

NOTICE OF MEETING

The Fire Board of the Christopher-Kohl's Fire District will meet in regular session on **Monday, March 20, 2023, at 3:30pm**. The meeting will be held at **The Landmark Restaurant**. 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 February 21, 2023.

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.

- Old Engine 511 had the valves installed and waiting for in house pump test and annual pump test in the valley.
- Engine 521 was transported to the valley on March 1st for evaluation. It has been diagnosed. That does not include the price of transport which was \$1980.00.
- Update on Station 53 - Chief Lockhart received an IGA Grant from Gila County in the amount of \$10,000 for the well.
- Update on Station 51 Retaining wall.
- Chief Lockhart is still waiting for the results on a Gaming Grant from the Tonto Apache Tribe.
- Chief returned from Emmitsburg on March 17th.
- Steve McKinnon has a follow up appointment on March 22nd.
- Ordered fill station and fit tester as part of the AFG Grant.
- Ordered the e-tool as part of the Firehouse Subs Grant.

- Put new SCBA's in service in all units.
- Big shout out to the Firebelles **ONCE AGAIN** for the new gym equipment! It is very much appreciated and so are each and every one of the Firebelles!!!

C. Chairman's Report & District Correspondence

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

BUSINESS

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

1. Discussion and acceptance of the 2022 -2023 Audit. Kay Green will be attending telephonically.

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

2. The Board may vote to go into executive session, pursuant to A.R.S.§38-431.03 (A)(4) upon a public majority vote of the members constituting a quorum. The purpose is for discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation.

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

3. The Board may vote to reconvene the meeting after the conclusion of the executive meeting.

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

4. Discussion and possible action regarding hiring a new employee(s).

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

5. Discussion and possible action regarding improvements and funding sources at Station 53.

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

6. Discussion regarding the 2023 Fire District Levy Limit Worksheet.

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 on Tuesday, February 21, 2023 at 3:30 pm at the Kohls Ranch Lodge Conference Room.

Call to Order/Pledge of Allegiance

Call to order 3:30 pm, Tuesday, February 21, 2023 followed by The Pledge of Allegiance.

Roll Call

- A. Board Members Present: Chairman Ron Kotnik
Clerk Karen Thornton
Sergeant at Arms Doug Frenz
Board Member Joanie Price
Board Member Mark Hendrickson
- B. Department Members: Chief Bob Lockhart
Administrative Assistant Deanna White
Battalion Chief Rhett Connolly
Engineer Sterling White

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

BUSINESS

Approval of Minutes

- A. The Board reviewed the regular meeting minutes of January 23, 2023. Ron Kotnik made a motion to approve the minutes of the January 23, 2023. Karen Thornton seconded the motion.

Vote Results:

Ayes: Ron Kotnik, Doug Frenz, Joanie Price, Karen Thornton
Nays: None

Reports and Correspondence

A. Financial Officer's Report

- A. Joanie Price reviewed and read the status of all District bank accounts for January 2023. Ron Kotnik moved to approve the January 2023 Financial Reports. Doug Frenz seconded the motion.

Vote Results:

Ayes: Ron Kotnik, Doug Frenz, Joanie Price, Karen Thornton
Nays: None

B. Chief's Report

Chief Lockhart discussed Department activity for January 2023. The list below highlights this month's Chief's Report (not in any particular order).

- Old Engine 511 had valves installed/need to perform pump test in The Valley.
- Update on Station 53 remodel...Gila County is contributing \$10,000 toward the well to be

used before the end of this fiscal year.

- Update on Station 51 retaining wall... Construction began on Feb. 7. On Feb. 9 the county stopped construction pending the release of the county right of way. The release required circulating a petition and collecting 10 local resident's signatures requesting this release. Petition and \$500 fee has been submitted to Gila County. Block and sand are to be delivered on Feb. 24.
- Chief Lockhart has submitted the Tonto Apache Tribe/Gaming Grant. Waiting for results.
- Chief Lockhart and staff worked on the AFG Grant, which was submitted prior to Feb. 10. This grant requests two vehicles. Chief Lockhart will be traveling to Emmitsburg, Maryland March 13 – 17 to evaluate AFG (Assistance to Firefighters Grant) Grants. He will not review any Arizona grant requests.
- Training and fit testing on SCBA took place on Feb. 10 and the equipment inventory has been completed. They will be in service on the apparatus during the week of Feb. 20.
- Update on Steve McKinnon... Steve's doctor has recommended five more weeks of physical therapy.
- Joanie Price asked about the status of a current legal issue. That will be a future agenda item.
- The Firehouse Subs Grant committee has decided to issue CKFD a check rather than purchase equipment directly.
- Doug Frenz asked if Firebelles might help with Station 53 bathroom construction. That will be a future agenda item.

C. Chairman's Report & District Correspondence

Chairman, Ron Kotnik did not have anything to report for the month of January.

BUSINESS

1. Mark Hendrickson to attest to reading the Open Meeting Law Book 24 hours prior to the meeting and sign the attestation.

Chief Lockhart administered the Oath of Attestation to Mark Hendrickson and he signed the attestation.

2. Swearing in and signing the Oath of Office by Mark Hendrickson

Chief Lockhart administered the Oath of Office to Mark Hendrickson and he signed the Oath of Office. The Board welcomed Mark Hendrickson to his new position as Board Member.

3. Discussion and possible action regarding signing a management letter attesting to the obligation of the District's compliance with specified requirements under Arizona Revised Statute Title 48 805.02(G) for the fiscal year ending June 30, 2022.

This is a formality verifying that nothing has changed since our annual audit. Ron Kotnik moved that the Chairman, the Clerk, and the Chief sign the letter of compliance. Mark Hendrickson seconded the motion.

Vote Results:

Ayes: Ron Kotnik, Doug Frenz, Joanie Price, Karen Thornton, Mark Hendrickson.

Nays: None

4. Discussion and possible action regarding amending Christopher/Kohls Fire District Personnel Policies and Procedures Manual, "Policy 40.24 Supplemental Benefits Plan". (PSPRS Pension Funding Policy)

This policy outlines the District's funding plan to the Public Safety Personnel Retirement System (PSPRS). It assures that the district will annually assess its contribution to PSPRS and make any adjustments necessary due to market fluctuations and performance. Ron Kotnik moved to adopt Policy 40.24 Supplemental Benefits Plan as written. Karen Thornton seconded the motion.

Vote Results:

Ayes: Ron Kotnik, Doug Frenz, Joanie Price, Karen Thornton, Mark Hendrickson.

Nays: None

Future Agenda Items

1. Kay Green Audit Report
2. Budget
3. Staffing issues
4. Status of legal issue
5. Funding for Station 53 project

Call to the Public

No comments from the public.

Adjournment

Ron Kotnik made a motion to adjourn the meeting. Joanie Price seconded the motion.

Vote Results:

Ayes: Ron Kotnik, Doug Frenz, Joanie Price, Karen Thornton, Mark Hendrickson.

Nays: None

The meeting was adjourned at 4:12 pm.

Approved by *Karen Thornton* on 3 - 20 - 2023

**CHRISTOPHER KOHL'S FIRE DISTRICT
FINANCIAL OFFICER REPORT
February 2023**

Capital Account:

Beginning Balance:	263,063.05
Deposits:	383.87 (Int)
Warrants Issued:	0
End Balance:	263,446.92
Register Balance	263,446.92__ (Outstanding \$0)

General Account:

Beginning Balance:	359,401.45
Deposits:	19,124.30 (See bank rec.)
Warrants Issued:	144,526.27
End Balance:	233,999.48
Register Balance	233,277.61__ (Outstanding -\$721.87)

Wells Fargo: Payroll

Beginning Balance:	42,904.59
Deposits:	123,112.17
Checks:	92,939.08
End Balance:	73,077.68
Register Balance	69,873.46__ (Outstanding -\$3,204.22)

Wells Fargo: Enterprise

Beginning Balance	365,127.19
Deposits	25,817.33 (See bank rec.)
Checks:	0
End Balance:	390,944.52
Register Balance	390,944.52__ (Outstanding \$0)

Total Register Balances = \$957,542.51 + Outstanding \$3,926.09 = Ending Balances of \$961,468.60

Approved as read at Board Meeting of MARCH 20, 2023

Clerk/Financial Officer *Jonnie Price*

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 2023

FIRES: **TOTAL FIRES 4**

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

EMS: **TOTAL EMS 10**

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

TOTAL INCIDENTS 14

COMMENTS **TOTAL TRAINING HOURS -163.00** **Target Hours -16.0**

Christopher Kohl's Fire District

Payson, AZ

This report was generated on 3/4/2023 8:41:33 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: 02/01/2023 | End Date: 02/28/2023

Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
02/02/2023 08:00:00	Basic Fire Fighting	Company - SCBA's	0:30
02/02/2023 08:30:00	Basic Fire Fighting	Company - Apparatus pumping	0:30
02/02/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
02/03/2023 08:00:00	ALS/BLS Certs	Protocol Review	1:00
02/03/2023 10:30:00	Communication/Documentation	Company - Scheduling tutorial	0:30
02/03/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
02/08/2023 08:00:00	Basic Fire Fighting	Company - SCBA's	0:30
02/08/2023 08:30:00	Basic Fire Fighting	Company - Apparatus pumping	0:30
02/09/2023 05:00:00	Physical Fitness	Physical Fitness	2:00
02/09/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
02/14/2023 08:00:00	Basic Fire Fighting	Company - SCBA's	0:30
02/14/2023 08:30:00	Basic Fire Fighting	Company - Apparatus pumping	0:30
02/14/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
02/15/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
02/20/2023 08:00:00	Basic Fire Fighting	Company - SCBA's	0:30
02/20/2023 08:30:00	Basic Fire Fighting	Company - Apparatus pumping	0:30
02/20/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
02/21/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
02/23/2023 08:00:00	Wildland	s 190 target solutions	8:00
02/26/2023 08:30:00	Basic Fire Fighting	Company - Apparatus pumping	0:30
02/26/2023 10:00:00	Basic Fire Fighting	Company - SCBA's MSA in service	2:00
02/26/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
02/27/2023 09:30:00	ALS/BLS Certs	Company - Tape and Chart/ Trauma and Rural Treatment	2:00
02/27/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
Total Classes			24
Total Class Hours			38:00

Jandayan, Henry

Class Date	Class Category	Class Name	Class Hours
02/06/2023 08:00:00	Basic Fire Fighting	Company - Apparatus pumping and SCBA's	1:00
02/06/2023 17:00:00	Physical Fitness	Company - Physical Agility	1:00
02/12/2023 08:00:00	Basic Fire Fighting	Company - Apparatus pumping and SCBA'S	1:00
02/12/2023 10:00:00	Engine & Tender Ops	Company - Tender and Engine pumping evolutions	2:15
02/26/2023 17:00:00	ALS/BLS Certs	2023 EMT Refresher	32:00
Total Classes			5
Total Class Hours			37:15

Lockhart, Robert J

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
02/27/2023 11:30:00	ALS/BLS Certs	Company - Protocol review	1:00
Total Classes			1
Total Class Hours			1:00
Lynch, Joe L			
Class Date	Class Category	Class Name	Class Hours
02/04/2023 08:00:00	Basic Fire Fighting	Company - SCBA's	0:30
02/04/2023 08:30:00	Basic Fire Fighting	Company - Apparatus pumping	0:30
02/10/2023 08:00:00	Basic Fire Fighting	Company - SCBA's	0:30
02/10/2023 08:30:00	Basic Fire Fighting	Company - Apparatus pumping	0:30
02/11/2023 09:00:00	Basic Fire Fighting	Company - SCBA's	3:00
02/16/2023 08:00:00	Basic Fire Fighting	Company - SCBA's	0:30
02/16/2023 08:30:00	Basic Fire Fighting	Company - Apparatus pumping	0:30
02/22/2023 08:00:00	Basic Fire Fighting	Company - SCBA's	0:30
02/22/2023 08:30:00	Basic Fire Fighting	Company - Apparatus pumping	0:30
02/23/2023 12:00:00	Wildland	S-190 Wildland Fire Behavior TS	4:00
02/28/2023 08:00:00	Basic Fire Fighting	Company - SCBA's	0:30
02/28/2023 08:30:00	Basic Fire Fighting	Company - Apparatus pumping	0:30
Total Classes			12
Total Class Hours			12:00
McKinnon, Steve M			
Class Date	Class Category	Class Name	Class Hours
02/26/2023 17:00:00	ALS/BLS Certs	2023 EMT Refresher	32:00
Total Classes			1
Total Class Hours			32:00
Tutay, Jason R			
Class Date	Class Category	Class Name	Class Hours
02/01/2023 08:00:00	Basic Fire Fighting	Company - SCBA's	0:30
02/12/2023 10:00:00	Engine & Tender Ops	Company - Tender and Engine pumping evolutions	2:15
Total Classes			2
Total Class Hours			2:45
White, Sterling			
Class Date	Class Category	Class Name	Class Hours
02/02/2023 08:00:00	Basic Fire Fighting	Company - SCBA's	0:30
02/02/2023 08:30:00	Basic Fire Fighting	Company - Apparatus pumping	0:30
02/02/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
02/03/2023 08:00:00	ALS/BLS Certs	Protocol Review	1:00
02/03/2023 10:30:00	Communication/Documentation	Company - Scheduling tutorial	0:30
02/03/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
02/08/2023 08:00:00	Basic Fire Fighting	Company - SCBA's	0:30
02/08/2023 08:30:00	Basic Fire Fighting	Company - Apparatus pumping	0:30
02/09/2023 05:00:00	Physical Fitness	Physical Fitness	2:00
02/09/2023 13:00:00	Wildland	Company - Wildland refresher S-190 Mod #1 TS	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.

02/09/2023 15:00:00	Wildland	Company - Wildland Refresher S-190 MOD #2 TS	2:00
02/09/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
02/11/2023 09:00:00	Basic Fire Fighting	Company - SCBA's	3:00
02/14/2023 08:00:00	Basic Fire Fighting	Company - SCBA's	0:30
02/14/2023 08:30:00	Basic Fire Fighting	Company - Apparatus pumping	0:30
02/14/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
02/15/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
02/19/2023 18:00:00	ALS/BLS Certs	You Tube- Khan Academy / Medical treatment.	2:00
02/20/2023 08:00:00	Basic Fire Fighting	Company - SCBA's	0:30
02/20/2023 08:30:00	Basic Fire Fighting	Company - Apparatus pumping	0:30
02/20/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
02/21/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
02/26/2023 08:30:00	Basic Fire Fighting	Company - Apparatus pumping	0:30
02/26/2023 10:00:00	Basic Fire Fighting	Company - SCBA's MSA in service	2:00
02/26/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
02/27/2023 09:30:00	ALS/BLS Certs	Company - Tape and Chart/ Trauma and Rural Treatment	2:00
02/27/2023 11:30:00	ALS/BLS Certs	Company - Protocol review	1:00
02/27/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
Total Classes			28
Total Class Hours			40:00

Total Personnel:	7
Total Classes:	73

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MILEAGE**2/28/2023**

<i>VEHICLE</i>	<i>BEGIN</i>	<i>END</i>	<i>TOTAL</i>
B5	161831	162137	306
New E511	65655	65866	211
E511	50648	<i>Out of Service</i>	<i>Out of Service</i>
E516	70968	71010	42
E521	58690	58700	10
E526	48267	48287	20
E531	123244	<i>Out of Service</i>	<i>Out of Service</i>
WT511	16883	16888	5
WT512	<i>Out of Service</i>	<i>Out of Service</i>	<i>Out of Service</i>
WT531	1792	1792	0