

## NOTICE OF MEETING

The **Fire Board of the Christopher-Kohl's Fire District** will meet in regular session on **Tuesday, February 22, 2022, 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) 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 January 18, 2022.

*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.

- Update on Shields/Petitti
- Update on Station 51's remodeling project
- Update on Steve McKinnon
- AFDA Conference on January 20<sup>th</sup> and 21<sup>st</sup>.
- Received a check from FRUSA for \$394.68
- Received a check from AZ Smart & Safe for \$2519.78
- Board member – signature card at Wells Fargo

C. Chairman's Report & District Correspondence

- The Chairman will report on the activities for the District in January.
- 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 action by the Board as required by ARS 16-642 and 16-646. The members of the Board shall elect a Chairman, a Clerk, a Financial Officer and a Sergeant at Arms, all terms to be for one year.

**Motion:** \_\_\_\_\_      **Second:** \_\_\_\_\_      **Vote Results:** \_\_\_\_\_      **Ayes:** \_\_\_\_\_      **Nays:** \_\_\_\_\_

2. 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 § 805.02 (G) for the year ending June 30, 2021.

**Motion:** \_\_\_\_\_      **Second:** \_\_\_\_\_      **Vote Results:** \_\_\_\_\_      **Ayes:** \_\_\_\_\_      **Nays:** \_\_\_\_\_

3. Discussion and possible action regarding the resigning of the Mutual Aid Agreement for the Northern Gila County Fire Chief's Association.

**Motion:** \_\_\_\_\_      **Second:** \_\_\_\_\_      **Vote Results:** \_\_\_\_\_      **Ayes:** \_\_\_\_\_      **Nays:** \_\_\_\_\_

4. Discussion and possible action regarding development of the 2022 - 2023 Budget.  
Call to the Public.

**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.**

**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 **January 18, 2022**, at **3:30pm** at the Fire Station 51 Community Room.

**Call to Order/Pledge of Allegiance**

Call to order 3:30pm, **January 18, 2022**, followed by the Pledge of Allegiance.

**Roll Call**

A. Board Members: Chairman Ron Kotnik  
Interim Clerk Karen Thornton – Absent  
Finance Officer Larry Hannum  
Board Member Joanie Price  
Board Member Doug Frenz

B. Department members in attendance: Chief Lockhart, Administrative Assistant Deanna White, and Battalion Chief Rhett Connolly.

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 20, 2021. No Board discussion took place. Financial Officer Hannum made a motion to approve the minutes of the regular meeting of December 20, 2021, and Member Frenz seconded the motion. Motion carried by unanimous vote.

**Reports and Correspondence**

**A. Financial Officer's Report**

Financial Officer Hannum reviewed and read the status of all District bank accounts for December.

Questions with responses, requests, and comments:

Member Price made the motion to approve the December Financial Reports. Chairman Kotnik seconded the motion. Motion carried by unanimous vote.

**B. Chief's Report**

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

- Received a Distribution on 12/28/21 in the amount of \$5,309.14 from Az State Treasurer's Office for SSFND. Chief explained how the distribution works and where the money will be allocated too.
- Chief explained the latest correspondence and his response to Shields/Petitti.

- Chief explained that Station 51's remodeling project will get back on track next month when we have full crews back.
- Update on Steve McKinnon.
- Packets were handed out for the AFDA Conference.

### **C. Chairman's Report & District Correspondence**

#### **BUSINESS**

#### **Item #1: Discussion and possible action regarding lease with Utility Systems/Jeff Daniels, up to and including possible approval.**

Member Frenz made the motion to continue the lease and F.O. Hannum seconded the motion. Motion carried by unanimous vote.

#### **Item #2: Discussion and action by the Board as required by ARS 16-642 and 16-646. The members of the Board shall elect a Chairman, a Clerk, a Financial Officer and a Sergeant at Arms, all terms to be for one year.**

Chairman Kotnik made a motion to table this business item at this time and put it back on the agenda in February. Member Price seconded the motion. Motion carried by unanimous vote.

#### **Item #3: Discussion and possible action regarding Christopher-Kohl's Fire District Personnel Policies and Procedures Manual, "Policy 10.17 Drug Boxes/Pharmaceuticals."**

Chief explained that this Policy follows and supports State Statute.

F.O. Hannum made a motion to accept this Policy as written and Chairman Kotnik seconded the motion. Motion carried by unanimous vote.

#### **Item #4: Discussion and possible action regarding Christopher-Kohl's Fire District Personnel Policies and Procedures Manual, "Policy 40.10 Supplemental Benefits Plan."**

Chief explained that this Policy is required by State Statute.

F.O. Hannum made a motion to accept this Policy as written and Member Price seconded the motion. Motion carried by unanimous vote.

#### **Item #5: Discussion and possible action regarding Christopher-Kohl's Fire District Personnel Policies and Procedures Manual, "PSPRS Pension Funding Policy."**

Chief explained that this will be an annual obligation and will need to be updated every year.

Chairman Kotnik made a motion to accept this Policy as written and Member Price seconded the motion. Motion carried by unanimous vote.

#### **Item #6: Discussion and possible action on selling Engine 531 to a local resident in the amount of \$7,500.00.**

Chairman Kotnik made a motion to sell Engine 531 for the specified amount and Member Frenz seconded the motion. Motion carried by unanimous vote.

**Future Agenda Items:**

- 1) Appointment of a Chairman, a Clerk, a Financial Officer, and a Sergeant at Arms.
- 2) Budget 2022-2023

**Call to the Public:**


None

**Adjournment**

Chairman Kotnik made a motion to adjourn meeting. F.O. Hannum seconded the motion.  
Motion carried by unanimous vote.

The meeting adjourned at 5:03 pm.

The next regularly scheduled Board Meeting will be on Tuesday, February 22, 2022, at 3:30 pm.

Approved by  on 2-22- 2022

**CHRISTOPHER KOHL'S FIRE DISTRICT  
FINANCIAL OFFICER REPORT  
January 2022**

Capital Account:

Beginning Balance:	235,918.58
Deposits:	(Int \$91.91)
Warrants Issued:	0
End Balance:	236,010.49
Register Balance	236,010.49__ (Outstanding \$0)

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General Account:

Beginning Balance:	359,449.29
Deposits:	65,184.03 (See bank rec.)
Warrants Issued:	100,067.33
End Balance:	324,565.99
Register Balance	272,752.85__ (Outstanding -\$51,813.14)

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Wells Fargo: Payroll

Beginning Balance:	44,249.67
Deposits:	83,332.42
Checks:	72,750.04
End Balance:	54,832.05
Register Balance	49,876.64__ (Outstanding -\$4,955.41)

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Wells Fargo: Enterprise

Beginning Balance	464,789.84
Deposits	2,523.74 (See bank rec)
Checks:	100.00
End Balance:	467,213.58
Register Balance	467,213.58__ (Outstanding \$0)

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Total Register Balances = \$1,025,853.56 + Outstanding \$56,768.55 = Ending Balances of \$1,082,622.11

Approved as read at Board Meeting of Jan 12 - Feb. 22, 2022

Clerk/Financial Officer Lay C Mann

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 2022

**FIRES:** **TOTAL FIRES 14**

WILDLAND	0	_____
STRUCTURE	0	_____
VEHICLE	0	_____
CAMPFIRE	1	_____
MUTUAL AID	0	_____
SPECIAL DUTY	12	_____
FALSE ALARM	1	_____
STILL ALARM	0	_____
CANCELLED EN RTE	0	_____

**EMS:** **TOTAL EMS 12**

REGULAR EMS	5	_____	(5-ALS/0-BLS)
MVA/EMS	2	_____	
MUTUAL AID	2	_____	
FALSE ALARMS	1	_____	
WALK INS	1	_____	
SPECIAL DUTY	1	_____	
CANCELLED EN RTE	0	_____	

**TOTAL INCIDENTS 26**

**COMMENTS** **TOTAL TRAINING HOURS - 256.00** **Target Hours - 0.00**

**Blue Card Hours - 29.00**  
**Medic Refresher -151.50**





# Christopher Kohl's Fire District

Payson, AZ

This report was generated on 1/31/2022 2:59:30 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: 01/01/2022 | End Date: 01/31/2022

### Cole, Kayla

Class Date	Class Category	Class Name	Class Hours
01/16/2022 08:30:00	ALS/BLS Certs	Medic Refresher	7:00
<b>Total Classes</b>			<b>1</b>
<b>Total Class Hours</b>			<b>7:00</b>

### Cole, Kayla (CKFD)

Class Date	Class Category	Class Name	Class Hours
01/14/2022 08:30:00	ALS/BLS Certs	Medic Refresher	7:00
01/15/2022 08:30:00	ALS/BLS Certs	Medic Refresher	6:30
01/21/2022 08:30:00	ALS/BLS Certs	Medic Refresher	8:00
01/22/2022 08:30:00	ALS/BLS Certs	Medic Refresher	3:30
01/22/2022 13:00:00	ALS/BLS Certs	Medic Refresher - MCI Drill	2:30
<b>Total Classes</b>			<b>5</b>
<b>Total Class Hours</b>			<b>27:30</b>

### Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
01/01/2022 08:00:00	Physical Fitness	Physical Fitness	4:00
01/03/2022 21:00:00	EMS	Other - Protocol Review	1:00
01/08/2022 08:30:00	EMS	Company EMS - Lucas Device review	0:30
01/09/2022 07:00:00	Leadership/ICS	Blue Card - CE's	4:00
01/13/2022 15:00:00	Communication/Documentation	Other - Alarm/comms quarterly meeting	1:30
01/14/2022 08:30:00	ALS/BLS Certs	Medic Refresher	7:00
01/14/2022 20:00:00	Communication/Documentation	Company - Radio Operations	2:30
01/15/2022 08:30:00	ALS/BLS Certs	Medic Refresher	6:30
01/16/2022 08:30:00	ALS/BLS Certs	Medic Refresher	7:00
01/20/2022 08:00:00	Conferences	Other - AFDA conference	8:00
01/22/2022 08:30:00	ALS/BLS Certs	Medic Refresher	3:30
01/22/2022 13:00:00	ALS/BLS Certs	Medic Refresher - MCI Drill	2:30
01/23/2022 08:30:00	ALS/BLS Certs	Medic Refresher	6:00
01/27/2022 09:00:00	ALS/BLS Certs	ACLS Refresher	4:30
01/28/2022 09:00:00	ALS/BLS Certs	PALS Refresher	5:30
<b>Total Classes</b>			<b>15</b>
<b>Total Class Hours</b>			<b>64:00</b>

### Hansen, Mark K

Class Date	Class Category	Class Name	Class Hours
01/01/2022 08:00:00	Physical Fitness	Physical Fitness	4:00
01/01/2022 16:00:00	EMS	Company EMS - MCI size up and triage	1:00
01/05/2022 08:00:00	EMS	Company EMS - Patient Assessment	1:00
01/05/2022 16:30:00	Basic Fire Fighting	Company - January Table scenario	0:30

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.



01/10/2022 10:30:00	Basic Fire Fighting	Company - Water supply	1:00
01/10/2022 11:30:00	Basic Fire Fighting	Company - Building Construction	1:00
01/10/2022 15:00:00	EMS	Other - Medic refresher prep	1:30
01/11/2022 15:30:00	MCS	Company - MCS (Defensive Loop)	1:30
01/14/2022 08:30:00	ALS/BLS Certs	Medic Refresher	7:00
01/15/2022 08:30:00	ALS/BLS Certs	Medic Refresher	6:30
01/16/2022 08:30:00	ALS/BLS Certs	Medic Refresher	7:00
01/16/2022 16:00:00	Basic Fire Fighting	Company - Basic Hose Loads	0:15
01/17/2022 13:30:00	Basic Fire Fighting	Company - SCBA breathdown	2:00
01/21/2022 08:30:00	ALS/BLS Certs	Medic Refresher	8:00
01/22/2022 08:30:00	ALS/BLS Certs	Medic Refresher	3:30
01/22/2022 13:00:00	ALS/BLS Certs	Medic Refresher - MCI Drill	2:30
01/23/2022 08:30:00	ALS/BLS Certs	Medic Refresher	6:00
01/27/2022 09:00:00	ALS/BLS Certs	ACLS Refresher	4:30
01/28/2022 09:00:00	ALS/BLS Certs	PALS Refresher	5:30
01/29/2022 12:00:00	Basic Fire Fighting	Company - Fire Behavior	1:00
01/29/2022 13:00:00	EMS	Company EMS - Protocol Review	1:30
<b>Total Classes</b>			<b>21</b>
<b>Total Class Hours</b>			<b>66:45</b>

#### Lockhart, Robert J

Class Date	Class Category	Class Name	Class Hours
01/20/2022 08:00:00	Conferences	Other - AFDA conference	8:00
<b>Total Classes</b>			<b>1</b>
<b>Total Class Hours</b>			<b>8:00</b>

#### Lynch, Joe L

Class Date	Class Category	Class Name	Class Hours
01/01/2022 08:00:00	Physical Fitness	Physical Fitness	4:00
01/01/2022 16:00:00	EMS	Company EMS - MCI size up and triage	1:00
01/05/2022 08:00:00	EMS	Company EMS - Patient Assessment	1:00
01/05/2022 16:30:00	Basic Fire Fighting	Company - January Table scenario	0:30
01/10/2022 08:00:00	Leadership/ICS	Blue Card - Mod. 4 & 5	12:00
01/10/2022 10:30:00	Basic Fire Fighting	Company - Water supply	1:00
01/10/2022 11:30:00	Basic Fire Fighting	Company - Building Construction	1:00
01/11/2022 15:30:00	MCS	Company - MCS (Defensive Loop)	1:30
01/16/2022 16:00:00	Basic Fire Fighting	Company - Basic Hose Loads	0:15
01/17/2022 13:30:00	Basic Fire Fighting	Company - SCBA breathdown	2:00
01/20/2022 10:00:00	ALS/BLS Certs	EMS - CPR Recert	2:00
01/22/2022 13:00:00	ALS/BLS Certs	Medic Refresher - MCI Drill	2:30
01/29/2022 12:00:00	Basic Fire Fighting	Company - Fire Behavior	1:00
01/29/2022 13:00:00	EMS	Company EMS - Protocol Review	1:30
<b>Total Classes</b>			<b>14</b>
<b>Total Class Hours</b>			<b>31:15</b>

#### White, Deanna L

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
01/20/2022 08:00:00	Conferences	Other - AFDA conference	8:00
<b>Total Classes</b>			<b>1</b>
<b>Total Class Hours</b>			<b>8:00</b>
<b>White, Sterling</b>			
Class Date	Class Category	Class Name	Class Hours
01/01/2022 08:00:00	Physical Fitness	Physical Fitness	4:00
01/03/2022 08:00:00	Leadership/ICS	Blue Card - Mod. 4 and 5	13:00
01/08/2022 08:30:00	EMS	Company EMS - Lucas Device review	0:30
01/14/2022 08:30:00	ALS/BLS Certs	Medic Refresher	7:00
01/14/2022 20:00:00	Communication/Documentation	Company - Radio Operations	2:30
01/15/2022 08:30:00	ALS/BLS Certs	Medic Refresher	6:30
01/20/2022 10:00:00	ALS/BLS Certs	EMS - CPR Recert	2:00
01/21/2022 08:30:00	ALS/BLS Certs	Medic Refresher	8:00
<b>Total Classes</b>			<b>8</b>
<b>Total Class Hours</b>			<b>43:30</b>

<b>Total Personnel:</b>	<b>8</b>
<b>Total Classes:</b>	<b>66</b>

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****1/31/2022**

<i>VEHICLE</i>	<i>BEGIN</i>	<i>END</i>	
B5	155632	155950	318
E511	49131	49295	164
E516	70661	<i>Out of Service</i>	<i>Out of Service</i>
E521	54080	54339	259
E526	48037	48091	54
E531	123203	123203	<i>Out of Service</i>
WT511	16225	16225	0
WT512	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
WT531	1678	1678	0