

**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 Monday, June 20, 2016 at 6:02 pm at the Fire Station 51 Community Room.

Item #1: Call to Order/Pledge of Allegiance

Call to order 6:02 pm, Monday, June 20, 2016, followed by the Pledge of Allegiance.

Item #2: Roll Call

A. Board Members Present: Chairman Deborah Dawson
Financial Officer Jeff Daniels
Clerk Karen Thornton
Board Member Steve Sundra
Board Member Tom James

C. Department Members: Chief Bob Lockhart
Linda Digman
Deanna White

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

BUSINESS

Item #4 Approval of Minutes

A. The Board reviewed the minutes of the Regular Meeting of May 16, 2016. Jeff Daniels made a motion to approve the minutes of the Regular Meeting of May 16, 2016. Tom James seconded the motion.

Vote Results:

Ayes: Deborah Dawson, Jeff Daniels, Karen Thornton, Steve Sundra, Tom James

Nays: None

Item # 4 Reports and Correspondence

A. Chief's Report

Chief Lockhart reviewed call volume, brush loads, public assistance, mileage, and training for May. Chief Lockhart is negotiating the grant for Personal Protection Equipment and hopes to finalize it at \$52,000. This will purchase turn out gear and safety equipment for our regular staff, reservists, and volunteers. Deanna White started as Administrative Assistant on May 23. Linda Digman is training her. Linda's last day with CKFD will be July 13. There will be a Celebration of her retirement on July 12 or 13. The department will present her with an adjustable, sewing chair. Firefighters Shill, Stluka, McKinnon and Harper returned from the Juniper Fire and are now at the Cedar Fire. Susan Keown was acknowledged for her help with the Hazardous Fuel Grant at the Ponderosa Springs HOA meeting. Jeff Dalton, County Attorney, has rejected the Forest Service IGA. Dalton has informed CKFD that there may be charges for his services in the future. This will be a future agenda item. Brush Truck C511 is old and has no oil pressure. This will be a future agenda item. For more information see the attached Chief's Report.

B. Financial Officers Report

A. Financial Officer, Jeff Daniels, read the financial report for May. The new report form from Gila County is not accurate. The County will return to the old form in the future. There was discussion about the wisdom of earmarking funds in the Enterprise and Capital accounts. This will be a future agenda item. Steve Sundra moved to accept the May Financial Report as presented. Karen Thornton seconded the motion.

Vote Results:

Ayes: Deborah Dawson, Jeff Daniels, Karen Thornton, Steve Sundra, Tom James

Nays: None

C. Chairman's Report & District Correspondence

Chief Lockhart rewrote and updated the contract for R-C Scout Ranch. He will develop a template for all emergency medical and fire service contracts. This will be a future agenda item.

We received communication from Lisa Wilckens about our AFDAT number and from Debora Savage regarding tax deposits.

U. S. Representative, Paul Gosar, stopped by Station 51 to discuss fire related issues. He talked about the Federal Forest Stewardship program which is slowly getting underway with a company called Good Earth. He offered to write letters of support for any grants Chief Lockhart applies for. Gosar will look into the distribution of AFDAT funds.

Pooled Collateral Funds definition will be a future agenda item.

OLD BUSINESS

Item #1 Discussion and possible action on public hearing of the 2016/17 Budget.

Jeff Daniels worked on formulas and a program for more accurate percentages and figures on next year's budget. Column 4 on the 2016/17 Budget needs correction, however, it does not change the budget. Chief Lockhart did a great job managing not to raise the tax levy and still award raises to full time employees. There was no comment from the public.

Item #2 Discussion and possible action final approval of the 2016/17 Budget.

Karen Thornton moved to formally approve the 2016/17 Budget dated 5/11/16. Steve Sundra seconded the motion.

Vote Results:

Ayes: Deborah Dawson, Karen Thornton, Steve Sundra, Tom James

Nays: Jeff Daniels

Item #3 Discussion and possible action on Budget Resolution #119 and the Chairman and Clerk's Certification of the 2016/17 Budget.

Tom James read Resolution #119. Steve Sundra read the Budget Certification Letter. Karen Thornton moved to adopt the Christopher Kohl's Fire district 2016/17 Budget, as posted and published and to authorize the Chairman and the Clerk to sign the Certification of the 2016/17 Budget. Tom James seconded the motion.

Vote Results:

Ayes: Deborah Dawson, Karen Thornton, Steve Sundra, Tom James

Nays: Jeff Daniels

Item #4 Discussion and possible action on two year budget projection.

Chief Lockhart gave an oral presentation of the two-year budget projection. He will have a formal presentation at the next meeting. This will be a future agenda item.

Item #5 Discussion and possible action on AFDA Sample Rules of Procedure for Board Meetings and the possibility of adopting them or amending our By-Laws to include them.

Chairman Dawson will work on the Sample Rules of Procedure and this will be a future agenda item.

Item #6 Discussion and possible action on the Chief's Evaluation.

The Board will use the form dated April 18, 2016 to evaluate the Chief. Each Board member will complete the form and meet with the Chief to ask questions and go over the evaluation. Jeff Daniels will not complete an evaluation. He feels the Chief is doing a great job and the evaluation form is unnecessary. The Chief's evaluation will be a future agenda item in August.

NEW BUSINESS

Item #7 Discussion and possible action on purchase and installation of data loggers.

Chief Lockhart stated that all equipment that will benefit from data loggers now has them installed. He does not recommend installation on any trucks that do not have data loggers.

Item #8 Discussion and possible action on the Administrative Assistant's Manual prepared by Linda

Digman.

Deanna White will pool all of Linda Digman’s notes into a manual. This will always be a dynamic document due to changes in procedures, processes, etc.

Item #9 Discussion and possible action on Management Agreement for the 2015/16 Audit.

The Management Agreement from Accounting Professionals, LLC is unchanged from last year. The fee has not changed. Jeff Daniels moved to approve the Management Agreement from Accounting Professionals, LLC. Karen Thornton seconded the motion.

Vote Results:

Ayes: Deborah Dawson, Jeff Daniels, Karen Thornton, Steve Sundra, Tom James

Nays: None

Item #10 Future Agenda Items

1. Discussion and possible action on payment of fees to the County Attorney and consideration of hiring our own attorney.
2. Discussion and possible action on retiring, repairing, replacing C 511, including the disposition of the current C 511.
3. Discussion and possible action on earmarking funds in the Capital and Enterprise accounts.
4. Discussion and possible action on two-year budget projection.
5. Discussion and possible action on pooled collateral statements definition.
6. Discussion and possible action on AFDA Sample Rules of Procedure for Board Meetings and the possibility of adopting them or amending our By-Laws to include them
7. Discussion and possible action on the Chief’s Evaluation In August
8. Discussion and possible action on rewriting contracts, possibly developing a template for contracts, and action on the R-C Scout Ranch contract.
9. Discussion and possible action on the cases under investigation by the Sheriff’s Office.
10. Discussion and possible action on retiring and replacing WT 531, including the disposition of the current WT 531.

Item #11 Call to the Public

No comments.

Item #12 Adjournment

Steve Sundra moved to adjourn. Jeff Daniels seconded the motion.

Vote Results:

Ayes: Deborah Dawson, Jeff Daniels, Steve Sundra, Karen Thornton, Tom James

Nays: None

The meeting was adjourned at 8:12 pm.

The next regularly scheduled Board Meeting will be on Monday, July 18, 2016 at 6:00 pm.

Approved by _____ on _____ 2016