

NOTICE OF MEETING

The Fire Board of the Christopher-Kohl's Fire District will meet in regular session on **Monday, March 15, 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 February 16, 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 February. 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 February.

- Gila County Treasurer's Meeting.
- Received a check from FRUSA for \$1398.12
- Present an intent to promote to fill a Captain's position in April.
- Chief Lockhart will be out of the office from April 1st through April 6th.

C. Chairman's Report & District Correspondence

- The Chairman will report on the activities for the District in January.
- District correspondence will be acknowledged.
 - 2021 Levy Limit Worksheet from Gila County Assessor.

BUSINESS

1. Discussion and acceptance of the 2019-2020 Annual Audit. Kay Green will present.

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

2. Discussion and possible action regarding development of the 2021-2022 Budget.

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

3. Discussion and possible action regarding Christopher-Kohl's Fire District Personnel Policies and Procedures Manual, Revised "Policy 40.05 Life & Disability Insurance."

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

4. Discussion and possible action of turning one of the Captain's positions into a Battalion Chief's position.

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

5. Discussion regarding the resignation of Board member Steve Sundra.

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 Tuesday, **February 16, 2021**, at **3:30pm** at the Fire Station 51 Community Room.

Call to Order/Pledge of Allegiance

Call to order 3:32pm, Feb.16, 2021, followed by the Pledge of Allegiance.

Roll Call

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

B. Department Members in attendance: Chief Bob Lockhart, Administrative Assistant Deanna White. Chief was 15 minutes late due to a 1st Alarm fire in Payson.

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 19, 2021. No Board discussion took place.

Sheila made a motion to approve the minutes of the Regular Meeting of January 19, 2021 and was seconded by Larry.

Vote results:

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

Nays: None

Reports and Correspondence

A. Financial Officer's Report

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

Steve questioned why there are duplicate amounts to ASRS, and Deanna responded that QuickBooks divides the payroll liabilities between the two years when the payroll does not end on the last day of them year.

Steve questioned why two payouts to Avesis, and Deanna responded. (Same as above)

Steve questioned why under Profit and Loss, Pagers were purchased, and Chief responded that they were purchased to replace the old ones.

Sheila made the motion to approve the Financial Reports and was seconded by Larry.

Vote results:

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

Nays: None

B. Chief's Report

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

- Snow Event
- Mandatory AFDA moved to May 21st in Showlow.
- Accomplished Medic/EMT refresher in house.
- Completed 3 days of PSPRS local board training.

Steve questioned the number of ALS and BLS calls. The Chief explained the numbers on the report to everyone's satisfaction.

C. Chairman's Report & District Correspondence

Ron had nothing to report.

BUSINESS

Item #1: Discussion and action by the Board regarding signing a management letter attesting to the obligation of the Districts compliance with specified requirements under AZ Revised Statute Title 48.85.02(G)

Sheila made the motion to sign and was seconded by Larry.

Vote Results:

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

Nays: None

Item #2: Discussion and possible action regarding Policy and Procedures 40.05 Life & Disability Ins.

Steve made a motion to Table Policy "40.05" and was seconded by Sheila.

Vote Results:

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

Nays: None

Item #3: Discussion and possible action regarding Policy 40.06 Group Health Benefits.

Sheila made a motion to except Policy "40.06" as written and was seconded by Larry.

Vote Results:

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

Nays: None

Item #4: Discussion and possible action regarding Policy 40.07 Public Safety Personal Retirement Plan.

Karen made the motion to except Policy 40.06 as written and was seconded by Steve.

Information on future Agenda Items.

- Policy 40.05 that was tabled.
- 2021-2022 Budget
- Kay Green Audit
- Pre-employment physical policy to be developed and brought back to the Board when completed.

Call to the Public:

Jim Oliver commented on PSPRS information regarding physicals.

Sheila made a motion to adjourn meeting and was seconded by Steve.

Vote Results:

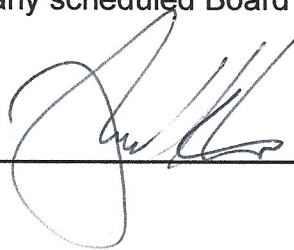
Ayes: Steve Sundra, Karen Thornton, Ron Kotnik, Sheila Marcum, Larry Hannum

Nays: None

The meeting adjourned at 4:13 pm.

The next regularly scheduled Board Meeting will be on Monday, March 15, 2021, at 3:30 pm.

Approved by _____



on _____

3-15-

2021

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

Capital Account:

Beginning Balance:	303,512.27
Deposits:	(Int \$339.35)
Warrants Issued:	0
End Balance:	303,851.62
Register Balance	303,851.62 ___ (Outstanding \$0)

General Account:

Beginning Balance:	354,631.69
Deposits:	17,436.28 (Int \$301.56/Taxes \$17,134.72)
Warrants Issued:	93,917.79
End Balance:	278,150.18
Register Balance	270,078.30 ___ (Outstanding \$-8,071.88)

Wells Fargo: Payroll

Beginning Balance:	65,608.79
Deposits:	40,000.31
Checks:	60,732.45
End Balance:	44,876.65
Register Balance	37,695.04 ___ (Outstanding -7,181.61)

Wells Fargo: Enterprise

Beginning Balance	483,273.04
Deposits:	8,339.50 (See bank rec)
Checks:	0.00
End Balance:	491,612.54
Register Balance	491,612.54 ___ (Outstanding \$0)

Total Register Balances = \$1,103,237.50 + Outstanding \$15,253.49 = Ending Balances of \$1,118,490.99

Approved as read at Board Meeting of March 15, 2021

Clerk/Financial Officer Long 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 2021

FIRES: **TOTAL FIRES 1**

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

EMS: **TOTAL EMS 6**

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

TOTAL INCIDENTS 7

COMMENTS **TOTAL TRAINING HOURS - 346.00 Hours - 6.0 Target**

Wildland Refresher - 96.5 Hours

EMT Refresher - 121.00 Hours

Christopher Kohl's Fire District

Payson, AZ

This report was generated on 3/10/2021 12:43:21 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: 02/01/2021 | End Date: 02/28/2021

Acedo, Dulce (CKFD)

Class Date	Class Category	Class Name	Class Hours
02/27/2021 09:00:00	Wildland	Company - Wildland REfreshers	7:30
02/27/2021 16:30:00	Wildland	Company - Pack test	1:30
Total Classes			2
Total Class Hours			9:00

Acedo, Mauricio (CKFD)

Class Date	Class Category	Class Name	Class Hours
02/27/2021 09:00:00	Wildland	Company - Wildland REfreshers	7:30
02/27/2021 16:30:00	Wildland	Company - Pack test	1:30
Total Classes			2
Total Class Hours			9:00

Buce, Lee (CKFD)

Class Date	Class Category	Class Name	Class Hours
02/21/2021 09:00:00	Engine & Tender Ops	Company - Pump Theory	1:00
Total Classes			1
Total Class Hours			1:00

Buce, Les (CKFD)

Class Date	Class Category	Class Name	Class Hours
02/21/2021 10:00:00	Engine & Tender Ops	Company - Drafting/pumping E521/E526	4:00
Total Classes			1
Total Class Hours			4:00

Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
02/01/2021 12:30:00	Basic Fire Fighting	NFPA 1981 Review	1:30
02/01/2021 13:00:00	Physical Fitness	Physical Fitness	4:00
02/01/2021 15:30:00	Basic Fire Fighting	Other - SCBA breathdown	1:00
02/05/2021 09:00:00	ALS/BLS Certs	EMT Refresher	2:30
02/06/2021 15:00:00	EMS	Target Solutions - Narcan	1:00
02/07/2021 10:00:00	Prevention & Arson	Other - CFI: fire investigation	6:00
02/12/2021 08:00:00	ALS/BLS Certs	EMT Refresher	8:30
02/18/2021 09:00:00	Leadership/ICS	Other - Blue Card Sets and Reps	6:00
02/18/2021 15:30:00	Basic Fire Fighting	Company - MSA SCBA training	1:00
02/24/2021 13:00:00	EMS	Target Solutions - Hip Fractures	1:00
Total Classes			10
Total Class Hours			32:30

Hansen, Mark K

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.



Class Date	Class Category	Class Name	Class Hours
02/01/2021 13:00:00	Physical Fitness	Physical Fitness	4:00
02/02/2021 13:00:00	EMS	Other - EMT Refresher Prep	2:00
02/03/2021 10:00:00	Wildland	Other - Wildland refresher prep	4:00
02/04/2021 08:00:00	ALS/BLS Certs	EMT Refresher	8:30
02/05/2021 08:00:00	ALS/BLS Certs	EMT Refresher	8:30
02/08/2021 14:00:00	Basic Fire Fighting	Company - Monthly SCBA Breathdown	1:00
02/10/2021 09:00:00	EMS	Other - STR's (Narcan, Albuterol, Igel)	2:00
02/10/2021 11:00:00	EMS	Other - IV STR's	1:00
02/11/2021 08:00:00	ALS/BLS Certs	EMT Refresher	8:00
02/14/2021 10:00:00	EMS	Other - STR's	2:00
02/18/2021 09:00:00	Leadership/ICS	Other - Blue Card Sets and Reps	6:00
02/20/2021 12:30:00	Wildland	Company - Wildland hose packs	1:30
02/20/2021 14:00:00	MCS	Company - Monthly MCS	1:30
02/21/2021 09:00:00	Engine & Tender Ops	Company - Pump Theory	1:00
02/21/2021 10:00:00	Engine & Tender Ops	Company - Drafting/pumping E521/E526	4:00
02/26/2021 09:00:00	Wildland	Company - Burn operations	5:00
02/27/2021 09:00:00	Wildland	Company - Wildland REfreshers	7:30
02/27/2021 16:30:00	Wildland	Company - Pack test	1:30
Total Classes			18
Total Class Hours			69:00

Helms, Ryan (CKFD)

Class Date	Class Category	Class Name	Class Hours
02/21/2021 10:00:00	Engine & Tender Ops	Company - Drafting/pumping E521/E526	4:00
02/27/2021 09:00:00	Wildland	Company - Wildland REfreshers	7:30
02/27/2021 16:30:00	Wildland	Company - Pack test	1:30
Total Classes			3
Total Class Hours			13:00

Lindsey, Michael

Class Date	Class Category	Class Name	Class Hours
02/04/2021 08:00:00	ALS/BLS Certs	EMT Refresher	8:30
02/05/2021 08:00:00	ALS/BLS Certs	EMT Refresher	8:30
02/10/2021 09:00:00	EMS	Other - STR's (Narcan, Albuterol, Igel)	2:00
02/11/2021 08:00:00	ALS/BLS Certs	EMT Refresher	8:00
02/12/2021 08:00:00	ALS/BLS Certs	EMT Refresher	8:30
02/27/2021 09:00:00	Wildland	Company - Wildland REfreshers	7:30
02/27/2021 16:30:00	Wildland	Company - Pack test	1:30
Total Classes			7
Total Class Hours			44:30

Lockhart, Robert J

Class Date	Class Category	Class Name	Class Hours
02/09/2021 09:00:00	Conferences	Other - PSPRS class	6:30
Total Classes			1
Total Class Hours			6:30

Lynch, Joe

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Class Date	Class Category	Class Name	Class Hours
02/08/2021 14:00:00	Basic Fire Fighting	Company - Monthly SCBA Breathdown	1:00
Total Classes			1
Total Class Hours			1:00

McKinnon, Steve M

Class Date	Class Category	Class Name	Class Hours
02/04/2021 08:00:00	ALS/BLS Certs	EMT Refresher	8:30
02/05/2021 08:00:00	ALS/BLS Certs	EMT Refresher	8:30
02/10/2021 09:00:00	EMS	Other - STR's (Narcan, Albuterol, Igel)	2:00
02/10/2021 11:00:00	EMS	Other - IV STR's	1:00
02/11/2021 08:00:00	ALS/BLS Certs	EMT Refresher	8:00
02/12/2021 08:00:00	ALS/BLS Certs	EMT Refresher	8:30
Total Classes			6
Total Class Hours			36:30

Perry, Ben

Class Date	Class Category	Class Name	Class Hours
02/01/2021 13:00:00	Physical Fitness	Physical Fitness	4:00
02/10/2021 09:00:00	EMS	Other - STR's (Narcan, Albuterol, Igel)	2:00
02/10/2021 11:00:00	EMS	Other - IV STR's	1:00
02/12/2021 14:00:00	ALS/BLS Certs	EMT Refresher	1:30
02/13/2021 08:00:00	EMS	Target Solutions - Hip Fracture	1:00
02/18/2021 09:00:00	Leadership/ICS	Other - Blue Card Sets and Reps	6:00
02/18/2021 15:30:00	Basic Fire Fighting	Company - MSA SCBA training	1:00
02/24/2021 14:00:00	Basic Fire Fighting	Other - Firefighter Drills	1:00
02/24/2021 15:00:00	Basic Fire Fighting	SCBA Breathdown	1:30
02/25/2021 08:00:00	Basic Fire Fighting	Other - Motivation	1:00
02/27/2021 09:00:00	Wildland	Company - Wildland REfreshers	7:30
Total Classes			11
Total Class Hours			27:30

Smith, Thorry

Class Date	Class Category	Class Name	Class Hours
02/20/2021 12:30:00	Wildland	Company - Wildland hose packs	1:30
02/20/2021 14:00:00	MCS	Company - Monthly MCS	1:30
Total Classes			2
Total Class Hours			3:00

Stluka, Chad

Class Date	Class Category	Class Name	Class Hours
02/01/2021 13:00:00	Physical Fitness	Physical Fitness	4:00
02/03/2021 10:00:00	Wildland	Other - Wildland refresher prep	4:00
02/14/2021 10:00:00	EMS	Other - STR's	2:00
02/20/2021 10:00:00	Leadership/ICS	Blue Card -	4:30
02/21/2021 09:00:00	Engine & Tender Ops	Company - Pump Theory	1:00
02/21/2021 10:00:00	Engine & Tender Ops	Company - Drafting/pumping E521/E526	4:00
02/26/2021 09:00:00	Wildland	Company - Burn operations	5:00
02/27/2021 09:00:00	Wildland	Company - Wildland REfreshers	7:30

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.



02/27/2021 16:30:00	Wildland	Company - Pack test	1:30
Total Classes			9
Total Class Hours			33:30
Svinichi, Cody (CKFD)			
Class Date	Class Category	Class Name	Class Hours
02/27/2021 16:30:00	Wildland	Company - Pack test	1:30
Total Classes			1
Total Class Hours			1:30
Svinicki, Cody (CKFD)			
Class Date	Class Category	Class Name	Class Hours
02/27/2021 09:00:00	Wildland	Company - Wildland REfreshers	7:30
Total Classes			1
Total Class Hours			7:30
Titus, Chelsea (CKFD)			
Class Date	Class Category	Class Name	Class Hours
02/27/2021 09:00:00	Wildland	Company - Wildland REfreshers	7:30
02/27/2021 16:30:00	Wildland	Company - Pack test	1:30
Total Classes			2
Total Class Hours			9:00
Tucker, Cole (CKFD)			
Class Date	Class Category	Class Name	Class Hours
02/27/2021 16:30:00	Wildland	Company - Pack test	1:30
Total Classes			1
Total Class Hours			1:30
Tucker, Cole (CKFD)			
Class Date	Class Category	Class Name	Class Hours
02/27/2021 09:00:00	Wildland	Company - Wildland REfreshers	7:30
Total Classes			1
Total Class Hours			7:30
Tutay, Jason R			
Class Date	Class Category	Class Name	Class Hours
02/10/2021 09:00:00	EMS	Other - STR's (Narcan, Albuterol, Igel)	2:00
02/10/2021 11:00:00	EMS	Other - IV STR's	1:00
02/11/2021 08:00:00	ALS/BLS Certs	EMT Refresher	8:00
Total Classes			3
Total Class Hours			11:00
White, Deanna L			
Class Date	Class Category	Class Name	Class Hours
02/04/2021 08:00:00	OSHA	Target Solutions - HIPAA and Sexual Harassment	3:00
02/09/2021 09:00:00	Conferences	Other - PSPRS class	6:30
Total Classes			2
Total Class Hours			9:30
Yungkans, Jeffery D			

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Class Date	Class Category	Class Name	Class Hours
02/05/2021 08:00:00	ALS/BLS Certs	EMT Refresher	8:30
Total Classes			1
Total Class Hours			8:30

Total Personnel:	22
Total Classes:	86

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MILEAGE**2/28/2021**

<i>VEHICLE</i>	<i>BEGIN</i>	<i>END</i>	
E531	123008	123012	4
E521	48316	48533	217
E511	44102	44201	99
E526	44211	44250	39
WT512	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
WT511	15853	15869	16
E516	70637	70642	5
B5	147435	147919	484
WT531	1588	1588	0