

NOTICE OF MEETING

The Fire Board of the Christopher-Kohl's Fire District will meet in regular session on **Tuesday, January 18, 2022, 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) upon a public majority vote of the members constituting a quorum. 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 20, 2021.

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 December.

- Received a Distribution on 12/28/21 in the amount of \$5,309.14 from Az State Treasurer's Office for SSFND.
- Update on Shields/Petitti
- Update on Station 51's remodeling project
- Update on Steve McKinnon
- AFDA Conference

C. Chairman's Report & District Correspondence

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

- Received correspondence in reference to an Assignment of Lease with Utility Systems/Jeff Daniels.

BUSINESS

(The public will be able to comment after the Board discusses any business item and before any vote)

1. Discussion and possible action regarding lease with Utility Systems/Jeff Daniels, up to and including possible approval.

Call to the Public.

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

2. Discussion and action by the Board as required by ARS 16-642 and 16-646. The members of the Board shall elect a Chairman, a Clerk, a Financial Officer and a Sergeant at Arms, all terms to be for one year.

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

3. Discussion and possible action regarding Christopher-Kohl's Fire District Personnel Policies and Procedures Manual, "Policy 10.17 Drug Boxes/Pharmaceuticals."

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

4. Discussion and possible action regarding Christopher-Kohl's Fire District Personnel Policies and Procedures Manual, "Policy 40.10 Supplemental Benefits Plan."

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

5. Discussion and possible action regarding Christopher-Kohl's Fire District Personnel Policies and Procedures Manual, "PSPRS Pension Funding Policy."

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

6. Discussion and possible action on selling Engine 531 to a local resident in the amount of \$7,500.00.

Call to the Public.

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.

Agendas 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 20, 2021**, at **3:30pm** at the Fire Station 51 Community Room.

Call to Order/Pledge of Allegiance

Call to order 3:30pm, December 20, 2021, followed by the Pledge of Allegiance.

Roll Call

A. Board Members: Chairman Ron Kotnik
Clerk Sheila Marcum - Telephonically
Board Member Joanie Price - Absent
Board Member Karen Thornton
Finance Officer Larry Hannum - Absent
Board Member Doug Frenz

B. Department members in attendance: Chief Lockhart, Administrative Assistant Deanna White.

At this time Chairman Kotnik made a motion to move right to Business Items #2 and #3.

Item #2: Doug Frenz to attest and sign the Arizona Open Meeting Law Form.

Clerk Marcum made the motion to sign and attest to the Arizona Open Meeting Law Form and Chairman Kotnik seconded the motion. Motion carried by unanimous vote.

Item #3: Swearing in and signing the Oath of Office by Doug Frenz.

Chairman Kotnik made a motion to swear in Doug Frenz and Member Thornton seconded the motion. Motion carried by unanimous vote.

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 15, 2021. No Board discussion took place. Member Thornton made a motion to approve the minutes of the regular meeting of November 15, 2021, and Chairman Kotnik seconded the motion. Motion carried by unanimous vote.

Reports and Correspondence

A. Financial Officer's Report

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

Member Thornton made the motion to approve the November Financial Reports. Member Frenz seconded the motion. Motion carried by unanimous vote.

B. Chief's Report

Chief Lockhart discussed Department activity for November 2021. The list below highlights this month's Chief's Report (not in any particular order):

- Update on new Engine 511 (Chief commented that he was working with seller.)
- Children's Christmas Party on Dec .11th
- HOA Christmas Quad Parade on Dec 11th
- Firebelles drawing for side by side on Dec 11th
- Firebelles Christmas Party on Dec. 17th
- Update on Station 51's remodeling project
- Spent a large amount of time on the Shields/Petitti Inquiry and Records request.
- Chief stated that he had three firefighters out, two with Covid and one out on Workers Comp.
- Upcoming AFDA conference in January. All reservations have been made.

C. Chairman's Report & District Correspondence

BUSINESS

Item #1: Discussion and possible approval of the Board to authorize the Chief to send a response to Shields/Petitti

Member Thornton made the motion to authorize the Chief to send a response and Member Frenz seconded the motion. Motion carried by unanimous vote.

Item #4: Discussion and possible action on selling Engine 531 to a local resident in the amount of \$7,500.00.

Chairman Kotnik made a motion to table this business item at this time and put it back on the agenda in January. Member Frenz seconded the motion. Motion carried by unanimous vote.

Item #5: Discussion and possible action on appointing an interim Board Clerk.

Member Frenz made a motion to table this business item at this time and put it back on the agenda in January. Chairman Kotnik seconded the motion. Motion carried by unanimous vote.

Call to the Public.

Future Agenda Items:

- 1) Appointment of a new Board Clerk along with all officers.
- 2) PSPRS Pension Funding Policy.
- 3) Supplemental Benefit Plan.
- 4) Selling E531 that was tabled from last month.

Call to the Public:

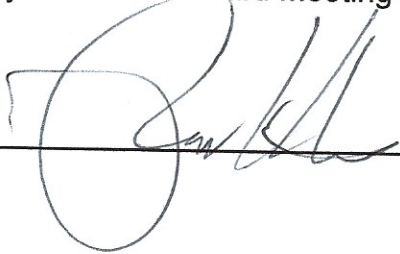
Adjournment

Chairman Kotnik made a motion to adjourn meeting. Member Frenz seconded the motion.
Motion carried by unanimous vote.

The meeting adjourned at 4:00 pm.

The next regularly scheduled Board Meeting will be on Tuesday, January 18, 2022, at 3:30 pm.

Approved by



on Jan 18 2022

**CHRISTOPHER KOHL'S FIRE DISTRICT
FINANCIAL OFFICER REPORT
December 2021**

Capital Account:

Beginning Balance:	235,856.73
Deposits:	(Int \$61.85)
Warrants Issued:	0
End Balance:	235,918.58
Register Balance	235,918.58___ (Outstanding \$0)

General Account:

Beginning Balance:	347,185.84
Deposits:	63,120.31 (See bank rec.)
Warrants Issued:	50,856.86
End Balance:	359,449.29
Register Balance	313,261.99___ (Outstanding -\$46,187.30)

Wells Fargo: Payroll

Beginning Balance:	40,064.23
Deposits:	81,545.22
Checks:	77,359.78
End Balance:	44,249.67
Register Balance	36,297.03___ (Outstanding -\$7,952.64)

Wells Fargo: Enterprise

Beginning Balance	472,061.25
Deposits	6,890.71 (See bank rec)
Checks:	14,162.12
End Balance:	464,789.84
Register Balance	464,689.84___ (Outstanding -\$100.00)

Total Register Balances = \$1,050,167.44 + Outstanding \$54,239.94 = Ending Balances of \$1,104,407.38

Approved as read at Board Meeting of Jan. 18 2022, 2022

Clerk/Financial Officer Lay Chau

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 2021

FIRES: **TOTAL FIRES 3**

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

EMS: **TOTAL EMS 15**

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

TOTAL INCIDENTS 18

COMMENTS **TOTAL TRAINING HOURS – 59.00** **Target Hours – 5.00**

Blue Card Hours – 17.00

Christopher Kohl's Fire District

Payson, AZ

This report was generated on 1/5/2022 1:38:47 PM



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: 12/01/2021 | End Date: 12/31/2021

Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
12/01/2021 08:00:00	Physical Fitness	Physical Fitness	4:00
12/05/2021 11:00:00	Driver Operator	Company - Area Familiarization	1:00
12/05/2021 14:00:00	Leadership/ICS	Other - Grant writing	3:00
12/10/2021 14:00:00	Basic Fire Fighting	Company - SCBA: Donning ofr time	1:00
12/10/2021 14:00:00	Basic Fire Fighting	Company - SCBA: RIT bottle, buddy breathing	1:00
12/10/2021 17:00:00	Basic Fire Fighting	Company - MAT Jack Training	1:00
12/13/2021 09:30:00	EMS	Other - Tape and Chart: Spinal Injuries	1:00
12/15/2021 13:00:00	Driver Operator	Company - Area Preplan: 13 Ranch, Colcord Cove	2:00
Total Classes			8
Total Class Hours			14:00

Hansen, Mark K

Class Date	Class Category	Class Name	Class Hours
12/01/2021 08:00:00	Physical Fitness	Physical Fitness	3:00
12/05/2021 10:00:00	OSHA	Target Solution - Bloodborne	1:00
12/27/2021 10:30:00	OSHA	Target Solutions - HIPAA	1:30
12/29/2021 16:00:00	EMS	Target Solutions - EMS Dementia	1:00
12/30/2021 13:00:00	EMS	Company EMS - ETCO2	1:00
Total Classes			5
Total Class Hours			7:30

Lynch, Joe L

Class Date	Class Category	Class Name	Class Hours
12/01/2021 08:00:00	Physical Fitness	Physical Fitness	2:00
12/23/2021 09:00:00	Basic Fire Fighting	Company - Hose and Nozzle	2:00
12/30/2021 13:00:00	EMS	Company EMS - ETCO2	1:00
Total Classes			3
Total Class Hours			5:00

Smith, Thorry

Class Date	Class Category	Class Name	Class Hours
12/21/2021 10:00:00	EMS	Other - CAREs Protocols	2:00
Total Classes			1
Total Class Hours			2:00

White, Sterling

Class Date	Class Category	Class Name	Class Hours
12/01/2021 08:00:00	Physical Fitness	Physical Fitness	4:00
12/03/2021 14:00:00	Leadership/ICS	Blue Card	2:00
12/05/2021 11:00:00	Driver Operator	Company - Area Familiarization	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.



12/05/2021 14:00:00	Driver Operator	Blue Card -	3:00
12/09/2021 11:00:00	Leadership/ICS	Blue Card	1:00
12/10/2021 06:00:00	Leadership/ICS	Blue Card	2:00
12/10/2021 14:00:00	Basic Fire Fighting	Company - SCBA: Donning ofr time	1:00
12/10/2021 14:00:00	Basic Fire Fighting	Company - SCBA: RIT bottle, buddy breathing	1:00
12/10/2021 15:00:00	Leadership/ICS	Blue Card -	9:00
12/10/2021 16:30:00	EMS	Target Solutions - High Altitude Sickness	0:30
12/10/2021 17:00:00	Basic Fire Fighting	Company - MAT Jack Training	1:00
12/15/2021 13:00:00	Driver Operator	Company - Area Preplan: 13 Ranch, Colcord Cove	2:00
12/23/2021 09:00:00	Basic Fire Fighting	Company - Hose and Nozzle	2:00
12/24/2021 10:00:00	EMS	Target Solutions - EMS Behavioral Emergencies	1:00
Total Classes			14
Total Class Hours			30:30

Total Personnel:	5
Total Classes:	31

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**12/31/2021**

<i>VEHICLE</i>	<i>BEGIN</i>	<i>END</i>	
B5	155039	155632	593
E511	48743	49131	388
E516	70661	<i>Out of Service</i>	<i>Out of Service</i>
E521	53407	54080	673
E526	48017	48037	20
E531	123192	123203	11
WT511	16225	16225	0
WT512	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
WT531	1671	1678	7