, Narcan, IV insertion	7:00
Total Classes			1
Total Class Hours			7:00
Stluka, Chad			
Class Date	Class Category	Class Name	Class Hours
03/02/2019 08:00:00	Wildland	2019 Wildland Refresher	8:00
03/11/2019 08:00:00	Wildland	S-330	27:00
03/20/2019 09:00:00	Leadership/ICS	Staff Meeting	3:00
03/24/2019 10:00:00	Engine & Tender Ops	Pumping operations - E26	3:00
03/25/2019 09:00:00	Leadership/ICS	Size up Drills	2:00
03/29/2019 08:30:00	EMS	EMS STR's - Albuterol, Narcan, IV insertion	7:00
Total Classes			6
Total Class Hours			50:00
Tutay, Jason R			
Class Date	Class Category	Class Name	Class Hours
03/25/2019 09:00:00	EMS	Tape and Chart	2:00
03/25/2019 09:00:00	Leadership/ICS	Size up Drills	2:00
Total Classes			2
Total Class Hours			4:00

Total Personnel:	13
Total Classes:	64

This report lists the Classes completed for each person over the specified date range, optionally filtered by Personnel, Class Category, Training Code, and Passage or Failure.

Only non-Archived Classes that have been Reviewed are included.

MILEAGE

3/31/2019

VEHICLE	BEGIN	END	TOTAL
E531	120395	120529	134
E521	39289	39516	227
E511	37242	37323	81
E526	41399	41537	219
WT512	N/A	N/A	N/A
WT511	15133	15163	30
E516	67627	67628	1
B5	123764	125125	1391
R511	7819	Out of Service	
WT531	1342	1343	1