

## NOTICE OF MEETING

The **Fire Board of the Christopher-Kohl's Fire District** will meet in regular session on **Monday, August 19, 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 July 15, 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 July. 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 July.
    - PSPRS Local Board Education seminar held Thursday, July 18, 2019, attended by Chief Lockhart, Captain Rhett Connolly, Clerk Tom James, and Member of Public Karen Thornton.
    - Firewise Meet & Greet/Ice Cream Social on July 27<sup>th</sup>.
    - Saturday August 31<sup>st</sup> Firebelle's will be having a pancake breakfast at Station 51.
    - Upcoming 8<sup>th</sup> annual Creek Days celebration on September 14<sup>th</sup>.
  - C. Chairman's Report & District Correspondence
    - The Chairman will report on the activities for the District in July.
    - District correspondence will be acknowledged.

## BUSINESS

1. Discussion and possible action regarding Policies and Procedures **10.10 Personnel Records**.
2. Discussion and possible action regarding Policies and Procedures **10.11 Termination of Employment**.
3. Discussion and possible action regarding Policies and Procedures **10.12 Exit Interviews**.

4. Discussion and possible action regarding the four District contracts for service; TRCC, ASU, R-C and MMRBC.

**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 **July 15, 2019**, at **3:30pm** at the Fire Station 51 Community Room.

## Call to Order/Pledge of Allegiance

Call to order 3:30pm, Monday, July 17, 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, EMT Ben Perry,

C. Members of the Public in attendance: Debbie Richardson, James Oliver, Red Armistead, Doug Frenz, Ann Coury, Samone Hernandez

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

## Approval of Minutes

The Board reviewed the Minutes of the Regular Meeting of June 17, 2019. Sheila made a Motion to approve the Minutes of the Regular Meeting of June 17, 2019 and was seconded by Tom.

**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 June. Larry read the Financial Report. Steve asked brief questions regarding the Profit & Loss Budget vs. Actual: page 3, "Website & Web Hosting," Chief addressed; page 7, "Nationwide Ins.," Chief addressed. Tom made a Motion to accept the June 17, 2019 Financial Report and was seconded by Larry.

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

- The Firebelles' Community yard sale was a success. Sheila added \$1,175 was made from sale, and money is still coming in; also, there have been numerous donations.
- CKFD Wildland firefighters were on Bylas Fire, San Carlos Indian Reservation, from June 11<sup>th</sup> to June 21<sup>st</sup>.
- CKFD Wildland firefighters were on Tilbury & Airstrip Fires from June 15<sup>th</sup> to June 21<sup>st</sup>.
- CKFD Wildland firefighters on Gap Fire from June 26<sup>th</sup> to June 27<sup>th</sup>.

- Chief is currently working with State Archives and following procedures to destroy formerly locked up documents.

Steve questions Chief about the status R511. Chief replied R511 has experienced more problems during the installation of a new turbo. He added that the extended warranty is covering the expense, and it is here but with “limited service” capabilities.

### **C. Chairman’s Report & District Correspondence**

Ron acknowledged correspondence was received from Tiffiney Tarango, Gila County Accounting analyst; he read her email. Furthermore, Article from Payson Roundup, Friday, July 12, 2019, was included in Board packets. Prior to Board Meeting, however, Administrative Assistant Deanna White received necessary financial paperwork to complete CKFD Financial Report; therefore, Larry could read the Report. No Board action was necessary.

## **BUSINESS**

### **Item #1: 1. Discussion and possible action regarding Policies and Procedures, Code/Title: 10.03 Review Background Investigations, Section: 10.00 Employment Practices.**

All Board members received copy in their packets. Steve pointed out only addition to document in #1, first sentence. Tom made a Motion to approve **Code/Title: 10.03 Review Background Investigations, Section: 10.00 Employment Practices** with addition and was seconded by Steve.

**Vote Results:**

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

**Nays: None**

### **Item #2: Discussion and possible action regarding Policies and Procedures, Code/Title 10.06 Special Appointments, Section: 10.00 Employment Practices.**

All Board members received copy in their packets. Steve pointed out Code/Title change and deletion of one word (“to”) in IV. Definitions, Detail Assignment. Steve made a Motion to approve **Code/Title 10.06 Special Appointments, Section: 10.00 Employment Practices** with corrections and was seconded by Sheila.

**Vote Results:**

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

**Nays: None**

### **Item #3: Discussion and possible action regarding Policies and Procedures, Code/Title: 10.08 Immigration Reform Control Act of 1986, Section: 10.00 Employment Practices.**

All Board members received copy in their packets. With no additions or corrections, Steve made a Motion to approve **Code/Title 10.08 Immigration Reform Control Act of 1986, Section: 10.00 Employment Practices** and was seconded by Sheila.

**Vote Results:**

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

**Nays: None**

### **Information on future Agenda Items.**

At present, Steve said there would be more “Policies and Procedures” to review and possibly act upon by the Board for August’s Agenda.

Also, with this Thursday’s “PSPRS Local Board Education” seminar to be attended by CKFD personnel, there will be brief information presented to Board at August’s Board meeting with a local PSPRS Board meeting scheduled soon, and possible action may be taken by this local Board.

**Call to the Public:**



Sheila spoke of a Firebelles sponsored gathering planned for August 27<sup>th</sup>, from 10-1pm at the LDS Church. The Firewise Prevention trailer with loads of information educating the public what "Firewise Prevention" is and how to achieve this on an owner's property. Food will be for sale and ice cream available for free! There will be a meet and greet with fire fighters and other CKFD personnel.

**Adjournment:**

Steve made a Motion to adjourn meeting and was seconded by Sheila.

**Vote Results:**

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

**Nays: None**

The meeting adjourned at 4:25pm.

The next regularly scheduled Board Meeting will be on Monday, August 19, 2019, at 3:30 pm.

Approved by  on 8-19-2019 2019

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

**Capital Account:**

Beginning Balance:	182,625.58
Deposits:	96.46 (Int)
Warrants Issued:	0
End Balance:	182,722.04
Register Balance	182,722.04__ (Outstanding \$0)

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**General Account:**

Beginning Balance:	175,007.10
Deposits:	1771.79 (Int \$101.29/Taxes \$1670.50)
Warrants Issued:	48,885.87
End Balance:	127,893.02
Register Balance	124,796.69__ (Outstanding -3,096.33)

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**Wells Fargo: Payroll**

Beginning Balance:	32,564.49
Deposits:	80,000.69
Checks:	61,412.10
End Balance:	51,153.08
Register Balance	45,074.37__ (Outstanding -6,078.71)

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**Wells Fargo: Enterprise**

Beginning Balance	526,114.77
Deposits:	61,283.67 (Int \$13.34/Misc-see rec detail \$61,270.33)
Checks:	70,310.88
End Balance:	517,087.56
Register Balance	517,087.56 (Outstanding \$0)

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**Total Register Balances = \$869,680.66 + Outstanding \$9,175.04 = Ending Balances of \$878,855.70**

Approved as read at Board Meeting of Aug 19th 2019, 2019

Clerk/Financial Officer Lay C. Hester

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 July 2019

**FIRES:** **TOTAL FIRES 9**

WILDLAND	0	_____
STRUCTURE	1	_____
VEHICLE	0	_____
CAMPFIRE	3	_____
MUTUAL AID	0	_____
SPECIAL DUTY	4	_____
FALSE ALARM	0	_____
STILL ALARM	1	_____
CANCELLED EN RTE	0	_____

**EMS:** **TOTAL EMS 21**

REGULAR EMS	7	_____	(5-ALS/2-BLS)
MVA/EMS	3	_____	
MUTUAL AID	1	_____	
FALSE ALARMS	1	_____	
WALK INS	8	_____	
SPECIAL DUTY	0	_____	
CANCELLED EN RTE	1	_____	

**TOTAL INCIDENTS 30**

**COMMENTS** **TOTAL TRAINING HOURS -108.05** **Hours 12.60 Target**

<b>DATE</b>	<b>INCIDENT #</b>	<b>DESCRIPTION-EMS</b>	<b>FIREFIGHTERS</b>
7/4/2019	19-092	Special Duty	Hansen/Stluka
7/4/2019	19-093	Walk-In (BLS)	Hansen/Stluka
7/4/2019	19-094	Walk-In (ALS)	Hansen/Stluka
7/5/2019	19-095	Walk-In (BLS)	Connolly/McKinnon
7/6/2019	19-096	Walk-In (BLS)	Connolly/McKinnon
7/7/2019	19-097	MVA	Connolly/McKinnon
7/8/2019	19-098	False Alarm	Hansen/Perry
7/9/2019	19-099	EMS/ALS	Stluka/Tutay
7/12/2019	19-100	Mutual Aid	Connolly/McKinnon
7/13/2019	19-101	EMS/ALS	Hansen/Perry
7/14/2019	19-102	Walk-In (ALS)	Hansen/Perry
7/15/2019	19-103	Fire (Vehicle/Grass)	Perry/Tutay/Lockhart
7/18/2019	19-104	MVA	Yungkans/McKinnon
7/19/2019	19-105	EMS/ALS	Connolly/McKinnon
7/19/2019	19-106	Illegal Campfire	Hansen/Perry
7/20/2019	19-107	Illegal Campfire	Hansen/Perry
7/20/2019	19-108	Illegal Campfire	Hansen/Perry
7/21/2019	19-109	Walk-In (ALS)	Connolly/Stluka
7/22/2019	19-110	Special Duty	Stluka/Yungkans
7/23/2019	19-111	EMS/ALS	Connolly/McKinnon
7/23/2019	19-112	EMS/ALS	Connolly/McKinnon/Lockhart
7/23/2019	19-113	Special Duty	Connolly/McKinnon
7/23/2019	19-114	Canc. En Route	Connolly/McKinnon
7/24/2019	19-115	EMS/BLS	Connolly/McKinnon
7/25/2019	19-116	EMS/BLS	Hansen/Perry
7/27/2019	19-117	Special Duty	Hansen/Stluka
7/27/2019	19-118	Fire	Hansen/Stluka
7/29/2019	19-119	MVA	Connolly/McKinnon/Lockhart
7/30/2019	19-120	Walk-In	Connolly/McKinnon
7/31/2019	19-121	Walk-In	Hansen/Perry
7/31/2019	19-122	EMS/ALS	Hansen/Perry



# Christopher Kohl's Fire District

Payson, AZ

This report was generated on 8/12/2019 12:29:31 PM



## 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: 07/01/2019 | End Date: 07/31/2019

### Barnes, Dale (CKFD)

Class Date	Class Category	Class Name	Class Hours
07/02/2019 08:15:00	Basic Fire Fighting	hose loads	1:30
07/02/2019 10:00:00	Engine & Tender Ops	Apparatus Familiarization	1:00
07/02/2019 11:30:00	Basic Fire Fighting	Minimum Company Standard and Map Book Review	0:30
07/02/2019 12:00:00	Driver Operator	Driving Training and Area Familiarization	3:30
<b>Total Classes</b>			<b>4</b>
<b>Total Class Hours</b>			<b>6:30</b>

### Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
07/17/2019 09:00:00	Physical Fitness	Physical Fitness	2:00
07/18/2019 16:00:00	EMS	Heat Exhaustion vs. Heat Stroke	1:00
07/18/2019 17:00:00	EMS	EMS Medical Assessment	1:00
07/21/2019 08:30:00	Engine & Tender Ops	Hydraulics	2:00
07/21/2019 10:30:00	EMS	Protocol - EPIC TBI	1:00
07/22/2019 09:30:00	EMS	Tape and Chart - Ped. cardiac arrest and shock	2:00
07/22/2019 14:00:00	Leadership/ICS	Blue Card - Regional training (mayday)	3:00
07/29/2019 08:30:00	Physical Fitness	Physical Fitness	2:00
07/29/2019 13:00:00	Engine & Tender Ops	Hydraulics	1:00
07/29/2019 18:00:00	EMS	Protocol Review - EPIC	1:00
07/30/2019 09:00:00	Basic Fire Fighting	Breathdown	1:00
07/30/2019 15:00:00	Basic Fire Fighting	Target solutions - Reading Buildings	1:00
07/31/2019 16:00:00	EMS	Target Solutions - Amputations	1:00
<b>Total Classes</b>			<b>13</b>
<b>Total Class Hours</b>			<b>19:00</b>

### Hansen, Mark K

Class Date	Class Category	Class Name	Class Hours
07/02/2019 08:15:00	Basic Fire Fighting	hose loads	1:30
07/02/2019 10:00:00	Engine & Tender Ops	Apparatus Familiarization	1:00
07/02/2019 11:30:00	Basic Fire Fighting	Minimum Company Standard and Map Book Review	0:30
07/02/2019 12:00:00	Driver Operator	Driving Training and Area Familiarization	3:30
07/07/2019 10:45:00	EMS	Target Solution - Amputation	1:00
07/07/2019 11:45:00	Basic Fire Fighting	Target Solutions - How to Read Buildings	1:00
07/08/2019 07:15:00	Physical Fitness	Physical Fitness	0:45
07/13/2019 12:00:00	EMS	EMS Protocol review - EPIC TBI	0:30
07/13/2019 12:30:00	EMS	EMS discussion - Heat exhaustion vs. heat stroke	0:30
07/13/2019 13:00:00	Engine & Tender Ops	Hydraulic Scenarios	0:30

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. This report pulls training hours from the Training Code Hours field on the Info Page.

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



07/19/2019 08:30:00	Engine & Tender Ops	E511 - Operations and check offs	1:00
07/19/2019 09:30:00	Basic Fire Fighting	Physical Agility Test	1:30
07/19/2019 12:00:00	Driver Operator	Driver's Training	2:30
07/19/2019 15:00:00	Engine & Tender Ops	Intro to hydraulics	0:30
07/25/2019 09:30:00	Engine & Tender Ops	WT 511 operations	0:30
07/25/2019 14:15:00	Engine & Tender Ops	Porta-tank operations	0:30
<b>Total Classes</b>			<b>16</b>
<b>Total Class Hours</b>			<b>17:15</b>

### McKinnon, Steve M

Class Date	Class Category	Class Name	Class Hours
07/17/2019 09:00:00	Physical Fitness	Physical Fitness	2:00
07/18/2019 11:00:00	Leadership/ICS	AAR - Scene Management Company Officer	1:00
07/18/2019 16:00:00	EMS	Heat Exhaustion vs. Heat Stroke	1:00
07/18/2019 17:00:00	EMS	EMS Medical Assessment	1:00
07/29/2019 08:30:00	Physical Fitness	Physical Fitness	2:00
07/29/2019 13:00:00	Engine & Tender Ops	Hydraulics	1:00
07/29/2019 18:00:00	EMS	Protocol Review - EPIC	1:00
07/30/2019 09:00:00	Basic Fire Fighting	Breathdown	1:00
07/30/2019 15:00:00	Basic Fire Fighting	Target solutions - Reading Buildings	1:00
07/31/2019 17:00:00	EMS	Target Solutions - Bleeding and Shock	1:00
<b>Total Classes</b>			<b>10</b>
<b>Total Class Hours</b>			<b>12:00</b>

### Perry, Ben

Class Date	Class Category	Class Name	Class Hours
07/02/2019 08:15:00	Basic Fire Fighting	hose loads	1:30
07/02/2019 10:00:00	Engine & Tender Ops	Apparatus Familiarization	1:00
07/02/2019 13:00:00	Basic Fire Fighting	Target Solutions - How to Read Buildings	2:00
07/08/2019 13:00:00	EMS	Target Solutions - Bleeding and Shock	2:00
07/13/2019 12:00:00	EMS	EMS Protocol review - EPIC TBI	0:30
07/13/2019 12:30:00	EMS	EMS discussion - Heat exhaustion vs. heat stroke	0:30
07/13/2019 13:00:00	Engine & Tender Ops	Hydraulic Scenarios	0:30
07/19/2019 09:30:00	Basic Fire Fighting	Physical Agility Test	1:30
07/25/2019 08:30:00	Engine & Tender Ops	Engine 511 operations	1:00
07/25/2019 10:30:00	Engine & Tender Ops	Red Shirt Training - Brush Trailer operations	1:00
07/25/2019 12:30:00	Engine & Tender Ops	Drafting operations from bladder	2:30
07/25/2019 14:15:00	Engine & Tender Ops	Porta-tank operations	0:30
07/30/2019 08:00:00	Physical Fitness	Physical Fitness	4:00
07/31/2019 08:30:00	EMS	Target Solutions - Crime Scene awareness	1:30
07/31/2019 10:00:00	EMS	Target Solutions - Altitude Sickness	1:30
<b>Total Classes</b>			<b>15</b>
<b>Total Class Hours</b>			<b>21:30</b>

### Ruiz, Mike (CKFD)

Class Date	Class Category	Class Name	Class Hours
07/02/2019 08:15:00	Basic Fire Fighting	hose loads	1:30
07/02/2019 10:00:00	Engine & Tender Ops	Apparatus Familiarization	1:00

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07/02/2019 11:30:00	Basic Fire Fighting	Minimum Company Standard and Map Book Review	0:30
07/02/2019 12:00:00	Driver Operator	Driving Training and Area Familiarization	3:30
07/19/2019 08:30:00	Engine & Tender Ops	E511 - Operations and check offs	1:00
07/19/2019 09:30:00	Basic Fire Fighting	Physical Agility Test	1:30
07/19/2019 12:00:00	Driver Operator	Driver's Training	2:30
07/19/2019 15:00:00	Engine & Tender Ops	Intro to hydraulics	0:30
07/25/2019 08:30:00	Engine & Tender Ops	Engine 511 operations	1:00
07/25/2019 09:30:00	Engine & Tender Ops	WT 511 operations	0:30
07/25/2019 10:30:00	Engine & Tender Ops	Red Shirt Training - Brush Trailer operations	1:00
07/25/2019 12:30:00	Engine & Tender Ops	Drafting operations from bladder	2:30
07/25/2019 14:15:00	Engine & Tender Ops	Porta-tank operations	0:30
<b>Total Classes</b>			<b>13</b>
<b>Total Class Hours</b>			<b>17:30</b>

<b>Stluka, Chad</b>			
<b>Class Date</b>	<b>Class Category</b>	<b>Class Name</b>	<b>Class Hours</b>
07/03/2019 12:00:00	Engine & Tender Ops	Hydraulic Scenarios	2:00
07/03/2019 16:00:00	Basic Fire Fighting	Electrical Emergencies On Fire Ground	1:00
07/04/2019 13:00:00	Leadership/ICS	Blue Card - CE #1 Communications	4:00
07/10/2019 13:00:00	Leadership/ICS	Blue Card - CE #1 Communications	4:00
<b>Total Classes</b>			<b>4</b>
<b>Total Class Hours</b>			<b>11:00</b>

<b>Tutay, Jason R</b>			
<b>Class Date</b>	<b>Class Category</b>	<b>Class Name</b>	<b>Class Hours</b>
07/03/2019 12:00:00	Engine & Tender Ops	Hydraulic Scenarios	2:00
07/03/2019 16:00:00	Basic Fire Fighting	Electrical Emergencies On Fire Ground	1:00
<b>Total Classes</b>			<b>2</b>
<b>Total Class Hours</b>			<b>3:00</b>

<b>Yungkans, Jeffery D</b>			
<b>Class Date</b>	<b>Class Category</b>	<b>Class Name</b>	<b>Class Hours</b>
07/18/2019 11:00:00	Leadership/ICS	AAR - Scene Management Company Officer	1:00
<b>Total Classes</b>			<b>1</b>
<b>Total Class Hours</b>			<b>1:00</b>

<b>Total Personnel:</b>	<b>9</b>
<b>Total Classes:</b>	<b>78</b>

*Target training - 12.60  
Total training - 108.05*

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



**MILEAGE****7/31/2019**

VEHICLE	BEGIN		TOTAL
E531	120606	120609	3
E521	39580	39580	0
E511	39135	39757	622
E526	43327	43343	16
WT512	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
WT511	15342	15409	67
E516	67855	67898	43
B5	128144	129785	1641
R511	<i>Out of Service</i>	<i>Out of Service</i>	
WT531	1441	1441	0