

NOTICE OF MEETING

The **Fire Board of the Christopher-Kohl's Fire District** will meet in regular session on **Tuesday, February 16, 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 January 19, 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 January. 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 January.

- Snow Event
- Mandatory AFDA classes for new and returning board members has been rescheduled for May 21st in Showlow.
- Accomplished Paramedic and EMT refreshers in house as well as STR's.
- Completed 3 days of PSPRS local board training in house.

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 signing a management letter attesting to the obligation of the Districts compliance with specified requirements under Arizona Revised Statute Title 48 § 85.02(G) for the year ending June 30, 2020.

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

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

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

3. Discussion and possible action regarding Christopher-Kohl's Fire District Personnel Policies and Procedures Manual, "Policy 40.06 Continuation of Group Health Benefits."

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

4. Discussion and possible action regarding Christopher-Kohl's Fire District Personnel Policies and Procedures Manual, "Policy 40.07 Public Safety Personnel Retirement Plan."

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

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, **January 19, 2021**, at **3:30pm** at the Fire Station 51 Community Room.

Call to Order/Pledge of Allegiance

Call to order 3:30pm, January 19, 2021, followed by the Pledge of Allegiance.

Roll Call

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

B. Department Members in attendance: Chief Bob Lockhart, Administrative Assistant Deanna White.

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 21, 2020. No Board discussion took place.

Sheila made a Motion to approve the Minutes of the Regular Meeting of December 21, 2020 and was seconded by Karen.

Vote results:

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

Nays: None

Reports and Correspondence

A. Financial Officer's Report

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

- From **General account**, Steve asked who Firepenny was and Chief Lockhart explained that it was a company that he ordered a ladder from and Karen asked why we did separate checks for the Visa credit card accounts and Chief responded that we did one check per account to make sure that the right amount was credited to the right account.

Ron made a Motion to approve December's Financial Report and was seconded by Sheila.

Vote results:

Ayes: Steve Sundra, Karen Thornton, 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):

- Chief reported receiving a check from FRUSA for \$394.38.
- Kay Green was here at the station 51 on the 14th to do final audit.
- CKFD is currently taking applications and testing for potential seasonal wildland fire fighters.

C. Chairman's Report & District Correspondence

Ron had nothing to report.

BUSINESS

Item #1: Discussion and action by the Board regarding Policy 30.12 Call Back Response

Sheila made the motion to accept Policy 30.12 and Ron 2nd the motion.

Vote Results:

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

Nays: None

Item #2: Discussion and possible action regarding Policy and Procedures 30.13 Shift Trades

Steve made a motion to accept Policy "30.13" and was seconded by Sheila.

Vote Results:

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

Nays: None

Item #3: Discussion and possible action regarding Policy 40.04 Group Health Ins.

Steve made a motion to except Policy "40.04" as written and was seconded by Karen.

Vote Results:

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

Nays: None

Information on future Agenda Items.

Steve would like to return to reviewing and revising, if necessary, 40.05 Life and Disability Ins. 40.06 Continuation of Group Benefits, 40.07 Public Safety personal retirement.

Call to the Public:

None.

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

Vote Results:

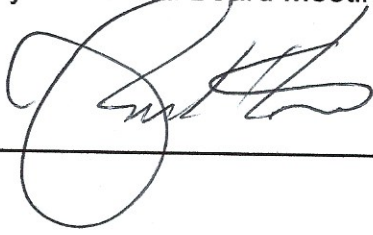
Ayes: Steve Sundra, Tom James, Ron Kotnik, Sheila Marcum

Nays: None

The meeting adjourned at 4:12 pm.

The next regularly scheduled Board Meeting will be on Tuesday, February 16, 2021, at 3:30 pm.

Approved by

A handwritten signature in black ink, appearing to be "C. H. ...", written over a horizontal line.

on

2-16-

2021

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

Capital Account:

Beginning Balance:	303,394.41
Deposits:	(Int \$117.86)
Warrants Issued:	0
End Balance:	303,512.27
Register Balance	303,512.27___ (Outstanding \$0)

General Account:

Beginning Balance:	347,719.53
Deposits:	51,929.16 (Int \$86.04/AFDAT \$36,392.78/Taxes \$15,450.34)
Warrants Issued:	45,017.00
End Balance:	354,631.69
Register Balance	308,361.31___ (Outstanding \$-46,270.38)

Wells Fargo: Payroll

Beginning Balance:	39,426.25
Deposits:	80,000.30
Checks:	53,817.76
End Balance:	65,608.79
Register Balance	47,426.88___ (Outstanding -18,181.91)

Wells Fargo: Enterprise

Beginning Balance	482,500.42
Deposits:	797.62 (See bank rec)
Checks:	25.00
End Balance:	483,273.04
Register Balance	483,273.04___ (Outstanding \$0)

Total Register Balances = \$1,142,573.50 + Outstanding \$64,452.29 = Ending Balances of \$1,207,025.79

Approved as read at Board Meeting of Feb. 16, _____, 2021

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 January 2021

FIRES: **TOTAL FIRES 8**

WILDLAND	1	_____
STRUCTURE	2	_____
VEHICLE	1	_____
CAMPFIRE	0	_____
MUTUAL AID	0	_____
SPECIAL DUTY	4	_____
FALSE ALARM	0	_____
STILL ALARM	0	_____
CANCELLED EN RTE	0	_____

EMS: **TOTAL EMS 8**

REGULAR EMS	2	_____ (0-ALS/2-BLS)
MVA/EMS	4	_____
MUTUAL AID	0	_____
FALSE ALARMS	0	_____
WALK INS	0	_____
SPECIAL DUTY	0	_____
CANCELLED EN RTE	2	_____

TOTAL INCIDENTS 16

COMMENTS **TOTAL TRAINING HOURS - 88.00 Hours - 4.5 Target**

Christopher Kohl's Fire District

Payson, AZ

This report was generated on 2/8/2021 11:47:31 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: 01/01/2021 | End Date: 01/31/2021

Buce, Les (CKFD)

Class Date	Class Category	Class Name	Class Hours
01/10/2021 09:00:00	Basic Fire Fighting	Company - SCBA and PPE orientation	2:00
Total Classes			1
Total Class Hours			2:00

Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
01/01/2021 12:00:00	Physical Fitness	Physical Fitness	4:00
01/13/2021 09:00:00	Basic Fire Fighting	Other - Review of NFPA 1852, 1981	3:00
01/13/2021 14:00:00	Leadership/ICS	Other - Blue card: Mayday Module	1:00
01/14/2021 18:00:00	Leadership/ICS	Other - Blue Card: Mayday Module	4:00
01/30/2021 13:00:00	Driver Operator	Company - Apparatus positioning with difficult access	1:00
01/30/2021 14:00:00	Leadership/ICS	Company - Blue card size ups	1:00
01/31/2021 07:30:00	Leadership/ICS	Company - Leadership/New company officer	1:30
01/31/2021 09:00:00	EMS	EMT Refresher prep	1:00
Total Classes			8
Total Class Hours			16:30

Hansen, Mark K

Class Date	Class Category	Class Name	Class Hours
01/01/2021 12:00:00	Physical Fitness	Physical Fitness	4:00
01/10/2021 09:00:00	Basic Fire Fighting	Company - SCBA and PPE orientation	2:00
01/16/2021 09:00:00	Wildland	Company - Wildland orientation	3:00
01/16/2021 13:00:00	EMS	Other - EMT refresher prep	1:00
01/18/2021 12:30:00	EMS	Company EMS - Protocol review: ALOC	1:30
01/18/2021 14:00:00	Driver Operator	Company - Jan. table discussion: apparatus placement	1:30
01/18/2021 15:30:00	EMS	Other - EMT refresher Prep.	2:00
01/27/2021 13:00:00	EMS	Other - EMT refresher prep	3:00
01/28/2021 12:00:00	EMS	Other - EMT refresher prep	2:00
01/28/2021 14:00:00	Leadership/ICS	Other - Quarterly Training Officer's Meeting	1:30
Total Classes			10
Total Class Hours			21:30

McKinnon, Steve M

Class Date	Class Category	Class Name	Class Hours
01/18/2021 11:00:00	EMS	Target Solutions - Opioids overdoses	1:00
01/18/2021 12:30:00	EMS	Company EMS - Protocol review: ALOC	1:30
01/18/2021 14:00:00	Driver Operator	Company - Jan. table discussion: apparatus placement	1:30
01/23/2021 10:00:00	EMS	Target Solutions - Hypothermia	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.



01/30/2021 13:00:00	Driver Operator	Company - Apparatus positioning with difficult access	1:00
01/30/2021 14:00:00	Leadership/ICS	Company - Blue card size ups	1:00
01/31/2021 07:30:00	Leadership/ICS	Company - Leadership/New company officer	1:30
Total Classes			7
Total Class Hours			8:30

Perry, Ben

Class Date	Class Category	Class Name	Class Hours
01/01/2021 12:00:00	Physical Fitness	Physical Fitness	4:00
01/13/2021 10:00:00	EMS	Other - EMS: policy review	1:00
01/14/2021 10:00:00	Leadership/ICS	Other - Blue Card: mayday	6:00
01/19/2021 09:30:00	Basic Fire Fighting	Company - CKFD fire attack	1:00
01/19/2021 11:00:00	EMS	Other - EMS: protocol review	2:00
01/20/2021 10:00:00	Leadership/ICS	Other - Blue card Size-ups	2:00
01/25/2021 13:00:00	Basic Fire Fighting	Other - Youtube video review	1:30
01/25/2021 16:00:00	Basic Fire Fighting	Other - Firehouse article review	1:30
01/31/2021 10:00:00	EMS	Other - EMS protocols	2:00
01/31/2021 13:00:00	EMS	Target Solutions - Opioids OD	1:30
Total Classes			10
Total Class Hours			22:30

Smith, Thorry

Class Date	Class Category	Class Name	Class Hours
01/19/2021 09:30:00	Basic Fire Fighting	Company - CKFD fire attack	1:00
01/19/2021 20:00:00	Physical Fitness	Physical Fitness	2:00
Total Classes			2
Total Class Hours			3:00

Stluka, Chad

Class Date	Class Category	Class Name	Class Hours
01/01/2021 12:00:00	Physical Fitness	Physical Fitness	4:00
01/10/2021 09:00:00	Basic Fire Fighting	Company - SCBA and PPE orientation	2:00
01/15/2021 13:00:00	EMS	Target Solutions - Bariatric	1:00
01/16/2021 09:00:00	Wildland	Company - Wildland orientation	3:00
Total Classes			4
Total Class Hours			10:00

Tutay, Jason R

Class Date	Class Category	Class Name	Class Hours
01/01/2021 12:00:00	Physical Fitness	Physical Fitness	4:00
Total Classes			1
Total Class Hours			4:00

Total Personnel:	8
Total Classes:	43

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**1/31/2021**

<i>VEHICLE</i>	<i>BEGIN</i>	<i>END</i>	
E531	122990	123008	18
E521	47924	48316	392
E511			<i>Out of Service</i>
E526	44210	44211	1
WT512	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
WT511	15845	15853	8
E516	70568	70637	69
B5	146936	147435	499
WT531	1588	1588	0