

# 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 Wednesday, January 25, 2017, at 3:00 pm at the Fire Station 51 Community Room.

## Call to Order/Pledge of Allegiance

Call to order 3:07 pm, Wednesday, January 25, 2017, followed by the Pledge of Allegiance.

## Roll Call

- A. Board Members Present: Chairman Deborah Dawson  
Financial Officer Jeff Daniels (Arrived at 3:15pm)  
Clerk Member Tom James  
Board Member Steve Sundra  
Board Member Larry Hannum
- B. Department Members: Chief Bob Lockhart  
Administrative Assistant Deanna White
- B. Members of the Public: Dee Daniels and Randy Dawson

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

## BUSINESS

### Approval of Minutes

The Board reviewed the minutes of the Regular Meeting of December 19, 2016. Steve Sundra made a motion to approve the minutes of the Regular Meeting of December 19, 2016. Larry Hannum seconded the motion.

#### Vote results:

**Ayes: Larry Hannum, Deborah Dawson, Steve Sundra, Tom James**

**Nays: None**

**Absent: Jeff Daniels absent for Review and Vote**

## Reports and Correspondence

### A. Financial Officer's Report

Financial officer Jeff Daniels read the financial report for December. Brief questions and some discussion took place regarding:

- Visa expenditures for work being performed to transform Engine 516 from a Type 6 to Type 3, (Chief Lockhart explained).
- A check not having cleared regarding WT 531, expenditure for "Testing-Ladders, SCBA, and Fire Extinguishers," (Chief Lockhart explained).
- Financial Officer Jeff Daniels asked for a more detailed "Monthly Summary Balance Sheet" and made an important point regarding the "Equity" entry on the "Summary Balance Sheet" and how the amount needs to be designated to the Capital Account.

Board Member Tom James moved to accept the Financial Report for December; Board Member Jeff Daniels seconded the motion.

#### Vote results:

**Ayes: Deborah Dawson, Jeff Daniels, Steve Sundra, Tom James, Larry Hannum**

**Nays: None**

## **B. Chief's Report**

Chief Lockhart discussed Department activity for December. Chief Lockhart presented information regarding the following:

- **Personal Protective Equipment (PPE) Grant** arriving and C/K Fire Department PPE surplus was given to Chief Steve Holt of the Tonto Basin Fire Department. Brief discussion as to the Grant percentage not covering new PPE equipment.
- Quad with plow sold for \$1000.
- Water Tender 531 sold for \$3000, and insurance for it was cancelled after sale.
- Payment for Rough Ridge Fire (Georgia), for the amount of \$51,954.37, was received.

Board Member Larry Hannum asked the Chief if all equipment was in working-order during the first snow storms of 2017. Chief Lockhart replied affirmatively.

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

Chairman Deborah Dawson read an email to Chief regarding a lease arrangement for a monopole to be installed by Sprint, with Verizon paying \$1000/month with a 2% annual increase, on a 15 X 15 area at 930 East Christopher Creek Loop on parcel 303-08-002C in Christopher Creek. Adding to this correspondence, Chief Lockhart related that the monopole would be located on Christopher/Kohls Fire Department property. Chairman Deborah Dawson said this correspondence will be listed as a Future Agenda item for the February meeting for further Board discussion and possible action.

### **Item #1: Discussion and possible action regarding WW Williams Credit application**

After brief discussion, Board Members reached consensus regarding Chief Lockhart opening a WW Williams Credit application as long as the Chief informs the Board before opening and for what the line of credit is used. There was consensus majority Board approval to open a credit application through WW Williams; however, Financial Officer Jeff Daniels stated that with the possibility of a (future) new board member, he or she "cannot be encumbered" to this line of credit.

### **Item #2: Discussion and possible action on Chief Lockhart establishing a Pay Pal account for EBAY**

Discussion and clarification took place among Board members and Chief Lockhart regarding use of a Pay Pal account to be only for selling equipment and that the Chief would keep the Board informed ahead of time of any such **sales**. There was consensus approval among Board members for Chief Lockhart to establish a Pay Pal account for EBAY to **sell** fire department equipment.

Chairman Deborah Dawson directed Chief Lockhart to develop a credit card policy statement. Board Member **Larry Hannum** made a motion to **only advertise** and **sell** Rescue 511 on EBAY and **establish** a PayPal account to do so. Board Member **Jeff Daniels** seconded the motion.

#### **Vote results:**

**Ayes: Deborah Dawson, Jeff Daniels, Steve Sundra, Tom James, Larry Hannum**

**Nays: None**

## **New Business**

### **Item #1: Correct "Memorandum of Understanding" (MOU) for Chief's wording regarding spending over \$1000 dollars on Board approved collective amounts.**

After brief discussion, Board Member Larry Hannum made a motion to change the amount "\$1,000 (one thousand dollars)" to "\$2,000 (two thousand dollars)." Board Member Tom James seconded the motion. Additional discussion was led by Board Member **Jeff Daniels** regarding present **"Memorandum of Understanding" (MOU) wording.**

#### **Vote results:**

**Ayes: Deborah Dawson, Jeff Daniels, Steve Sundra, Tom James, Larry Hannum**

**Nays: None**

**Item #2: Board members' questions and concerns from AFDA Conference information**

Chairman Deborah Dawson presented a list for every board member organized by the four Statutory Compliance classes with notes for each. Brief discussion took place. As a result of the Governance class and the Chairman's notes, Financial Officer Jeff Daniels reacted that part of his water company is on fire department property, and he replied he will have to fill out a disclosure form.

**Future Agenda Items**

- 1. Discussion and possible action of Sprint's lease of fire department property for monopole.
- 2. Discussion and possible action on Board's direction for Chief Lockhart to change wording in the "Memorandum of Understanding, 1. Duties. 1.5."
- 3. Discussion and possible action regarding Financial Officer Jeff Daniels' disclosure of possible conflict of interest by having part of his water company on fire department property.
- 4. Discussion and possible action regarding sick leave for part time fire department employees.
- 5. Discussion and possible action on Levy vote.
- 6. Discussion on future budget.

**Call to the Public**

None.

**Adjournment**

Board Member Larry Hannum moved to adjourn. Financial Officer Jeff Daniels seconded the motion.

**Vote Results:**

**Ayes: Deborah Dawson, Jeff Daniels, Steve Sundra, Tom James, Larry Hannum**

**Nays: None**

The meeting was adjourned at 4:55 pm.

The next regularly scheduled Board Meeting will be on Tuesday, February 21, 2017 at 3:00 pm.

**Approved by \_\_\_\_\_ on \_\_\_\_\_ 2017**