

NOTICE OF MEETING

The Fire Board of the Christopher-Kohl's Fire District will meet in regular session on **Tuesday, January 19, 2021, 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*) Time: _____

2. **ROLL CALL**

- A. Board Members
- B. Department Members

3. **APPROVAL OF MINUTES**

- A. Regular Meeting of December 21, 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 December. 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 November.

- Received a check from FRUSA for \$394.68.
- Kay Green was here at Staion51 on the 14th to do the final audit.
- CKFD is currently taking applications and testing for potential seasonal wildland firefighters.

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 action regarding Christopher-Kohl's Fire District Personnel Policies and Procedures Manual, "Policy 30.12 Call Back Response."

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

2. Discussion and possible action regarding Christopher-Kohl's Fire District Personnel Policies and Procedures Manual, "Policy 30.13 Shift Trades."

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

3. Discussion and possible action regarding Christopher-Kohl's Fire District Personnel Policies and Procedures Manual, "Policy 40.04 Group Health Insurance."

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.

Agenda's posted by

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 21, 2020**, at **3:30pm** at the Fire Station 51 Community Room.

Call to Order/Pledge of Allegiance

Call to order 3:30pm, Dec.21, 2020, followed by the Pledge of Allegiance.

Roll Call

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

B. Department Members in attendance: Chief Bob Lockhart, Administrative Assistant Deanna White was absent.

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 16, 2020. No Board discussion took place. Ron made a Motion to approve the Minutes of the Regular Meeting of November 16, 2020 and was seconded by Larry.

Vote results:

Ayes: Steve Sundra, Karen Thornton, Larry Hannum, Ron Kotnik, Sheila Marcum

Nays: None

Reports and Correspondence

A. Financial Officer's Report

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

Shelia made a Motion to approve Novembers Financial Report and was seconded by Steve.

Vote results:

Ayes: Steve Sundra, Karen Thornton, 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):

- Chief reported receiving a check for \$400.00 from FRUSA
- Unfortunately, no Christmas party due to COVID-19.
- Statutory training was canceled and not rescheduled at this time.

C. Chairman's Report & District Correspondence

Ron had nothing to report.

BUSINESS

Item #1: Discussion and action by the Board as required by ARS 16-642 and ARS 16-646. The members of the board shall elect a Chairman, Clerk, Financial Officer, and a Sergeant at Arms.

Sheila made the motion to keep Ron as Chairman, Sheila as Clerk, Larry as Financial Officer and Karen Thornton as the Sergeant at Arms. Larry 2nd the motion

Vote Results:

Ayes: Steve Sundra, Karen Thornton, Larry Hannum, Ron Kotnik, Sheila Marcum

Nays: None

Item #2: Discussion and possible action regarding Policy and Procedures 30.09 Performance Reviews

Steve made a motion to accept Policy "30.09" with the changes the Board made at the time of the meeting and was seconded by Ron.

Vote Results:

Ayes: Steve Sundra, Karen Thornton, Larry Hannum, Ron Kotnik, Sheila Marcum

Nays: None

Item #3: Discussion and possible action regarding CKFD Personnel Policies and Procedure Manual. "Policy 30.11 Demotions."

Steve made a motion to except Policy "30.08" as written and was seconded by Ron.

Vote Results:

Ayes: Steve Sundra, Karen Thornton, Larry Hannum, Ron Kotnik, Sheila Marcum

Nays: None

Information on future Agenda Items.

Steve would like to return to reviewing and revising, if necessary, 30.12 Shift Sign up and Coverage, 30.13 Shift Trades and 40.04 Group Health Insurance.

Call to the Public:

None.

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

Vote Results:

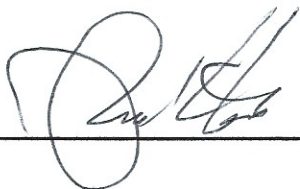
Ayes: Steve Sundra, Tom James, Larry Hannum, Ron Kotnik, Sheila Marcum

Nays: None

The meeting adjourned at 4:02 pm.

The next regularly scheduled Board Meeting will be on Tuesday, January 19, 2021, at 3:30 pm.

Approved by _____



on _____

1-19-

2021

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

Capital Account:

Beginning Balance:	303,115.67
Deposits:	(Int \$278.74)
Warrants Issued:	0
End Balance:	303,394.41
Register Balance	303,394.41 ___ (Outstanding \$0)

General Account:

Beginning Balance:	369,529.38
Deposits:	62,880.17 (Int \$201.45/Taxes \$62,678.72)
Warrants Issued:	84,690.02
End Balance:	347,719.53
Register Balance	346,214.75 ___ (Outstanding \$-1,504.78)

Wells Fargo: Payroll

Beginning Balance:	37,744.83
Deposits:	80,000.24
Checks:	78,318.82
End Balance:	39,426.25
Register Balance	18,945.52 ___ (Outstanding -20,480.73)

Wells Fargo: Enterprise

Beginning Balance	479,805.48
Deposits:	2,694.94 (See bank rec)
Checks:	0.00
End Balance:	482,500.42
Register Balance	482,500.42 ___ (Outstanding \$0)

Total Register Balances = \$1,151,055.10+ Outstanding \$21,985.51 = Ending Balances of \$1,173,040.61

Approved as read at Board Meeting of January 19, _____, 2021

Clerk/Financial Officer 

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 2020

FIRES: **TOTAL FIRES 3**

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

EMS: **TOTAL EMS 6**

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

TOTAL INCIDENTS 9

COMMENTS **TOTAL TRAINING HOURS -82.50 Hours 16.00 Target**

Christopher Kohl's Fire District

Payson, AZ

This report was generated on 1/4/2021 11:36:06 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: 12/01/2020 | End Date: 12/31/2020

Connolly, Rhett T			
Class Date	Class Category	Class Name	Class Hours
12/20/2020 09:00:00	Leadership/ICS	Blue Card CE - Multi unit residential	4:00
12/20/2020 14:00:00	Basic Fire Fighting	Company - December Table Scenario	1:00
12/20/2020 15:00:00	Basic Fire Fighting	Company - Policy and procedure review	1:00
12/20/2020 16:00:00	EMS	Company - Mega Code	1:00
12/26/2020 13:00:00	Engine & Tender Ops	Company - Porta-tank set up and drafting	1:00
12/26/2020 14:00:00	Basic Fire Fighting	Company - Ropes	1:00
12/26/2020 15:00:00	EMS	EMS - IV and drip rate calculations	1:00
12/27/2020 10:00:00	MCS	Minimum Company Standards	1:30
12/28/2020 13:00:00	Basic Fire Fighting	Company - SCBA Donning for Time	1:00
12/28/2020 13:00:00	MCS	Minimum Company Standards	1:30
Total Classes			10
Total Class Hours			14:00

Hansen, Mark K			
Class Date	Class Category	Class Name	Class Hours
12/12/2020 09:00:00	EMS	Other - BLS review	7:00
12/14/2020 10:00:00	EMS	Target Solutions - Pediatric respiratory emergencies	1:00
12/19/2020 17:30:00	EMS	Other - BLS skills and scenarios	3:00
12/23/2020 13:30:00	Basic Fire Fighting	Monthly - SCBA Breathdown	1:00
12/31/2020 13:30:00	Basic Fire Fighting	Monthly SCBA - Breathdown	1:30
Total Classes			5
Total Class Hours			13:30

Labonte, Brandon			
Class Date	Class Category	Class Name	Class Hours
12/19/2020 17:30:00	EMS	Other - BLS skills and scenarios	3:00
Total Classes			1
Total Class Hours			3:00

Lynch, Joe			
Class Date	Class Category	Class Name	Class Hours
12/31/2020 12:00:00	Basic Fire Fighting	Target Solutions - Building Construction	1:00
12/31/2020 13:30:00	Basic Fire Fighting	Monthly SCBA - Breathdown	1:30
12/31/2020 16:00:00	Leadership/ICS	Target Solutions - Supervision in management	1:00
Total Classes			3
Total Class Hours			3:30

McKinnon, Steve M			
Class Date	Class Category	Class Name	Class Hours
12/10/2020 08:30:00	EMS	Target Solutions - Alcoholism	1:00

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.



12/10/2020 15:00:00	Physical Fitness	Physical Fitness	2:00
12/20/2020 09:00:00	Leadership/ICS	Blue Card CE - Multi unit residential	4:00
12/20/2020 14:00:00	Basic Fire Fighting	Company - December Table Scenario	1:00
12/20/2020 15:00:00	Basic Fire Fighting	Company - Policy and procedure review	1:00
12/20/2020 16:00:00	EMS	Company - Mega Code	1:00
12/26/2020 13:00:00	Engine & Tender Ops	Company - Porta-tank set up and drafting	1:00
12/26/2020 14:00:00	Basic Fire Fighting	Company - Ropes	1:00
12/26/2020 15:00:00	EMS	EMS - IV and drip rate calculations	1:00
12/27/2020 10:00:00	MCS	Minimum Company Standards	1:30
12/28/2020 13:00:00	Basic Fire Fighting	Company - SCBA Donning for Time	1:00
12/28/2020 13:00:00	MCS	Minimum Company Standards	1:30
Total Classes			12
Total Class Hours			17:00

Perry, Ben

Class Date	Class Category	Class Name	Class Hours
12/16/2020 12:00:00	EMS	Target Solutions - Pulmonary Embolism Care	2:00
12/16/2020 14:00:00	OSHA	Target Solutions - HIPAA	1:30
12/22/2020 10:00:00	Wildland	Other - Wildland video	1:00
12/22/2020 13:00:00	Physical Fitness	Physical Fitness	4:00
12/23/2020 12:00:00	Basic Fire Fighting	Other - physical agi	1:00
12/28/2020 14:00:00	EMS	Target Solutions - Pediatric respiratory emergencies	1:30
Total Classes			6
Total Class Hours			11:00

Stluka, Chad

Class Date	Class Category	Class Name	Class Hours
12/01/2020 13:00:00	Basic Fire Fighting	Company - Building Construction	2:00
12/01/2020 15:00:00	Physical Fitness	Physical Fitness	4:00
12/01/2020 20:00:00	Basic Fire Fighting	Electric vehicle fires	1:30
12/10/2020 10:00:00	EMS	Target Solutions - Respiratory Emergencies	1:00
12/10/2020 11:00:00	Leadership/ICS	Blue Card - CE's	2:00
Total Classes			5
Total Class Hours			10:30

Tutay, Jason R

Class Date	Class Category	Class Name	Class Hours
12/01/2020 13:00:00	Basic Fire Fighting	Company - Building Construction	2:00
12/01/2020 15:00:00	Physical Fitness	Physical Fitness	2:00
12/08/2020 10:00:00	Special Ops	Target Solutions - Hazmat	4:00
Total Classes			3
Total Class Hours			8:00

Yungkans, Jeffery D

Class Date	Class Category	Class Name	Class Hours
12/19/2020 14:00:00	OSHA	Target Solutions - Sexual Harrassment	1:00

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12/19/2020 15:00:00	Leadership/ICS	Target Solutions - Emergency Communication	1:00
Total Classes			2
Total Class Hours			2:00

Total Personnel:	9
Total Classes:	47

Total hours - 82.5
 Target Solutions - 16

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**12/31/2020**

<i>VEHICLE</i>	<i>BEGIN</i>	<i>END</i>	
E531	122761	122990	229
E521	47870	47924	54
E511	44079		<i>Out of Service</i>
E526	44204	44210	6
WT512	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
WT511	15838	15845	7
E516	70561	70568	7
B5	146540	146936	396
WT531	1574	1588	14