

## **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 Tuesday, February 20, 2018, at 3:30pm at the Fire Station 51 Community Room.

### **Call to Order/Pledge of Allegiance**

Call to order 3:30pm, Tuesday, February 20, 2018, followed by the Pledge of Allegiance.

At this point, a Member of the Public Caren Christensen made attendees at the meeting aware of the passing of Jessica "Beans" Bailey. Ms. Bailey impacted the Christopher Creek and surrounding area when she waitressed at the Creekside Restaurant, then, later at Tiny's Restaurant in Payson.

### **Roll Call**

- A. Board Members Present: Chairman Deborah Dawson  
Financial Officer Jeff Daniels  
Clerk Tom James  
Board Member Steve Sundra  
Board Member Larry Hannum
- B. Department Members: Chief Bob Lockhart, Administrative Assistant Deanna White,  
Doug Blazer, Steve McKinnon
- C. Members of the Public: Karen Thornton, Caren Christensen

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

### **Approval of Minutes**

The Board reviewed the Minutes of the Regular Meeting of January 22, 2018. Steve Sundra made a motion to accept January 22, 2018 Minutes and was seconded by Tom James.

#### **Vote results:**

**Ayes: Deborah Dawson, Jeff Daniels, Tom James, Steve Sundra, Larry Hannum**

**Nays: None**

### **Reports and Correspondence**

#### **A. Financial Officer's Report**

Jeff Daniels reviewed the status of all District bank accounts for January. Along with Deborah Dawson, he also added information they learned from an AFDA class of Statutory requirements for entries of specific line items under the headings, "Assets and Liabilities and Equity." (Specifically ARS 48-805) Examples of these entries would be "Accounts Receivable," "Buildings," and "vehicles." Chief Lockhart responded and said this could be completed, but, that these values of Assets, property and vehicles, would be approximate. Chief added that a list of "Major Capital Assets" would be soon in our cubbies. Financial Officer reported that \$.07 error noted in letter from Wells Fargo Bank (during January Board Meeting), shows corrected on "Financial Officer's Report January 2018, Wells Fargo: Payroll" section. Larry Hannum made a Motion to accept the January 22, 2018 Financial Report and was seconded by Steve Sundra.

#### **Vote results:**

**Ayes: Deborah Dawson, Jeff Daniels, Tom James, Steve Sundra, Larry Hannum**

**Nays: None**

#### **B. Chief's Report**

Chief Lockhart discussed Department activity for January. Chairman Deborah Dawson requested

Chief send a bulleted list under heading “Chief’s Report” to the Clerk for future agendas. Of noteworthiness, the Chief hired Steve McKinnon to replace Trey Shill; a celebration on the 17<sup>th</sup> was well-attended. For other items, please see attached Chief’s Report.

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

Deborah Dawson acknowledged receiving correspondence from Member of Public Karen Thornton, Board Member Jeff Daniels, and Chief Lockhart. (All members have copies in their monthly Board packets.)

## **BUSINESS**

### **Item #1: January 22, 2018 Board Meeting and “Call To Public” concern: Salaries among the CK Fire Department employees.**

Board asked Chief Lockhart to publish a comparative wage among Rim Country Fire Departments. He agreed, however, clarifying that only *initial* wages can be reliably compared but not as employee(s) advance in their careers. Furthermore, all Departments’ wages are relative to the location, size of District, and ability to pay. No Board action was necessary.

### **Item #2: With Kay Green telephonically attending Board meeting, her explanation of Board Members’ questions regarding August Reconciliation for the General Account and the Adjusted Journal Entry (AJE) under “Uncleared Transactions” on 6/30/2016 of \$13,627.00.**

Telephonically, Kay Green gave the explanation. Several Board members asked questions. She said the \$13,627.00 was taken from Payroll account on 6/30/2016, (*the end of the fiscal year*). The entry was not done until 7/1/2016 (*first day of new fiscal year*). She added that this amount will show on the March “Financial Report.” No Board action was necessary. Financial Officer Jeff Daniels replied that he was not satisfied with Ms. Green’s explanation. “We do not ‘zero’ our account balances at the year end, nor does the bank. We simply restart our budget. The timing on any entries should have balanced out in August of 2016.”

### **Item #3: Power point from AFDA Conference class regarding “Balance Sheet” and line items that must be listed with totals for monthly “Financial Report.”**

Power point from AFDA Conference was not available for viewing. While addressing the Board regarding Item #2, Kay Green also covered this Business Item. She reiterated what Chief Lockhart had been saying: that our Financial Report’s Balance sheet was in compliance. No Board action was necessary.

### **Item #4: Possibility of Saturday Board meetings, as a result of “Call To Public” suggestion during January Board Meeting.**

Chairman Deborah Dawson referred Board to schedule of Board meetings for 2018. Brief discussion took place with no action taken by Board.

### **Item #5: Sales, trades, or purchases of fleet vehicles; Chief Lockhart will address Board with options for a new/new-used Type 1 Engine; and, Forest Lakes Fire Department’s possible need for our Rescue/ambulance.**

Chief Lockhart updated Board regarding the future need for a Type 1 Engine. Also, Forest Lakes Fire Department had already purchased a used ambulance and has no need to buy ours. He will keep Board apprised of the search for a new engine. Again, no Board action was necessary.

### **Call to the Public**

None.

**Adjournment**

Tom James moved to adjourn the meeting and was seconded by Larry Hannum.

**Vote Results:**

**Ayes: Deborah Dawson, Jeff Daniels, Tom James, Steve Sundra, Larry Hannum**

**Nays: None**

The meeting adjourned at 5:24pm.

The next regularly scheduled Board Meeting will be on Monday, March 19, 2018, at 3:30 pm.

**Approved by \_\_\_\_\_ on \_\_\_\_\_ 2018**