

NOTICE OF MEETING

The **Fire Board of the Christopher-Kohl's Fire District** will meet in regular session on **Monday, March 16, 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 February 18, 2020.
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 February. 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 February.
 - R511
 - Closed out two Grants: 2015 PPE Grant and 2019 Hazardous Fuel Reduction Grant
 - C. Chairman's Report & District Correspondence
 - The Chairman will report on the activities for the District in February.
 - District correspondence will be acknowledged.
 - * Letter from Gila County Finance Department
 - * Letter from Gila County Assessor

BUSINESS

1. Discussion and acceptance of the 2019 Annual Audit. Kay Green will be available telephonically.
2. Discussion and possible action regarding development of 2020-2021 Budget.
3. Discussion and possible action regarding transferring \$115,000.00 from the Enterprise account to the Capital account.

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 **February 18, 2020**, at **3:30pm** at the Fire Station 51 Community Room.

Call to Order/Pledge of Allegiance

Call to order 3:30pm, Tuesday, February 18, 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 (attended telephonically)
- Board Member Sheila Marcum

B. Department Members in attendance: Chief Bob Lockhart, EMT Mike Lindsey, Captain Rhett Connolly

C. Members of the Public in attendance: Joanie Price, James Oliver, 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 January 27, 2020. Sheila made a Motion to approve the Minutes of the Regular Meeting of January 27, 2020, 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 January. Larry read the Financial Report. Tom asked a question regarding the General Account and a Deposit of \$35,308.24 from FDAT and the frequency of payment(s). Chief Lockhart answered twice a year.

Steve asked the following; the Chief answered each question:

- From *Profit & Loss Budget vs. Actual*, page 4, **Fire Protection Operations**: "EMS Supplies- Stair Chair" amount of \$169.98. Is this total or do we owe more; Chief addressed.
- From *Profit & Loss Budget vs. Actual*, page 6, **Station Repairs & Upkeep Cost**: "Repair Station 51" amount of \$2,901.97. Chief replied amount was for Treks decking.
- From *Profit & Loss Budget vs. Actual*, page 6, **Station Repairs & Upkeep Cost**: "Retaining Wall," Steve asked about amount of \$4,700.00. Chief replied amount was the architect's fee.
- Ron asked a question regarding the "Retaining Wall" and stairs leading to level where entrance to Station office is located; Chief responded that retaining wall up to beginning of stairs will be constructed by licensed, insured, and bonded contractor. Stairs will be completely replaced.

Sheila made a Motion to accept the January 27, 2020 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 January. The list below highlights this month's Chief's Report (not in any particular order):

- Captain Rhett Connolly attended the National Fire Academy from February 2nd through February 14th. Rhett spoke to all meeting attendees of his training at the National Fire Academy. The following are summary of *some* of his comments about classes he attended and some of what he learned while in attendance:
 - Attendees exchanged ideas of how represented Districts' operate and what each faces day to day
 - Role training/playing with different situations each day of Academy, such as Reaction and dealing with possible terrorist incidents and hurricane aftermath training.
- Chief Lockhart attended meeting at Hellsgate Fire Department on February 12th. Chief Lockhart summarized that Hellsgate is facing two options. (If not being forced to enter into an IGA with Payson Fire Department), Hellsgate can hire a part time Chief *or* through a proposal with another neighboring District, contract for assistance for administrative and operational services until the position of Fire Chief is filled.

C. Chairman's Report & District Correspondence

None.

At this point, Steve could not participate in the rest of the meeting because of telephonic difficulties.

BUSINESS

Item #1: Discussion and possible action regarding Policies and Procedures *10.15 Procurement*.

(This Policy was previously approved on March 20, 2017, but no signed copy is available.) All Board members received copies in their packets. No Board discussion nor changes were necessary. Sheila made a Motion to adopt Policies and Procedures ***10.15 Procurement*** and was seconded by Larry.

Vote Results:

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

Nays: None

Item #2: Discussion and possible action regarding Policies and Procedures *30.04 Time Keeping Requirements*.

All Board members received copies in their packets. No Board discussion nor changes were necessary. Tom made a Motion to approve Policies and Procedures ***30.04 Time Keeping Requirements*** and was seconded by Larry.

Vote Results:

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

Nays: None

Item #3: Discussion and possible action regarding Policies and Procedures *30.05 Overtime Compensation*.

All Board members received copies in their packets. No Board discussion nor changes were necessary. Larry made a Motion to approve Policies and Procedures ***30.05 Overtime Compensation*** and was seconded by Ron.

Vote Results:

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

Nays: None

Item #4: Discussion and possible action regarding Policies and Procedures 30.06 Work Schedules.

All Board members received copies in their packets. No Board discussion nor changes were necessary. Sheila made a Motion to approve Policies and Procedures **30.06 Work Schedules** and was seconded by Larry.

Vote Results:

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

Nays: None

Item #5: Discussion and possible action regarding Policies and Procedures 30.08 Pay Periods & Pay Check Distribution.

All Board members received copies in their packets. No Board discussion nor changes were necessary. Tom made a Motion to approve Policies and Procedures **30.08 Pay Periods & Pay Check Distribution** and was seconded by Ron.

Vote Results:

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

Nays: None

Item #6: Further discussion and possible action regarding correspondence of December 31, 2019, from Hellsgate Fire District.

During "Chief's Report," Chief Lockhart spoke about his attendance at Hellsgate Fire Department special meeting on February 12th. No Board discussion nor action was necessary.

Item #7: Discussion and possible action regarding a serious offer on Rescue 511.

Chief reported that Arivaca's Fire Department Chief offered \$50,000 for Rescue 511. He reminded the Board asking price has been \$75,000. Being this offer is the only offer thus far, in his opinion, this offer is an acceptable one. Brief Board discussion took place; Member of the Public Doug Frenz was recognized and affirmed selling R511 for this price to the Arivaca Fire Department *directly* would save money and was also a good idea in his opinion. Larry made a Motion to accept Arivaca's Fire Department's Chief's offer of \$50,000 for Rescue 511 and was seconded by Sheila.

Vote Results:

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

Nays: None

Item #8: Discussion and possible action regarding a letter from Kay Green requesting an attestation that the Board is in compliance with the applicable Arizona Revised Statutes. The Board's action was necessitated by the most recent audit.

All Board members received a copy of letter from ATLAS CPAs & Advisors, PLLC dated February 13th in their packets. No Board discussion took place. Sheila made a Motion to allow the CKFD Board Chairman, Board Clerk and Chief to sign the letter attesting that the Board is in compliance with the applicable Arizona Revised Statutes and was seconded by Larry.

Vote Results:

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

Nays: None

Call to the Public:

James Oliver was acknowledged then stated that a municipality merging with a fire district may not be legally possible. No Board discussion nor action took place.

Adjournment:

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

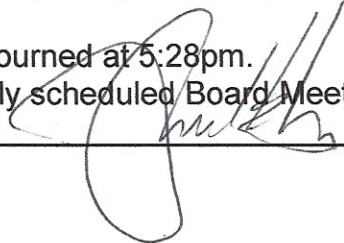
Vote Results:

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

Nays: None

The meeting adjourned at 5:28pm.

The next regularly scheduled Board Meeting will be on Monday, March 16, 2020, at 3:30 pm.

Approved by  on 3-16- 2020

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

Capital Account:

Beginning Balance:	184,542.05
Deposits:	492.95 (Int)
Warrants Issued:	0
End Balance:	185,035.00
Register Balance	185,035.00__ (Outstanding \$0)

General Account:

Beginning Balance:	266,479.48
Deposits:	14,803.64 (Int \$684.82/Taxes \$14,118.82)
Warrants Issued:	55,030.02
End Balance:	226,253.10
Register Balance	216,278.91__ (Outstanding -9,974.19)

Wells Fargo: Payroll

Beginning Balance:	33,893.92
Deposits:	40,000.49
Checks:	47,010.56
End Balance:	26,883.85
Register Balance	13,451.95__ (Outstanding -13,431.90)

Wells Fargo: Enterprise

Beginning Balance	578,296.05
Deposits:	930.24 (Int \$13.67/Don. \$600.00/Ins \$316.57)
Checks:	24,837.00
End Balance:	554,389.29
Register Balance	522,227.81 (Outstanding \$-32,161.48)

Total Register Balances = \$936,993.67 + Outstanding \$55,567.57 = Ending Balances of \$992,561.24

Approved as read at Board Meeting of MARCH 10, 2020, 2020

Clerk/Financial Officer Larry C. Hansen

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 February 2020

FIRES: **TOTAL FIRES 1**

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

EMS: **TOTAL EMS 11**

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

TOTAL INCIDENTS 12

COMMENTS **TOTAL TRAINING HOURS -152.25** **Hours 3.00 Target**

Christopher Kohl's Fire District

Payson, AZ

This report was generated on 3/10/2020 1:20:59 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: 02/01/2020 | End Date: 02/29/2020

Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
02/01/2020 08:00:00	EMS	Company EMS - Troubleshooting IV Success	1:00
02/03/2020 08:00:00	NFA	Other - National Fire Academy: Command/Control of Disasters	72:00
02/18/2020 14:00:00	Physical Fitness	Physical Fitness	1:30
02/19/2020 12:00:00	Basic Fire Fighting	Monthly Company - SCBA breathdown	1:00
02/23/2020 09:00:00	Wildland	Other - Wildland refresher	4:30
02/23/2020 16:00:00	Physical Fitness	Physical Fitness	1:30
02/24/2020 16:00:00	Physical Fitness	Physical Fitness	1:00
Total Classes			7
Total Class Hours			82:30

Hansen, Mark K

Class Date	Class Category	Class Name	Class Hours
02/03/2020 08:30:00	Physical Fitness	Physical Fitness	0:45
02/03/2020 15:00:00	EMS	Target Solutions - Grey Area Calls	1:00
02/08/2020 15:30:00	Physical Fitness	Physical Fitness	1:00
02/09/2020 09:15:00	Leadership/ICS	Monthly Company - Officer Fire Attack	1:00
02/09/2020 10:15:00	Basic Fire Fighting	Monthly Company - Hose management video review	1:00
02/09/2020 11:15:00	Basic Fire Fighting	Monthly Company - Minute Man Deployment Video	0:30
02/26/2020 10:00:00	EMS	Company EMS - Protocol Review: TBI/EPIC	1:00
02/26/2020 11:30:00	Basic Fire Fighting	Monthly Company - Electrical Fire in Wall Space	1:00
Total Classes			8
Total Class Hours			7:15

Lindsey, Michael

Class Date	Class Category	Class Name	Class Hours
02/19/2020 12:00:00	Basic Fire Fighting	Monthly Company - SCBA breathdown	1:00
02/23/2020 09:00:00	Wildland	Other - Wildland refresher	4:30
Total Classes			2
Total Class Hours			5:30

McKinnon, Steve M

Class Date	Class Category	Class Name	Class Hours
02/01/2020 08:00:00	EMS	Company EMS - Troubleshooting IV Success	1:00
02/06/2020 11:00:00	Basic Fire Fighting	Company - Fire Attack Review	1:30
02/06/2020 13:00:00	Wildland	Other - Chainsaw limbing, bucking, swamping	2:00
02/13/2020 16:00:00	Basic Fire Fighting	Monthly Company - Hose Deployment	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.



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02/13/2020 17:00:00	Physical Fitness	Physical Fitness	3:00
Total Classes			5
Total Class Hours			8:30

Perry, Ben

Class Date	Class Category	Class Name	Class Hours
02/02/2020 20:00:00	Physical Fitness	Physical Fitness	1:00
02/03/2020 13:00:00	EMS	Target Solutions - Diabetic Ketoacidosis	2:00
02/03/2020 19:00:00	Physical Fitness	Physical Fitness	1:00
02/06/2020 11:00:00	Basic Fire Fighting	Company - Fire Attack Review	1:30
02/06/2020 13:00:00	Wildland	Other - Chainsaw limbing, bucking, swamping	2:00
02/09/2020 09:15:00	Leadership/ICS	Monthly Company - Officer Fire Attack	1:00
02/09/2020 10:15:00	Basic Fire Fighting	Monthly Company - Hose management video review	1:00
02/09/2020 11:15:00	Basic Fire Fighting	Monthly Company - Minute Man Deployment Video	0:30
02/20/2020 10:00:00	Wildland	Company - Wildland: case studies and tactics	5:00
02/20/2020 17:00:00	Physical Fitness	Physical Fitness	1:00
02/21/2020 10:00:00	Wildland	Other - Wildland: Chainsaw class	1:00
02/21/2020 11:00:00	Wildland	Other - Tree Felling	1:00
02/21/2020 12:00:00	Wildland	Other - Saws, bucking, limbing,	3:30
02/26/2020 10:00:00	EMS	Company EMS - Protocol Review: TBI/EPIC	1:00
02/26/2020 11:30:00	Basic Fire Fighting	Monthly Company - Electrical Fire in Wall Space	1:00
Total Classes			15
Total Class Hours			23:30

Ruiz, Mike (CKFD)

Class Date	Class Category	Class Name	Class Hours
02/20/2020 10:00:00	Wildland	Company - Wildland: case studies and tactics	5:00
02/21/2020 10:00:00	Wildland	Other - Wildland: Chainsaw class	1:00
02/21/2020 11:00:00	Wildland	Other - Tree Felling	1:00
02/21/2020 12:00:00	Wildland	Other - Saws, bucking, limbing,	3:30
Total Classes			4
Total Class Hours			10:30

Stluka, Chad

Class Date	Class Category	Class Name	Class Hours
02/13/2020 16:00:00	Basic Fire Fighting	Monthly Company - Hose Deployment	1:00
02/13/2020 17:00:00	Physical Fitness	Physical Fitness	3:00
02/23/2020 09:00:00	Wildland	Other - Wildland refresher	4:30
02/29/2020 14:00:00	Basic Fire Fighting	Monthly Company - SCBA Breathdown	2:00
02/29/2020 18:00:00	Wildland	Company - Wildland IA	1:00
Total Classes			5
Total Class Hours			11:30

Yungkans, Jeffery D

Class Date	Class Category	Class Name	Class Hours
02/29/2020 14:00:00	Basic Fire Fighting	Monthly Company - SCBA Breathdown	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.



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02/29/2020 18:00:00	Wildland	Company - Wildland IA	1:00
Total Classes			2
Total Class Hours			3:00

Total Personnel:	8
Total Classes:	48

Total Hours 152.25
 Target Solution 3.0
 National Fire Academy 72.0

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MILEAGE**2/29/2020**

<i>VEHICLE</i>	<i>BEGIN</i>	<i>END</i>	<i>TOTAL</i>
E531	120994	121048	54
E521	42794	43075	281
E511	41478	41642	164
E526	43891	43928	37
WT512	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
WT511	15442	15460	18
E516	70372	70383	11
B5	136191	137743	1552
R511	8950	<i>Out of Service</i>	<i>N/A</i>
WT531	1487	1497	10