

NOTICE OF MEETING

The Fire Board of the Christopher-Kohl's Fire District will meet in regular session on **Monday, September 21, 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.

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 August 17, 2020.

Motion: _____ **Second:** _____ **Vote Results:** _____ **Ayes:** _____ **Nays:** _____

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 August. Possible discussion and action on any Board concerns regarding specific invoices, checks, and/or Profit & Loss Statements.

Motion: _____ **Second:** _____ **Vote Results:** _____ **Ayes:** _____ **Nays:** _____

B. Chief's Report on Department activity for August.

- The August 19th deadline had passed for candidate applications for the November 3rd election.
- New CKFD website was published on September 4th and went live on September 5th.
- CKFD email was down from September 4th until September 16th.
- The temporary bypass for the Colcord Bridge construction will take place September 17th through September 26th.
- Received a check from Fire Recovery for a little under \$500.00.

C. Chairman's Report & District Correspondence

- The Chairman will report on the activities for the District in August.
- District correspondence will be acknowledged.

- 1. 2021 AFDA Winter Conference has been cancelled.

BUSINESS

1. Further discussion and possible action regarding amending and possible adopting the **By-Laws of the Christopher Kohl's Fire District, Article III, Section 2 Board Organization and meetings, and Article IV Section 1. "Officers and Personnel of the District and Department"** (Amended 7/20/2015) to include a *Sergeant at Arms* as a District Officer.

Motion: _____ **Second:** _____ **Vote Results:** _____ **Ayes:** _____ **Nays:** _____

2. Discussion and possible action on electing a member of the Board to temporarily fill the position of the *Sergeant at Arms*. The Board member elected to serve as a *Sergeant of Arms* shall serve until the next scheduled Board election.

Motion: _____ **Second:** _____ **Vote Results:** _____ **Ayes:** _____ **Nays:** _____

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

Motion: _____ **Second:** _____ **Vote Results:** _____ **Ayes:** _____ **Nays:** _____

Time of adjournment: _____

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

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

Capital Account:

Beginning Balance:	301,244.30
Deposits:	(Int \$770.98)
Warrants Issued:	0
End Balance:	302,015.28
Register Balance	302,015.28 ___ (Outstanding \$0)

General Account:

Beginning Balance:	88,112.10
Deposits:	2,187.17(Int \$465.19/Taxes \$1,721.98)
Warrants Issued:	8,705.74
End Balance:	81,593.53
Register Balance	81,146.55 ___ (Outstanding \$-446.98)

Wells Fargo: Payroll

Beginning Balance:	40,246.44
Deposits:	80,000.39
Checks:	74,346.46
End Balance:	45,900.37
Register Balance	37,139.75 ___ (Outstanding -8,760.62)

Wells Fargo: Enterprise

Beginning Balance	479,543.30
Deposits:	121,684.83(See Bank Statement)
Checks:	80,000.00
End Balance:	521,228.13
Register Balance	521,228.13 (Outstanding \$0)

Total Register Balances = \$941,529.71 + Outstanding \$9,207.60 = Ending Balances of \$950,737.31

Approved as read at Board Meeting of Sept. 21, 2020

Clerk/Financial Officer Loy C Hamer

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 **August 17, 2020**, at **3:30pm** at the Fire Station 51 Community Room.

Call to Order/Pledge of Allegiance

Call to order 3:30pm, August 17, 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, Steve McKinnon (EMT), Captain Rhett Connolly (Medic)

C. Members of the Public in attendance: Doug Frenz

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

Approval of Minutes

The Board reviewed the Minutes of the Regular Meeting of July 20, 2020. Steve corrected "Sergeant *of* Arms" to "Sergeant *at* Arms". Sheila made a Motion to approve the Minutes of the Regular Meeting of July 20, 2020 with correction and was seconded by Steve.

Vote results:

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

Nays: None

Reports and Correspondence

A. Financial Officer's Report

Steve made a Motion to approve May's Financial Report and was seconded by Larry.

Vote results:

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

Nays: None

Next, Larry reviewed the status of all District bank accounts for July. Larry read the Financial Report. Questions with responses, requests, and comments:

- From **General Account, Reconciliation Detail**, page 1, "Uncleared Transactions," Tom asked what check of \$3552.48 was. Chief responded.
- From **General Account**, Steve asked three questions from **Reconciliation Detail**, page 1:
 - check # 14564 to *Across the Street Pr*. Chief responded that this was similar to Bluecard training.
 - check # 14582 to *TRI Air Testing, Inc*. Chief responded CKFD is billed four times per month.
 - check # 14590 to *Town of Payson* and check # 14584 to *Emergency Reporting*, the difference? Chief responded.
- From **Profit & Loss Budget vs. Actual July 2020**, page 1, *Interest*, Larry asked what "T" was.

Chief responded "County Treasury Reports."

- From same as above, Tom asked if "Fire Recovery" and "FRUSA" is the same. Chief acknowledged.

Regarding June's Financial Report, Steve asked about the State's actions regarding its accounting and subtraction of money listed in June's Financial Report. Chief responded issue is still being resolved and that twenty-two Districts and Departments will be affected. Further information will forthcoming. Chief responded that all monies have been returned.

Sheila made a Motion to approve July 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 July. The list below highlights this month's Chief's Report (not in any particular order):

- Wildland crew departed for an assignment in Southern California on July 28th.
- Brush Pits have reopened, and brush trailer is back in operation.
- Tonto National Forest reopened under Stage 1 restrictions on July 31st.
- CKFD received \$3,814.20 from FRUSA for July. (FR= "Forest Recovery")
- CKFD received checks form three wildland assignments in the amount of \$48,499.22.

Sheila commented on how much time Captain Connolly and Steve McKinnon have been assigned to Station 51 and the very high number of incidents being assigned to them. Captain Connolly responded about situation in a positive way. Additionally, Chief made the comment about the difficulty juggling all CKFD employees to make all work *positively* with the wildland crew gone so often this summer.

C. Chairman's Report & District Correspondence

None.

BUSINESS

Item #1: Further discussion and possible action regarding amending the By-Laws of the Christopher Kohl's Fire District, Article IV "Officers and Personnel of the District and Department Section 1. Officers" (Amended 7/20/2015) to include a *Sergeant at Arms* as a District Officer.

Administrative Assistant Deanna White handed out a single-sided sheet of paper with the definition of *Sergeant at Arms* and a list of duties this position is responsible to carry out to all Board members. Chief Lockhart opened discussion by explaining the definition and basically why he supports it. Ron asked the Chief to research when the Board can amend the By-Laws and vote on the new Board position, Sergeant at Arms. Ron then made a Motion to have Chief research when the Board can amend the By-Laws and vote on the new Board position Sergeant at Arms and was seconded by Sheila.

Vote Results:

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

Nays: None

Call to the Public:

None

Ron 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 4:24 pm.

The next regularly scheduled Board Meeting will be on Monday, September 21, 2020, at 3:30 pm.

Approved by Steve Sundra on 9/21 2020

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 August 2020

FIRES: **TOTAL FIRES 10**

WILDLAND 0 _____
STRUCTURE 1 _____
VEHICLE 3 _____
CAMPFIRE 3 ___ Illegal campfire ___
MUTUAL AID 0 _____
SPECIAL DUTY 1 _____
FALSE ALARM 2 _____
STILL ALARM 0 _____
CANCELLED EN RTE 0 _____

EMS: **TOTAL EMS 17**

REGULAR EMS 6 _____ (5-ALS/1-BLS)
MVA/EMS 3 _____
MUTUAL AID 0 _____
FALSE ALARMS 0 _____
WALK INS 2 _____
SPECIAL DUTY 6 _____
CANCELLED EN RTE 0 _____

TOTAL INCIDENTS 27

COMMENTS **TOTAL TRAINING HOURS -78.50 Hours 8.5 Target**

Christopher Kohl's Fire District

Payson, AZ

This report was generated on 9/11/2020 9:47:59 AM



Classes Completed by Personnel

Passed/Failed: Both Passed and Failed | Training Code(s): All Training Codes | Class Category: All Categories | Personnel: All Personnel | Station: All Stations | Start Date: 08/01/2020 | End Date: 08/31/2020

Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
08/16/2020 10:30:00	Basic Fire Fighting	Company - Mapping and district familiarization	2:00
08/16/2020 18:00:00	Basic Fire Fighting	Company - After Action Review	1:00
08/17/2020 10:30:00	Basic Fire Fighting	Company - Mapping and district familiarization	2:00
08/17/2020 14:00:00	Basic Fire Fighting	Company - SOG reiew	1:00
08/22/2020 09:00:00	Engine & Tender Ops	Company - Pump Failure	2:00
08/22/2020 12:00:00	Communication/Documentation	Company - EMS (communication)	1:00
08/22/2020 14:00:00	Leadership/ICS	Company - Size ups	2:00
08/23/2020 08:30:00	Basic Fire Fighting	Company - Youtube review:car fire	1:00
08/23/2020 11:00:00	EMS	EMS Company - Bleeding Control	1:00
08/23/2020 12:00:00	EMS	EMS Company - Protocol review; narrow QRS Tachycardia	1:00
08/23/2020 13:00:00	EMS	EMS - CARES Protocol Review	3:00
Total Classes			11
Total Class Hours			17:00

Hansen, Mark K

Class Date	Class Category	Class Name	Class Hours
08/01/2020 10:30:00	EMS	Target Solutions - Cardiovascular Emergencies	1:00
08/07/2020 10:00:00	MCS	Monthly Company - MCS	2:45
08/12/2020 14:00:00	EMS	Target Solutions - Geriatric Emergencies	1:00
08/18/2020 09:30:00	Basic Fire Fighting	Company - Map/road test	0:30
08/18/2020 10:15:00	Basic Fire Fighting	Company - August table scenario	0:45
08/21/2020 09:00:00	MCS	MCS - Fire Attack	1:30
Total Classes			6
Total Class Hours			7:30

Lynch, Joe

Class Date	Class Category	Class Name	Class Hours
08/18/2020 09:30:00	Basic Fire Fighting	Company - Map/road test	0:30
08/18/2020 10:15:00	Basic Fire Fighting	Company - August table scenario	0:45
08/18/2020 12:00:00	Wildland	Wildland S130/S190	5:30
08/19/2020 09:30:00	Wildland	Wildland S130/S190	8:00
Total Classes			4
Total Class Hours			14:45

McKinnon, Steve M

Class Date	Class Category	Class Name	Class Hours
08/16/2020 10:30:00	Basic Fire Fighting	Company - Mapping and district familiarization	2:00
08/16/2020 18:00:00	Basic Fire Fighting	Company - After Action Review	1:00
08/17/2020 10:30:00	Basic Fire Fighting	Company - Mapping and district familiarization	2:00

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.



08/22/2020 09:00:00	Engine & Tender Ops	Company - Pump Failure	2:00
08/22/2020 12:00:00	Communication/Documentation	Company - EMS (communication)	1:00
08/22/2020 14:00:00	Leadership/ICS	Company - Size ups	2:00
08/23/2020 08:30:00	Basic Fire Fighting	Company - Youtube review:car fire	1:00
08/23/2020 11:00:00	EMS	EMS Company - Bleeding Control	1:00
08/23/2020 12:00:00	EMS	EMS Company - Protocol review; narrow QRS Tachycardia	1:00
08/23/2020 13:00:00	EMS	EMS - CARES Protocol Review	3:00
Total Classes			10
Total Class Hours			16:00

Perry, Ben

Class Date	Class Category	Class Name	Class Hours
08/01/2020 10:30:00	EMS	Target Solutions - Psych. emergency	1:30
08/01/2020 13:00:00	Physical Fitness	Physical Fitness	4:00
08/02/2020 13:00:00	Leadership/ICS	Other - Leadership in the fire service	0:30
08/06/2020 12:00:00	Leadership/ICS	Other - Leadership	0:30
08/07/2020 10:00:00	MCS	Monthly Company - MCS	2:45
08/08/2020 12:00:00	Leadership/ICS	Other - Leadership	0:30
08/12/2020 13:00:00	Leadership/ICS	Other - Leadership video	2:00
08/13/2020 14:00:00	EMS	Target Solutions - Geriatric Emergencies	2:00
08/17/2020 14:00:00	Basic Fire Fighting	Company - SOG reivew	1:00
08/23/2020 17:00:00	Basic Fire Fighting	Other - Size ups	1:30
08/24/2020 12:00:00	Leadership/ICS	Other - IFSTA Company Officer	1:30
08/24/2020 13:30:00	Leadership/ICS	Other - IFSTA Company Officer	1:30
08/25/2020 12:00:00	EMS	Target Solutions - Airway Management	1:30
08/25/2020 16:30:00	EMS	Target Solutions - PCR/documentation	1:30
08/25/2020 18:00:00	Basic Fire Fighting	Other - Car Fire training video	1:00
Total Classes			15
Total Class Hours			23:15

Total Personnel:	5
Total Classes:	46

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**8/31/2020**

<i>VEHICLE</i>	<i>BEGIN</i>	<i>END</i>	
E531	121352	121870	518
E521	46272	47049	777
E511	43968	43993	25
E526	44131	44137	6
WT512	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
WT511	15696	15753	57
E516	70502	70503	1
B5	143260	144185	925
WT531	1550	1550	0