

NOTICE OF MEETING

The Fire Board of the Christopher-Kohl's Fire District will meet in regular session on **Monday, January 27, 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 December 16, 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 December. 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 December.
 - Ben Perry attended the National Fire Academy from December 14th through December 21st. Rhett Connolly will be attending next month.
 - Audit on the January 6th and 7th
 - Palace Electric was called to replace a transfer switch on generator at Station 51 on January 7th (\$1316.57)
 - House fire in Forest Lakes on the January 13th
 - AFDA Conference January 16th through 19th
 - C. Chairman's Report & District Correspondence
 - The Chairman will report on the activities for the District in December.
 - District correspondence will be acknowledged.

BUSINESS

1. Discussion and possible adoption by Board of **Resolution #127** with its **Attachment (A)**: "Schedule of Fees and Services," replacing **Resolution #121** including its **Attachment (A)**; as well as discussion and possible adoption by the Board of **Resolution #128** with its **Attachment (A)**: "Services Billing Policy" replacing existing policy **Resolution #122** and its **Attachment (A)**.
2. Further discussion and possible action regarding *Fire Recovery Billing Services*.

3. Discussion and possible action regarding correspondence from Hellsgate Fire District.

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 **December 16, 2019**, at **3:30pm** at the Fire Station 51 Community Room.

Call to Order/Pledge of Allegiance

Call to order 3:30pm, Monday, December 16, 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, Medic Mark Hansen, EMT Steve McKinnon

C. Members of the Public in attendance: Debbie Richardson, Karen Thornton

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

Approval of Minutes

The Board reviewed the Minutes of the Regular Meeting of November 18, 2019. Sheila made a Motion to approve the Minutes of the Regular Meeting of November 18, 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 November. Larry read the Financial Report. Steve asked questions regarding the following; the Chief and Administrative Assistant answered each:

- From *Profit & Loss Budget vs. Actual*, page 4, "Fire Suppression Services- Small Items Replacement" \$491.53 cost for what? Deanna found billing information and gave name of item.
- From *General Account*, page 1, "Reconciliation Detail- Checks and Payments" #14367, to Palace Electric, amount of \$2012.20 for what? Chief answered the bill was for wind damage to Station 53. District paid the deductible of \$1000.
- From *General Account*, page 1, "Reconciliation Detail- Checks and Payments" #14365, to W.W Williams, amount of \$231.84; who or what is "W.W. Williams?" Chief answered it is a parts business.

Administrative Assistant addressed unusual "Outstanding" amount of \$31,590.68 listed on "Financial Officer Report, Wells Fargo: Payroll" section. (Financial Officer, Larry made himself aware of this issue with Administration before Board meeting.) Deanna took the time to explain this was an issue with the IRS and has been resolved. Anyone wanting a more detailed explanation can speak with Administrative staff at Station 51 during business hours.

Steve made a Motion to accept the November 18, 2019 Financial Report and was seconded by Tom.

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

- Kay Green will be at Station 51 to begin audit. Chief invited Board members to attend but is not mandatory.

In the "Classes Completed by Personnel" printout, third and final page, 11/25/2019 EMS Target Solution- Steve asked what does "Capnography" mean. Medic Mark Hansen answered. Also, Steve questioned whether there has been any interest in buying Rescue 511; Chief replied there has been none.

C. Chairman's Report & District Correspondence

Ron thanked Firebelles for hosting District's Christmas party.

BUSINESS

Item #1: Discussion and possible action regarding Policies and Procedures, **20.19 Use of Computer, Internet, and Electronic Mail** and the combination with **20.18 Use of Telephones**.

All Board members received a copy in their packets. After Steve added wording to **IV. GUIDELINES, A.**, he made a Motion to approve Policies and Procedures, **20.19 Use of Computer, Internet, and Electronic Mail** with the additional wording and was seconded by Sheila.

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, **20.20 Personal Finances and Garnishments**

All Board members received a copy in their packets. No Board discussion nor changes were necessary. Tom made a Motion to approve Policies and Procedures, **20.20 Finances and Garnishments** 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, **20.21 Personal Property**.

All Board members received copy in their packets. No Board discussion nor changes were necessary. Sheila made a Motion to approve Policies and Procedures, **Code/Title 20.21 Personal Property** and was seconded by Tom.

Vote Results:

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

Nays: None

Item #4: Discussion and possible action regarding **Policies and Procedures, 20.22 Bulletin Boards**.

All Board members received copy in their packets. Steve directed Board to one minor substitution of a phrase for a word. Sheila made a Motion to approve Policies and Procedures, **20.22 Bulletin**

Boards with one minor phrase substitution and was seconded by Tom.

Vote Results:

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

Nays: None

Item #5: Discussion and possible adoption by Board of **Resolution #127** with its **Attachment (A)**: "Schedule of Fees and Services," replacing **Resolution #121** including its **Attachment (A)**; as well as discussion and possible adoption by the Board of **Resolution #128** with its **Attachment (A)**: "Services Billing Policy" replacing existing policy **Resolution #122** and its **Attachment (A)**.

Much discussion took place. **Item #6:** Discussion and possible action regarding *Fire Recovery Billing Services* was naturally part of total discussion.

Main topics included who in the District would be billed for services. What defines a "resident?" Is it an individual paying property taxes? A person who has a Driver's license registered in Gila County with a Gila County residence? An individual who rents for the majority of a year in Gila County?

Member of the Public Karen Thornton asked if an individual paying rent in the District equals being a "tax payer."

Board members asked the Administrative staff to research both Forest Lakes Fire District and Hells Gate Fire District, who have policies in place for this matter, and bring to January's Board meeting for further discussion and possible adoption. Since both **Resolution #127** and **Resolution 128** are related with one not existing without the other, **Item #5** was tabled until January's Board meeting. Ron made a Motion to table **Items #5** and **#6** to January's meeting pending additional more information and was seconded by Sheila.

Vote Results:

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

Nays: None

Item #6: Discussion and possible action regarding *Fire Recovery Billing Services*.

Also, because of the above vote, **Item #6** will be tabled until January's Board meeting.

Item #7: Discussion and election of officers for the CKFD Board, which includes Chairman, Financial Officer, and Clerk.

Tom made a Motion to nominate Ron (to continue) as the Chairman and was seconded by Steve.

Vote Results:

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

Nays: None

Sheila made a Motion to nominate Larry (to continue) as the Financial Officer and was seconded by Steve.

Vote Results:

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

Nays: None

Ron made a Motion to nominate Tom (to continue) as the Clerk and was seconded by Sheila.

Vote Results:

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

Nays: None

Item #8: Discussion and possible action regarding changing the January 2020 Board meeting from the 21st to the 27th due to the AFDA Conference.

Board members all agreed to change of January's Board meeting date.

Item #9: CKFD Board would like to recognize Mark Hansen for his efforts in leading the recent area-wide *Mass Casualty Training*.

Board members enthusiastically presented Mark with a certificate.

Call to the Public:

Karen Thornton was acknowledged and thanked the Chief and entire organization for their assistance this past weekend with the Christmas party and parade.

Adjournment:

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

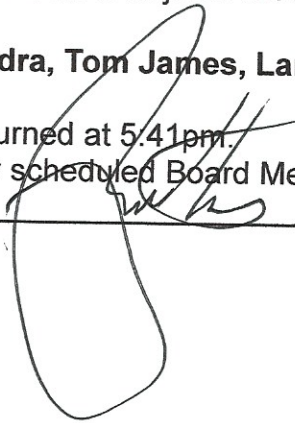
Vote Results:

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

Nays: None

The meeting adjourned at 5:41pm.

The next regularly scheduled Board Meeting will be on Monday, January 27, 2020, at 3:30 pm.

Approved by  on 1-27- 2019

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

Capital Account:

Beginning Balance:	183,712.00
Deposits:	633.92 (Int)
Warrants Issued:	0
End Balance:	184,345.92
Register Balance	184,345.92__ (Outstanding \$0)

General Account:

Beginning Balance:	296,979.92
Deposits:	47,685.28 (Int \$691.72/Taxes \$46,993.56)
Warrants Issued:	55,074.15
End Balance:	289,591.05
Register Balance	247,924.91__ (Outstanding -41,666.14)

Wells Fargo: Payroll

Beginning Balance:	74,165.53
Deposits:	40,001.09
Checks:	90,106.42
End Balance:	24,060.20
Register Balance	17,221.17__ (Outstanding -6,839.03)

Wells Fargo: Enterprise

Beginning Balance	448,401.78
Deposits:	64,057.26 (Int \$11.88/W/L \$64,045.38)
Checks:	0
End Balance:	512,459.04
Register Balance	512,459.04 (Outstanding \$0)

Total Register Balances = \$961,951.04 + Outstanding \$48,505.17 = Ending Balances of \$1,010,456.21

Approved as read at Board Meeting of Jan. 27 2020, 2020

Clerk/Financial Officer Lay C Harv

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 December 2019

FIRES: **TOTAL FIRES 2**

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

EMS: **TOTAL EMS 15**

REGULAR EMS	4	_____	(4-ALS/0-BLS)
MVA/EMS	4	_____	
MUTUAL AID	0	_____	
FALSE ALARMS	1	_____	
WALK INS	0	_____	
SPECIAL DUTY	3	_____	
CANCELLED EN RTE	3	_____	

TOTAL INCIDENTS 17

COMMENTS **TOTAL TRAINING HOURS -150.85** **Hours 8.0 Target**

Christopher Kohl's Fire District

Payson, AZ

This report was generated on 12/31/2019 6:32:34 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: 12/01/2019 | End Date: 12/31/2019

Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
12/02/2019 08:00:00	Leadership/ICS	TIMS - Traffic Incident Management	4:00
12/09/2019 12:30:00	Engine & Tender Ops	Pump Theory	3:00
12/10/2019 08:30:00	Driver Operator	CEVO - Class Room	3:30
12/10/2019 13:00:00	Special Ops	Blue Card - Hazmat Lecture	3:15
12/21/2019 11:00:00	Leadership/ICS	Leadership	2:00
12/21/2019 13:00:00	EMS	EMS - Diaagnosing Sepsis	1:00
12/21/2019 14:00:00	Basic Fire Fighting	Rope and Knots	1:00
12/21/2019 15:00:00	Leadership/ICS	Practice Cptain Oral Board Questions	1:00
Total Classes			8
Total Class Hours			18:45

Foradory, Andres

Class Date	Class Category	Class Name	Class Hours
12/10/2019 08:30:00	Driver Operator	CEVO - Class Room	3:30
Total Classes			1
Total Class Hours			3:30

Hansen, Mark K

Class Date	Class Category	Class Name	Class Hours
12/08/2019 09:00:00	EMS	EMS - Mock Scenarios	4:00
12/10/2019 08:30:00	Driver Operator	CEVO - Class Room	3:30
Total Classes			2
Total Class Hours			7:30

McKinnon, Steve M

Class Date	Class Category	Class Name	Class Hours
12/09/2019 12:30:00	Engine & Tender Ops	Pump Theory	3:00
12/10/2019 08:30:00	Driver Operator	CEVO - Class Room	3:30
12/10/2019 13:00:00	Special Ops	Blue Card - Hazmat Lecture	3:15
12/21/2019 11:00:00	Leadership/ICS	Leadership	2:00
12/21/2019 13:00:00	EMS	EMS - Diaagnosing Sepsis	1:00
12/21/2019 14:00:00	Basic Fire Fighting	Rope and Knots	1:00
12/21/2019 15:00:00	Leadership/ICS	Practice Cptain Oral Board Questions	1:00
12/25/2019 10:00:00	Leadership/ICS	Target Solutions - Assuming the role of company officer	1:00
12/25/2019 11:00:00	Leadership/ICS	Target Solutions - Work Place Violence	1:00
12/25/2019 12:00:00	Leadership/ICS	Target Solutions - Leadership and Ethics	1:00
12/25/2019 13:00:00	Leadership/ICS	Target Solutions - Anger, violence, adn conflict in the work place	1:00
Total Classes			11
Total Class Hours			18:45

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.

Perry, Ben

Class Date	Class Category	Class Name	Class Hours
12/04/2019 17:00:00	Engine & Tender Ops	Engine 521 Operations	2:00
12/10/2019 08:30:00	Driver Operator	CEVO - Class Room	3:30
12/10/2019 13:00:00	Special Ops	Blue Card - Hazmat Lecture	3:15
12/11/2019 16:00:00	MCS	Minimum Company Standards	2:00
12/12/2019 16:00:00	Special Ops	Blue Card - Hazmat Mod. 5	3:00
12/16/2019 08:00:00	Leadership/ICS	National Fire Academy - Command and Control	54:00
Total Classes			6
Total Class Hours			67:45

Ruiz, Mike (CKFD)

Class Date	Class Category	Class Name	Class Hours
12/04/2019 17:00:00	Engine & Tender Ops	Engine 521 Operations	2:00
12/08/2019 09:00:00	EMS	EMS - Mock Scenarios	4:00
12/09/2019 12:30:00	Engine & Tender Ops	Pump Theory	3:00
12/10/2019 08:30:00	Driver Operator	CEVO - Class Room	3:30
12/11/2019 16:00:00	MCS	Minimum Company Standards	2:00
Total Classes			5
Total Class Hours			14:30

Stluka, Chad

Class Date	Class Category	Class Name	Class Hours
12/08/2019 09:00:00	EMS	EMS - Mock Scenarios	4:00
12/10/2019 08:30:00	Driver Operator	CEVO - Class Room	3:30
12/10/2019 13:00:00	Special Ops	Blue Card - Hazmat Lecture	3:15
12/25/2019 10:00:00	Leadership/ICS	Target Solutions - Assuming the role of company officer	1:00
12/25/2019 11:00:00	Leadership/ICS	Target Solutions - Work Place Violence	1:00
12/25/2019 12:00:00	Leadership/ICS	Target Solutions - Leadership and Ethics	1:00
12/25/2019 13:00:00	Leadership/ICS	Target Solutions - Anger, violence, adn conflict in the work place	1:00
Total Classes			7
Total Class Hours			14:45

Tutay, Jason R

Class Date	Class Category	Class Name	Class Hours
12/10/2019 13:00:00	Special Ops	Blue Card - Hazmat Lecture	3:15
Total Classes			1
Total Class Hours			3:15

Yungkans, Jeffery D

Class Date	Class Category	Class Name	Class Hours
12/02/2019 08:00:00	Leadership/ICS	TIMS - Traffic Incident Management	4:00
Total Classes			1
Total Class Hours			4:00

Total Personnel:	9
Total Classes:	42

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**12/31/2019**

<i>VEHICLE</i>	<i>BEGIN</i>	<i>END</i>	<i>TOTAL</i>
E531	120992	120994	2
E521	42113	42569	456
E511	41477	41478	1
E526	43871	43891	20
WT512	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
WT511	15434	15434	0
E516	70368	70372	4
B5	134786	135569	783
R511	8766	8770	4
WT531	1487	1487	0