

NOTICE OF MEETING

The Fire Board of the Christopher-Kohl's Fire District will meet in regular session on **Tuesday, February 18, 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 January 27, 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 January. 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 January and/or pertinent current activities.
 - Captain Rhett Connolly attended the National Fire Academy from February 2nd through February 14th.
 - Attended a special meeting at Hellsgate Fire Department on February 12th.
 - C. Chairman's Report & District Correspondence
 - The Chairman will report on the activities for the District in January.
 - District correspondence will be acknowledged.

BUSINESS

1. Discussion and possible action regarding Policies and Procedures **10.15 Procurement**.
The Policy was previously approved on March 20, 2017 and no signed copy is available.
2. Discussion and possible action regarding Policies and Procedures **30.04 Time Keeping Requirements**.
3. Discussion and possible action regarding Policies and Procedures **30.05 Overtime Compensation**.
4. Discussion and possible action regarding Policies and Procedures **30.06 Work Schedules**.
5. Discussion and possible action regarding Policies and Procedures **30.08 Pay Periods & Paycheck Distribution**.

6. Further discussion and possible action regarding correspondence of December 31, 2019, from Hellsgate Fire District.
7. Discussion and possible action regarding a serious offer to buy Rescue 511.

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) 78-4011 prior to the scheduled meeting time.

MINUTES OF THE REGULAR PUBLIC MEETING OF THE CHRISTOPHER KOHL'S FIRE DISTRICT GOVERNING BOARD.

Regular Meeting of the Christopher Kohl's District Governing Board convened **January 27, 2020**, at **3:30pm** at the Fire Station 51 Community Room.

Call to Order/Pledge of Allegiance

Call to order 3:30pm, Monday, January 27, 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
- Board Member Sheila Marcum

B. Department Members in attendance: Chief Bob Lockhart, Administrative Assistant Deanna White, Medic Mark Hansen and EMT Ben Perry.

C. Members of the Public in attendance: Karen Thornton, Ann Coury, Joanie Price, James Oliver

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

Approval of Minutes

The Board reviewed the Minutes of the Regular Meeting of December 16, 2019. Tom made a motion to approve the Minutes of the Regular Meeting of December 16, 2019 and was seconded by Sheila.

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 December. Larry read the Financial Report. Steve made a comment and asked questions regarding the following; the Chief answered question:

- From *Profit & Loss Budget vs. Actual*, page 1, "INCOME, CONTRACT FUNDS, Non-tax, Wildland Division Funds, amount of \$127,386.61. Steve's comment was complimentary.
- From *Profit & Loss Budget vs. Actual*, page 2, "FIRE DEPARTMENT ADMINISTRATION, Election Board": Steve made mention that the upcoming, fiscal year's Budget will show a sum due to two present Board members who will be up for re-election.
- From *Profit & Loss Budget vs. Actual* page 4, "Fire Suppression Services, Foam Supplies": Steve asked if this foam is known to be cancer-causing. Chief responded.

Steve made a Motion to accept the December 16, 2019 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 December. The list below highlights this month's

Chief's Report (not in any particular order):

- EMT Ben Perry attended the National Fire Academy from December 14th through December 21st. Medic Rhett Connolly will be attending same in February.
- Audit on January 6th and 7th was completed by Kay Green along with Administrative Assistant Deanna White. The audit took a couple of hours less than past audits; Kay Green complemented Deanna for organization of needed paperwork.
- Palace Electric was called to replace a transfer switch on generator at Station 51 on January 7th; cost was \$1316.57. Chief Lockhart submitted cost to insurance; however, there is a \$1000. Deductible.
- House fire in Forest Lakes on January 13th saw Forest Lakes, Hells Gate, Christopher-Kohls, and Heber-Overgaard Districts answer the call. Chief reported that all worked well together especially with communication aspect. Chief added *Blue Card Training* definitely helped. Sheila made mention that possibly using a GoPro during incident would help for future training. Also, there was an added hazard of stored ammunition inside structure.
- Chief Lockhart stated all Board members, Administrative Assistant, and he attended AFDA conference January 17 & 18. Medic Rhett Connolly paid his own way and attended the two PSPRS classes offered. Part time CKFD Medic Jeffrey Yungkans was sent by Hells Gate FD.

C. Chairman's Report & District Correspondence

Ron commented on his final class, "What First Responders Need to Know About HB2502" and how this bill now provides first responders the right to additional care benefits defined by ARS §38-673. Speakers of class Sergeant Marc Therre and Peer Team Coordinator Detective Jonathan Appel enlightened attendees about the overwhelming emotional impact first responders face (PTSD). In addition, Sheila reminded all about the incident CKFD medics faced before a Labor Day, Firebelles' sponsored breakfast at station 51 with the tragic death of a young child.

BUSINESS

Item #1: Further discussion and possible adoption by Board of **Resolution #127** with its **Attachment (A): "Schedule of Fees and Services,"** replacing **Resolution #121** including its **Attachment (A);** as well as further discussion and possible adoption by the Board of **Resolution #128** with its **Attachment (A): "Services Billing Policy"** replacing existing policy **Resolution #122** and its **Attachment (A).**

All Board members received copies in their packets. No Board discussion nor changes were necessary. Sheila made a motion to adopt **Resolution #127** with its **Attachment (A): "Schedule of Fees and Services"** and was seconded by Steve.

Vote Results:

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

Nays: None

Ron made a motion to adopt **Resolution #128** with its **Attachment (A) "Services Billing Policy"** and was seconded by Steve.

Vote Results:

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

Nays: None

Item #2: Further discussion and possible action regarding **Fire Recovery Billing Services.**

All Board members received a copy in their packets. No Board discussion nor changes were necessary. Steve made a motion to approve **Fire Recovery Billing Services** to provide the billing of insurance companies for CKFD Non-District calls and was seconded by Sheila.

Vote Results:

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

Nays: None

Item #3:

All Board members had received correspondence From Hellsgate Fire Department's Chief Wisner to Chief Lockhart earlier in January and another in their Board packets. Much discussion took place among Board members with Chief Lockhart clarifying proposals from correspondence. Item #3 was tabled until next meeting when more information should be available.

Call to the Public:

James Oliver was acknowledged then asked when Hells Gate's Special Meeting would take place. Chief responded Wednesday, 4:30pm. However, after having Medic Mark Hansen call Hells Gate FD to verify date and time, all learned meeting was changed, unofficially, to February 6th.

At this point, Ron made a motion to encourage Chief Lockhart to attend Special Meeting of HGFD Board on February 6th (unofficial date) to gather information re: correspondence, "Request for Proposal" dated December 31, 2019 and was seconded by Steve.

Vote Results:

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

Nays: None

Karen Thornton was acknowledged then made a comment about the possibility that Payson FD might have the chance to take over Hellsgate.

Adjournment:

Tom made a motion to adjourn meeting and was seconded by Larry.

Vote Results:

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

Nays: None

The meeting adjourned at 5:22pm.

The next regularly scheduled Board Meeting will be on Tuesday, February 18, 2020, at 3:30 pm.

Approved by _____ on 2-18- 2020

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

Capital Account:

Beginning Balance:	184,345.92
Deposits:	196.13 (Int)
Warrants Issued:	0
End Balance:	184,542.05
Register Balance	184,542.05__ (Outstanding \$0)

General Account:

Beginning Balance:	289,591.05
Deposits:	64,740.94 (Int \$236.54/Taxes \$29,196.16/FDAT \$35,308.24)
Warrants Issued:	87,852.51
End Balance:	266,479.48
Register Balance	261,330.16__ (Outstanding -5,149.32)

Wells Fargo: Payroll

Beginning Balance:	24,060.20
Deposits:	80,000.69
Checks:	70,166.97
End Balance:	33,893.92
Register Balance	23,970.96__ (Outstanding -9,922.96)

Wells Fargo: Enterprise

Beginning Balance	512,459.04
Deposits:	65,837.01 (Int \$14.09/Grant \$65,822.92)
Checks:	0
End Balance:	578,296.05
Register Balance	578,296.05 (Outstanding \$0)

Total Register Balances = \$1,048,139.22 + Outstanding \$15,072.28 = Ending Balances of \$1,063,211.50

Approved as read at Board Meeting of Tues Feb 18, 2020, 2020

Clerk/Financial Officer Lay 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 January 2020

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** 4

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

TOTAL INCIDENTS 5

COMMENTS **TOTAL TRAINING HOURS** -205.90 **Hours** 10.30 **Target**

[illegible]

Christopher Kohl's Fire District

Payson, AZ

This report was generated on 2/3/2020 11:27:31 AM



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: 01/01/2020 | End Date: 01/31/2020

Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
01/01/2020 13:00:00	Leadership/ICS	Other - National Fire Academy Precourse work	2:00
01/02/2020 09:00:00	Engine & Tender Ops	Company Training - Pump Theory	7:00
01/03/2020 09:30:00	EMS	CPR	2:30
01/08/2020 09:30:00	Basic Fire Fighting	Monthly Company - Table Scenario: Chimney Fire	1:00
01/08/2020 12:00:00	Engine & Tender Ops	Monthly Company - Hydraulics	1:00
01/12/2020 08:00:00	EMS	Monthly EMS - Protocol Review: AMS, Seizures, Hypoglycemia	1:30
01/12/2020 09:30:00	EMS	Monthly EMS - Pneumonia vs. Flu	1:00
01/12/2020 11:00:00	Basic Fire Fighting	Monthly Company - Table Scenario: Chimney Fires	1:00
01/20/2020 09:30:00	Basic Fire Fighting	Company - SCBA: Donning For Time	1:00
01/20/2020 10:30:00	Basic Fire Fighting	Monthly Company - SCBA: Breathdown	1:00
01/24/2020 09:00:00	Leadership/ICS	Blue Card - Hazmat Sets/Reps	4:00
01/25/2020 15:00:00	Physical Fitness	Physical Fitness	1:00
01/26/2020 10:00:00	Leadership/ICS	Monthly Company - Size up Drill	1:00
01/27/2020 09:30:00	EMS	Other - Tape and Chart	2:00
7/2020 11:30:00	EMS	Other - EMS Officers Meeting	2:00
01/31/2020 08:00:00	EMS	Company EMS - Bleeding/Shock/Tourniquet	1:00
01/31/2020 20:00:00	Basic Fire Fighting	Company - PW extinguisher, usage, and inservice training	1:00
Total Classes			17
Total Class Hours			31:00

Hansen, Mark K

Class Date	Class Category	Class Name	Class Hours
01/03/2020 09:30:00	EMS	CPR	2:30
01/04/2020 10:00:00	EMS	Monthly EMS - Protocol review	1:00
01/04/2020 11:00:00	Basic Fire Fighting	Monthly company - Mapbook Page quiz	1:00
01/04/2020 12:00:00	Basic Fire Fighting	Monthly Company - Mayday and close call review	1:00
01/11/2020 08:00:00	ALS/BLS Certs	EMT Refresher - Instructor	4:00
01/15/2020 12:30:00	Basic Fire Fighting	Monthly Company - Table Scenario: Chimney Fires	1:00
01/15/2020 16:00:00	Basic Fire Fighting	Target Solutions - Extrications	1:00
01/16/2020 10:00:00	Basic Fire Fighting	Monthly Company - SCBA: Breathdown Mayday	2:00
01/16/2020 12:00:00	Basic Fire Fighting	Monthly Company - SCBA: Breathdown Mayday	1:00
01/18/2020 14:00:00	Physical Fitness	Physical Fitness	1:00
01/19/2020 10:30:00	Basic Fire Fighting	Company - SCBA: Breathdown	1:30
1/2020 10:00:00	EMS	Target Solutions - Child abuse	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.

01/22/2020 14:30:00	Leadership/ICS	Monthly Company - Size up Drills	1:00
01/24/2020 09:00:00	Leadership/ICS	Blue Card - Hazmat Sets/Reps	2:00
01/27/2020 09:30:00	EMS	Other - Tape and Chart	2:00
01/27/2020 13:00:00	EMS	Target Solutions - Diabetic Ketoacidosis	1:00
01/28/2020 09:30:00	Engine & Tender Ops	Monthly Company - Hydraulic Calculations	1:30
Total Classes			17
Total Class Hours			25:30

McKinnon, Steve M

Class Date	Class Category	Class Name	Class Hours
01/02/2020 09:00:00	Engine & Tender Ops	Company Training - Pump Theory	7:00
01/03/2020 09:30:00	EMS	CPR	2:30
01/08/2020 09:30:00	Basic Fire Fighting	Monthly Company - Table Scenario: Chimney Fire	1:00
01/08/2020 12:00:00	Engine & Tender Ops	Monthly Company - Hydraulics	1:00
01/12/2020 08:00:00	EMS	Monthly EMS - Protocol Review: AMS, Seizures, Hypoglycemia	1:30
01/12/2020 09:30:00	EMS	Monthly EMS - Pneumonia vs. Flu	1:00
01/19/2020 10:30:00	Basic Fire Fighting	Monthly Company - Table Scenario: Chimney Fire	1:00
01/19/2020 12:30:00	Basic Fire Fighting	Company - Strategies and Tactics	1:00
01/20/2020 09:30:00	Basic Fire Fighting	Company - SCBA: Donning For Time	1:00
01/20/2020 10:30:00	Basic Fire Fighting	Monthly Company - SCBA: Breathdown	1:00
01/24/2020 09:00:00	Leadership/ICS	Blue Card - Hazmat Sets/Reps	4:00
01/25/2020 15:00:00	Physical Fitness	Physical Fitness	1:00
01/26/2020 10:00:00	Leadership/ICS	Monthly Company - Size up Drill	1:00
01/27/2020 09:30:00	EMS	Other - Tape and Chart	2:00
01/31/2020 08:00:00	EMS	Company EMS - Bleeding/Shock/Tourniquet	1:00
01/31/2020 20:00:00	Basic Fire Fighting	Company - PW extinguisher, usage, and inservice training	1:00
Total Classes			16
Total Class Hours			28:00

Perry, Ben

Class Date	Class Category	Class Name	Class Hours
01/03/2020 09:30:00	EMS	CPR	2:30
01/04/2020 10:00:00	EMS	Monthly EMS - Protocol review	1:00
01/04/2020 11:00:00	Basic Fire Fighting	Monthly company - Mapbook Page quiz	1:00
01/04/2020 12:00:00	Basic Fire Fighting	Monthly Company - Mayday and close call review	1:00
01/09/2020 08:00:00	ALS/BLS Certs	EMT Refresher	8:00
01/10/2020 08:00:00	ALS/BLS Certs	EMT Refresher	8:00
01/11/2020 08:00:00	ALS/BLS Certs	EMT Refresher	8:00
01/15/2020 12:30:00	Basic Fire Fighting	Monthly Company - Table Scenario: Chimney Fires	1:00
01/16/2020 10:00:00	Basic Fire Fighting	Monthly Company - SCBA: Breathdown Mayday	2:00
01/16/2020 13:00:00	Leadership/ICS	Other - TIMS: Traffic Incident Management	4:30
01/21/2020 10:00:00	EMS	Target Solutions - Child Abuse	1:00
01/21/2020 11:30:00	Basic Fire Fighting	Target Solutions - Extrication	1:30
01/22/2020 14:30:00	Leadership/ICS	Monthly Company - Size up Drills	1:00

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01/24/2020 09:00:00	Leadership/ICS	Blue Card - Hazmat Sets/Reps	4:00
01/27/2020 09:00:00	EMS	Target Solutions - Grey Area Calls	2:00
01/27/2020 11:00:00	EMS	Target Solutions - Overdose	1:00
01/27/2020 19:00:00	Physical Fitness	Physical Fitness	1:00
01/28/2020 09:30:00	Engine & Tender Ops	Monthly Company - Hydraulic Calculations	1:30
01/28/2020 15:00:00	Physical Fitness	Physical Fitness	3:00
Total Classes			19
Total Class Hours			53:00

Ruiz, Mike

Class Date	Class Category	Class Name	Class Hours
01/19/2020 10:30:00	Basic Fire Fighting	Monthly Company - Table Scenario: Chimney Fire	1:00
Total Classes			1
Total Class Hours			1:00

Ruiz, Mike (CKFD)

Class Date	Class Category	Class Name	Class Hours
01/02/2020 09:00:00	Engine & Tender Ops	Company Training - Pump Theory	7:00
01/03/2020 09:30:00	EMS	CPR	2:30
01/16/2020 12:00:00	Basic Fire Fighting	Monthly Company - SCBA: Breathdown Mayday	1:00
01/19/2020 12:30:00	Basic Fire Fighting	Company - Strategies and Tactics	1:00
Total Classes			4
Total Class Hours			11:30

Stluka, Chad

Class Date	Class Category	Class Name	Class Hours
01/09/2020 08:00:00	ALS/BLS Certs	EMT Refresher	8:00
01/10/2020 08:00:00	ALS/BLS Certs	EMT Refresher	8:00
01/11/2020 08:00:00	ALS/BLS Certs	EMT Refresher	8:00
01/12/2020 08:00:00	Leadership/ICS	Target Solutions - Conflict Resolution	1:00
01/12/2020 11:00:00	Basic Fire Fighting	Monthly Company - Table Scenario: Chimney Fires	1:00
01/12/2020 13:00:00	Basic Fire Fighting	Target Solutions - How to Read a Building	1:00
01/17/2020 14:00:00	EMS	Monthly EMS - Protocol Review: AMS, Seizure, Hypoglycemia	1:00
01/23/2020 18:00:00	Physical Fitness	Physical Fitness	2:00
01/24/2020 09:00:00	Leadership/ICS	Blue Card - Hazmat Sets/Reps	4:00
01/24/2020 18:00:00	Physical Fitness	Physical Fitness	2:00
01/30/2020 10:00:00	Engine & Tender Ops	Monthly Company - Hydraulic Calculations	2:00
01/30/2020 13:00:00	Driver Operator	Monthly Company - Mapbook Quiz: Tonto Creek Estates	1:00
01/30/2020 13:00:00	Leadership/ICS	Blue Card - CE Module #3	4:00
Total Classes			13
Total Class Hours			43:00

Tutay, Jason R

Class Date	Class Category	Class Name	Class Hours
01/17/2020 14:00:00	EMS	Monthly EMS - Protocol Review: AMS, Seizure, Hypoglycemia	1:00
01/23/2020 18:00:00	Physical Fitness	Physical Fitness	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.

01/24/2020 09:00:00	Leadership/ICS	Blue Card - Hazmat Sets/Reps	1:00
01/24/2020 18:00:00	Physical Fitness	Physical Fitness	2:00
01/27/2020 09:30:00	EMS	Other - Tape and Chart	2:00
01/30/2020 10:00:00	Engine & Tender Ops	Monthly Company - Hydraulic Calculations	2:00
01/30/2020 13:00:00	Driver Operator	Monthly Company - Mapbook Quiz: Tonto Creek Estates	1:00

Total Classes 7

Total Class Hours 11:00

Yungkans, Jeffery D

Class Date	Class Category	Class Name	Class Hours
01/03/2020 09:30:00	EMS	CPR	2:30
Total Classes			1
Total Class Hours			2:30

Total Personnel:	10
Total Classes:	95

Total hrs - 205.90

Blue Card - 23.00

Target Solution - 10.30

EMT Refresher - 52

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.

MILEAGE**1/31/2020**

<i>VEHICLE</i>	<i>BEGIN</i>	<i>END</i>	<i>TOTAL</i>
E531	120994	120994	0
E521	42569	42794	225
E511	41478	41478	0
E526	43891	43891	0
WT512	N/A	N/A	N/A
WT511	15434	15442	8
E516	70372	70372	0
B5	135569	136191	622
R511	8770	8950	180
WT531	1487	1487	0