

NOTICE OF MEETING

The Fire Board of the Christopher-Kohl's Fire District will meet in regular session on **Monday, May 18, 2020, 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.

Members of the public who attend this meeting will be recommended to supply and wear masks. The number of members of the public may be restricted at this time due to social distancing requirements.

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 April 20, 2020.
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 April. 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 April.
 - Blattner Pit is being staffed by Payson Fire Department.
 - COVID-19
 - The Chief of his own volition without direction or the behest of the Board will present two budget informational workshops for the public. Said workshops will be June 5th from 5:00 pm until 8:00 pm. June 6th from 9:00 am until 12:00 pm.
 - C. Chairman's Report & District Correspondence
 - The Chairman will report on the activities for the District in April.
 - District correspondence will be acknowledged.

BUSINESS

1. Discussion and possible action on signing a *Memorandum of Understanding* for Mutual Aid partners for a grant for funding for additional medical *Personal Protective Equipment 20/80*.
2. Discussion and possible action on signing a *Resolution* for the Workers Compensation Pool with Ashton/Tiffany.
3. Discussion and possible action not to include the final adoption of the 2020-2021 Budget.

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. ***Each speaker will be allowed three minutes, one time per meeting, to present their comments to the board.*** 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 **April 20, 2020**, at **3:30pm** at the Fire Station 51 Community Room.

Call to Order/Pledge of Allegiance

Call to order 3:30pm, April 20, 2020, 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, Medic Mark Hansen

C. Members of the Public in attendance: None

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

Approval of Minutes

The Board reviewed the Minutes of the Regular Meeting of March 16, 2020. Tom made a Motion to approve the Minutes of the Regular Meeting of March 16, 2020 and was seconded by Sheila.

Vote results:

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

Nays: None

Reports and Correspondence

A. Financial Officer's Report

Larry Hannum reviewed the status of all District bank accounts for March. Larry read the Financial Report. From **Profit & Loss Budget vs. Actual**, page 3, subtitle, "Professional Service- Audit," Steve asked Chief about the additional \$300 over the budgeted amount of \$6,200 for this past fiscal year; Chief answered his question. Steve questioned Regarding the *General Account*, "Reconciliation Detail," page 1, check number 14460, IFC Radios & Safety; Again Chief responded. Ron asked a question regarding *Wells Fargo: Payroll* account, and Chief Lockhart addressed.

Steve made a Motion to accept the March 16, 2020 Financial Report and was seconded by Ron.

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 March. The list below highlights this month's Chief's Report (not in any particular order):

- COVID-19/PPE availability

Chief reported that the Federal government, Gila County, and Arizona are working together with Rim Country Fire Districts if any are in need of PPE equipment. He added, presently, CKFD has adequate supplies.

- Brush Pits Closed

Chief reported that Blattner Pit (nearest brush pit), is closed due the Covid-19 pandemic. However, CKFD has the right to deliver brush to Pit and is doing so.

(Note: Since drafting minutes, Blattner Pit reopened April 25.)

- Firewise Grant

Chief informed Board that CKFD has used the money from the Grant, and the work to firewise the remaining developments/communities is complete. He added that the United States Forest Service, Southwestern Region, has instituted Level 1 fire restrictions beginning Wednesday, April 22, 2020. He added a more aggressive approach by the FS will be used regarding any Wildland fire to attempt to avoid a large concentration of personnel on scene for an extended period of time. (This is due to precautions FS must take due the Covid-19 pandemic such as, a large number of people/personnel in close proximity for an extended period of time.) Tom asked whether the County will mirror the Federal restrictions. Chief will find out but believes so. (Note: Since drafting the minutes the County issued the same restrictions on private property.)

- E521 was taken to Phoenix to RWC Group and H & E.

Chief apprised the Board that E521 had to be towed to the Valley due to a major computer failure: transmission control module failure. The part has been replaced and according to employees having driven it, is running better than ever.

Steve asked Chief if we have used Recovery USA to bill motorists for calls on SR 260. Chief responded we have already, and we are working together with Hells Gate Fire Department on calls. Furthermore, there has been no impact on our District's residents.

C. Chairman's Report & District Correspondence

Board Chairman Ron Kotnik requested Chief address both of the two District correspondences:

- With copies of packet from Ashton Tiffany regarding "Arizona Fire District Workers' Compensation Pool 2020/2021 Proposal" in all Board members' packets, Chief summarized what the costs quoted in the document mean, and that soon small and large fire districts will be using this pool. Brief Board discussion took place with Chief Lockhart answering questions. Since this subject is a *Business* item, any Board action will take place at that time in the meeting.

- Election Package Announcement. With copy of information from *Gila County Department of Elections* in all Board members' packets, Chief said that three CKFD Board members are up for re-election in November. "Nonpartisan Candidate Filing Procedure" information is included in the packet. He complemented present Board members, and how they work together well and support what the Chief proposes and deems as necessary to run the fire district. Ron further complemented present members and hoped all three ran for re-election this November.

Steve asked Chief about the 5% additional cost the District is responsible to pay retroactively and how this expense will fit in the budget. Chief addressed question. (Last month's Board minutes further addresses this Business issue.)

BUSINESS

Item #1: Discussion and possible action regarding Workers Comp Pool.

All Board members have packets from Ashton Tiffany: "By-laws of Arizona Fire District Workers' Compensation Pool, Inc." and its accompanying "Arizona Fire District Workers' Compensation Pool, Inc. Participation Agreement." To the Board, Chief highlighted his reasons for favoring Ashton Tiffany. Number one is the cost savings to the District. The only other choices, Copper Point (our present workman's comp. coverage) and 7710, are not being chosen by the majority of Fire Districts in Arizona, and Chief predicts that the new "pool" will provide this service. Steve asked a question from page 6 of the "Participation Agreement" and Chief responded. Sheila made a Motion Chief to engage Ashton Tiffany as our Worker's Compensation carrier and was seconded by Tom.

Vote results:

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

Nays: None

Item #2: Further Discussion and possible action regarding development of 2020-2021 Budget.

With second draft copy for each Board member in his/her Board packets plus an amended copy of first page given to Board members, Chief Lockhart directed Board members to the following:

- Salaries represent the continuation of the 5% wage correction.
- Regarding PSPRS page one, CKFD is 89% funded, making CKFD's contributions less.

Steve addressed Chief Lockhart on the following:

- First page, (colored pink), MEDICAL INSURANCE, *Dental/Vision*. Chief responded.
- First page, EMPLOYEE BENEFITS, *Firefighter Physicals*. Chief said employees cannot be enrolled in PSPRS without a physical.
- Second page, (colored green), FUEL, OIL, & LUBE. Chief replied Budget is a "forecast" and TOTAL VEHICLE REPAIRS & MAINTENANCE will probably have same totals as 2019-20.
- Same page, SMALL TOOLS & MINOR EQUIPMENT, *Low angle Rope Equipment*. Chief said

this equipment is for rescues on inclines.

- Third page (green colored), EMS SUPPLIES, *Disposable Goods* and *Lucas 3* (mechanical chest) *Compression System*. Chief responded.

- Fifth page (purple colored), INSURANCE & COMP COVERAGE, *Vehicle & Department Insurance*. Chief replied there is no difference from last fiscal year's budget even with the selling of R511.

No Board action was taken, and this Business item and will be on May's agenda for further discussion and possible action.

Also, Larry complimented Chief on the ability to keep the same Levy rate for this upcoming fiscal year's Budget as last year's Levy rate.

Call to the Public:

None.

Tom made a Motion to adjourn meeting and was seconded by Larry.

Vote Results:

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

Nays: None

The meeting adjourned at 5:29 pm.

The next regularly scheduled Board Meeting will be on Monday, May 18, 2020, at 3:30 pm.

Approved by _____ on MAY-18 2020

**CHRISTOPHER KOHL'S FIRE DISTRICT
FINANCIAL OFFICER REPORT
April 2020**

Capital Account:

Beginning Balance:	185,317.80
Deposits:	115,152.24 (Int-\$152.24) (Trans/Ent-\$115,000)
Warrants Issued:	0
End Balance:	300,470.04
Register Balance	300,470.04 (Outstanding \$0)

General Account:

Beginning Balance:	154,562.87
Deposits:	112,177.53 (Int \$409.18/Taxes \$32,817.37)
Warrants Issued:	12,824.40
End Balance:	253,916.00
Register Balance	245,385.42 (Outstanding -8,530.58)

Wells Fargo: Payroll

Beginning Balance:	46,880.45
Deposits:	40,000.26
Checks:	54,878.30
End Balance:	32,002.41
Register Balance	28,100.82 (Outstanding -3,901.59)

Wells Fargo: Enterprise

Beginning Balance	629,339.65
Deposits:	254.73 (Int \$4.73/Don.&BL \$250.00)
Checks:	155,000.00
End Balance:	474,594.38
Register Balance	474,594.38 (Outstanding \$0)

Total Register Balances = \$1,048,550.66 + Outstanding \$12,432.17 = Ending Balances of \$1,060,982.83

Approved as read at Board Meeting of 5-18-2020, 2020

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 April 2020

FIRES: **TOTAL FIRES 4**

WILDLAND 0 _____
STRUCTURE 0 _____
VEHICLE 0 _____
CAMPFIRE 0 _____
MUTUAL AID 0 _____
SPECIAL DUTY 3 _____
FALSE ALARM 1 _____
STILL ALARM 0 _____
CANCELLED EN RTE 0 _____

EMS: **TOTAL EMS 18**

REGULAR EMS 5 _____ (4-ALS/1-BLS)
MVA/EMS 7 _____
MUTUAL AID 0 _____
FALSE ALARMS 0 _____
WALK INS 1 _____
SPECIAL DUTY 4 _____
CANCELLED EN RTE 1 _____

TOTAL INCIDENTS 22

COMMENTS **TOTAL TRAINING HOURS -77.00 Hours 5.00 Target**

Christopher Kohl's Fire District

Payson, AZ

This report was generated on 5/14/2020 10:10:45 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: 04/01/2020 | End Date: 04/30/2020

Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
04/01/2020 18:00:00	Physical Fitness	Physical Fitness	4:00
04/06/2020 10:00:00	Basic Fire Fighting	Target Solutions - Fire Recovery Training	1:00
04/06/2020 10:00:00	EMS	EMS Company - COVID-19 Resonse	1:30
04/09/2020 10:00:00	EMS	Other - BPMC Tent overview for COVID-19	1:00
04/12/2020 08:30:00	EMS	EMS Company - AZDHS/COVID-19 response	1:00
04/18/2020 13:00:00	EMS	Monthly EMS - Protocol Review - Afib/Aflutter	1:00
04/18/2020 14:00:00	EMS	Monthly EMS - SMR Assessment	1:00
04/19/2020 10:00:00	Wildland	Monthly - WUI Scenario	1:00
04/19/2020 11:00:00	Wildland	Company - Wildland 10 and 18's	1:00
04/24/2020 10:00:00	Wildland	Other Wildland Pack Test	1:00
04/30/2020 09:00:00	MCS	Monthly - MCS Assessment	4:00
Total Classes			11
Total Class Hours			17:30

Foradory, Andres

Class Date	Class Category	Class Name	Class Hours
04/09/2020 15:00:00	Basic Fire Fighting	Company - Taskforce tips inservice	0:30
04/09/2020 15:00:00	EMS	EMS Company - COVID 19 Treat and Refer Orientation	1:00
04/09/2020 16:30:00	EMS	Other - Drug Review	0:45
Total Classes			3
Total Class Hours			2:15

Hansen, Mark K

Class Date	Class Category	Class Name	Class Hours
04/02/2020 09:30:00	Basic Fire Fighting	Target Solutions - Fire Receovery Training	1:00
04/03/2020 15:00:00	EMS	Other - COVID-19 EMS meeting	1:00
04/09/2020 15:00:00	Basic Fire Fighting	Company - Taskforce tips inservice	0:30
04/09/2020 15:00:00	EMS	EMS Company - COVID 19 Treat and Refer Orientation	1:00
04/09/2020 16:30:00	EMS	Other - Drug Review	0:45
04/14/2020 11:00:00	EMS	EMS - COVID-19 Treat and Refer review	1:30
04/17/2020 09:00:00	MCS	Monthly - MCS Assessment	3:00
04/21/2020 11:30:00	MCS	Monthly - MCS Assessment	3:15
04/30/2020 09:00:00	MCS	Monthly - MCS Assessment	4:00
Total Classes			9
Total Class Hours			16:00

Labonte, Brandon

Only non-Archived Classes that have been Reviewed are included. 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. If "All Personnel" is selected, this report also includes non-agency Personnel. This report pulls training hours from the Training Code Hours field on the Info Page.

Class Date	Class Category	Class Name	Class Hours
04/17/2020 09:00:00	MCS	Monthly - MCS Assessment	3:00
Total Classes			1
Total Class Hours			3:00
Lockhart, Robert J			
Class Date	Class Category	Class Name	Class Hours
04/03/2020 15:00:00	EMS	Other - COVID-19 EMS meeting	1:00
Total Classes			1
Total Class Hours			1:00
McKinnon, Steve M			
Class Date	Class Category	Class Name	Class Hours
04/06/2020 10:00:00	Basic Fire Fighting	Target Solutions - Fire Recovery Training	1:00
04/06/2020 10:00:00	EMS	EMS Company - COVID-19 Resonse	1:30
04/12/2020 08:30:00	EMS	EMS Company - AZDHS/COVID-19 response	1:00
04/18/2020 13:00:00	EMS	Monthly EMS - Protocol Review - Afib/Aflutter	1:00
04/19/2020 10:00:00	Wildland	Monthly - WUI Scenario	1:00
04/19/2020 11:00:00	Wildland	Company - Wildland 10 and 18's	1:00
04/24/2020 10:00:00	Wildland	Other Wildland Pack Test	1:00
04/30/2020 09:00:00	MCS	Monthly - MCS Assessment	4:00
Total Classes			8
Total Class Hours			11:30
Perry, Ben			
Class Date	Class Category	Class Name	Class Hours
04/01/2020 09:00:00	Physical Fitness	Physical Fitness	4:00
04/02/2020 09:30:00	Basic Fire Fighting	Target Solutions - Fire Receovery Training	1:00
04/03/2020 14:00:00	Basic Fire Fighting	Other - Donning PPE for Time	1:00
04/14/2020 09:00:00	EMS	Other - COVID 19 protocols	1:00
04/14/2020 11:00:00	EMS	EMS - COVID-19 Treat and Refer review	1:30
04/15/2020 17:30:00	EMS	Other - Patient Care Forms	1:00
04/18/2020 14:00:00	EMS	Monthly EMS - SMR Assessment	1:00
04/21/2020 11:30:00	MCS	Monthly - MCS Assessment	3:15
04/26/2020 15:00:00	Wildland	Other - Wildland size ups	1:00
Total Classes			9
Total Class Hours			14:45
Stluka, Chad			
Class Date	Class Category	Class Name	Class Hours
04/01/2020 18:00:00	EMS	Target Solutions - Narcotic Overdose	1:00
04/16/2020 10:00:00	EMS	EMS Company - COVID 19 Treat and Refer Review	1:30
04/16/2020 18:00:00	Physical Fitness	Physical Fitness	2:00
04/17/2020 09:00:00	MCS	Monthly - MCS Assessment	3:00
Total Classes			4
Total Class Hours			7:30
Tutay, Jason R			

Only non-Archived Classes that have been Reviewed are included. 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. If "All Personnel" is selected, this report also includes non-agency Personnel. This report pulls training hours from the Training Code Hours field on the Info Page.

Class Date	Class Category	Class Name	Class Hours
04/16/2020 10:00:00	EMS	EMS Company - COVID 19 Treat and Refer Review	1:30
04/16/2020 18:00:00	Physical Fitness	Physical Fitness	2:00
Total Classes			2
Total Class Hours			3:30

Total Personnel:	9
Total Classes:	48

Only non-Archived Classes that have been Reviewed are included. 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. If "All Personnel" is selected, this report also includes non-agency Personnel. This report pulls training hours from the Training Code Hours field on the Info Page.

MILEAGE**4/30/2020**

<i>VEHICLE</i>	<i>BEGIN</i>	<i>END</i>	
E531	121154	121175	21
E521	43272	43476	204
E511	41711	42307	596
E526	43937	44040	103
WT512	<i>N/A</i>	<i>N/A</i>	
WT511	15501	15511	10
E516	70391	70412	21
B5	138388	139876	1488
WT531	1501	1524	23