

NOTICE OF MEETING

The **Fire Board of the Christopher-Kohl's Fire District** will meet in regular session on **Monday, August 17, 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.

Members of the public who attend this meeting will be recommended to supply and wear masks. The number of members of the public may be restricted at this time due to social distancing requirements.

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 July 20, 2020.

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

4. REPORTS & CORRESPONDENCE (No Board action will be taken on correspondence items)

A. Financial Report

- A brief review of May's Financial Report with discussion and possible action.

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

Next, the Financial Officer will review the status of all District bank accounts for July. 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 July.

- Wildland crew departed for an assignment in Southern California on July 28th.
- Brush Pits reopened
- Forest reopened under Stage 1 restrictions on July 31st.
- Received \$3,814.20 from FRUSA for July.
- Received checks from three wildland assignments in the amount of \$48,499.22

C. Chairman's Report & District Correspondence

- The Chairman will report on the activities for the District in July.
- District correspondence will be acknowledged.

BUSINESS

1. Further discussion and possible action regarding amending the **By-Laws of the Christopher Kohl's Fire District, Article IV "Officers and Personnel of the District and Department Section 1. Officers"** (Amended 7/20/2015) to include a *Sergeant at Arms* as a District Officer.

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

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 **July 20, 2020**, at **3:30pm** at the Fire Station 51 Community Room.

Call to Order/Pledge of Allegiance

Call to order 3:30pm, July 20, 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

C. Members of the Public in attendance: None

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

Approval of Minutes

The Board reviewed the Minutes of the Regular Meeting of June 15, 2020. Sheila made a Motion to approve the Minutes of the Regular Meeting of June 15, 2020 and was seconded by Larry.

Vote results:

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

Nays: None

Abstain: Steve Sundra

Reports and Correspondence

A. Financial Officer's Report

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

- Steve requested a new list of employees from Deanna.
- From **Profit & Loss Budget vs. Actual**, page 1, "Brush Loads-Program," Steve asked the Chief and Administrative Assistant why the total of \$1020 is the same as May. Chief responded.
- From General Account, (3rd) page 1, Steve asked why this page looked different from rest. Deanna and Chief responded that this part of the General Account was printed in "landscape."
- From General Account, **Reconciliation Detail**, page 1, Steve questioned what check #14544 to Penguin Management was. Chief responded that the check was for *Blue Card* Training. Sheila made a Motion to approve June Financial Report and was seconded by Ron.

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 June. The list below highlights this month's

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

- Tonto National Forest is closed for the foreseeable future.
- CKFD has completed a total of twenty-two brush loads. With the closure of the Forest, Blattner Pit has closed; therefore, the Department brush trailer will not be available.
- Chief gave the Board a footnote to two debit entries in the General Account, second page one, (printed in landscape), dated 6/04/20. The County Treasurer completed an Audit of its own Department resulting in extraction of \$500,000 from our account with no prior information as to why. He said that this had something to do with monies owed to the Payson Unified School District. With the threat of twenty-one litigants, on the same day, 6/04/20, the County Treasurer deposited some of the money back to the accounts. More information is forthcoming.
- CKFD personnel Ben Perry, Chad Stluka, and Reserves have returned from a total of twenty-six days on wildland fires.
- Testing a total of 11,000 feet of hose has been completed as well as annual pump tests for Engines 521 and 531, both of which passed.

C. Chairman's Report & District Correspondence

None.

BUSINESS

Item #1: Discussion and possible action to appoint a Sergeant at Arms for future Board meetings.

Steve asked, "What led to this?" Board discussion took place. Chief Lockhart responded. Basically, the Sergeant of Arms would make sure that during any Board meeting, the Board stays on track with the Agenda. Additionally, the Sergeant of Arms may politely ask any Member(s) of the Public who speak out during meetings to wait for the *Call to the Public*. Furthermore, the Sergeant of Arms can ask a Member or Members of the Public to leave the meeting if disturbance(s) continue(s), and, even with assistance from Department personnel to remove person or persons.

Tom mentioned to Board members that the **By-Laws of the Christopher Kohl's Fire District** would need to be amended as to "Article IV Officers and Personnel of the District and Department Section 1. Officers" to add another Officer to the District Board, Sergeant of Arms.

Ron made a Motion to direct Chief to research the addition of an officer, "Sergeant of Arms" with description of duty(ies) to "Article IV Officers and Personnel of the District and Department Section 1. Officers **By-Laws of the Christopher Kohl's Fire District** and was seconded by Larry.

Vote Results:

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

Nays: None

Call to the Public:

None

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

Vote Results:

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

Nays: None

The meeting adjourned at 4:10 pm.

The next regularly scheduled Board Meeting will be on Monday, August 17, 2020, at 3:30 pm.

Approved by _____

on _____

2020

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

Capital Account:

Beginning Balance:	301,054.51
Deposits:	189.79 (Int) .
Warrants Issued:	0
End Balance:	301,244.30
Register Balance	301,244.30___ (Outstanding \$0)

General Account:

Beginning Balance:	173,121.93
Deposits:	4,426.33(Int \$157.05/Taxes \$4,269.28)
Warrants Issued:	89,436.16
End Balance:	88,112.10
Register Balance	82,686.15___ (Outstanding -5,425.95)

Wells Fargo: Payroll

Beginning Balance:	38,833.02
Deposits:	123,610.74
Checks:	122,197.32
End Balance:	40,246.44
Register Balance	26,746.58___ (Outstanding -13,499.86)

Wells Fargo: Enterprise

Beginning Balance	475,417.32
Deposits:	44,125.98 (Int 4.09/WLx3/BL/FRU)
Checks:	40,000.00
End Balance:	479,543.30
Register Balance	479,543.30 (Outstanding \$0)

Total Register Balances = \$890,220.33 + Outstanding \$18,925.81 = Ending Balances of \$909,146.14

Approved as read at Board Meeting of August 17, 2020

Clerk/Financial Officer Lay C Hauer

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 July 2020

FIRES: **TOTAL FIRES 12**

WILDLAND 2 _____
STRUCTURE 0 _____
VEHICLE 3 _____
CAMPFIRE 1 ___ Illegal campfire ___
MUTUAL AID 0 _____
SPECIAL DUTY 5 _____
FALSE ALARM 0 _____
STILL ALARM 0 _____
CANCELLED EN RTE 1 _____

EMS: **TOTAL EMS 18**

REGULAR EMS 8 _____ (5-ALS/3-BLS)
MVA/EMS 3 _____
MUTUAL AID 0 _____
FALSE ALARMS 1 _____
WALK INS 4 _____
SPECIAL DUTY 2 _____
CANCELLED EN RTE 0 _____

TOTAL INCIDENTS 30

COMMENTS **TOTAL TRAINING HOURS -111.50 Hours 1.5 Target**

DATE	INCIDENT #	DESCRIPTION-EMS	FIREFIGHTERS	Jul-20
7/1/2020	20-110	Special Duty	Connolly/McKinnon	
7/3/2020	20-111	Fire (Brush)	Stluka/Tutay/Lockhart/Elston	
7/5/2020	20-112	EMS/BLS	Connolly/McKinnon	
7/5/2020	20-113	Fire (Brush)	Connolly/McKinnon	
7/7/2020	20-114	EMS/ALS	Connolly/McKinnon/Elston	
7/7/2020	20-115	EMS/BLS	Connolly/McKinnon	
7/8/2020	20-116	Canc en Route	Connolly/McKinnon/Lockhart	
7/10/2020	20-117	Fire (Vehicle)	Stluka/Ruiz/Lockhart	
7/10/2020	20-118	EMS/BLS	Stluka/Ruiz/Elston	
7/11/2020	20-119	EMS/ALS	Connolly/McKinnon	
7/12/2020	20-120	MVA	Connolly/McKinnon	
7/12/2020	20-121	Special Duty	Connolly/McKinnon	
7/12/2020	20-122	Walk-In	Connolly/McKinnon	
7/15/2020	20-123	Walk-In	Stluka/Tutay	
7/16/2020	20-124	False Alarm	Stluka/Tutay	
7/17/2020	20-125	MVA	Connolly/McKinnon	
7/17/2020	20-126	Special Duty	Connolly/McKinnon	
7/17/2020	20-127	Special Duty	Connolly/McKinnon	
7/18/2020	20-128	Walk-In	Connolly/McKinnon	
7/18/2020	20-129	EMS/ALS	Connolly/McKinnon	
7/21/2020	20-130	Special Duty	Hansen/Stluka/Lynch	
7/21/2020	20-131	EMS/ALS	Hansen/Stluka/Lynch	
7/24/2020	20-132	Special Duty	Connolly/McKinnon	
7/27/2020	20-133	MVA	Stluka/Tutay	
7/29/2020	20-134	Walk-In	Connolly/McKinnon	
7/29/2020	20-135	EMS/ALS	Connolly/McKinnon	
7/30/2020	20-136	Fire (Vehicle)	Connolly/McKinnon/Lynch	
7/31/2020	20-137	Fire (Vehicle)	Hansen/Foradory	
7/31/2020	20-138	Special Duty	Hansen/Foradory	
7/31/2020	20-139	Fire(Illegal Campfire)	Hansen/Foradory	

Christopher Kohl's Fire District

Payson, AZ

This report was generated on 8/6/2020 12:07:04 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: 07/01/2020 | End Date: 07/31/2020

Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
07/01/2020 12:30:00	Basic Fire Fighting	Company - PPE Donning	1:00
07/01/2020 14:00:00	Leadership/ICS	Company - Size Ups	1:00
07/13/2020 10:00:00	Basic Fire Fighting	Monthly - SCBA Breathdown	1:00
07/17/2020 10:00:00	Leadership/ICS	Company - Company Officer issues	2:00
07/17/2020 14:00:00	Basic Fire Fighting	Company - Firehouse Article Review	1:00
07/17/2020 15:30:00	EMS	EMS Company - Protocol Review (falls)	1:00
07/18/2020 12:00:00	Basic Fire Fighting	Company - RIT Bag review	1:00
07/18/2020 13:30:00	Wildland	Company - Wildland scenario	2:00
07/18/2020 17:00:00	EMS	EMS Company - Physical Assessment	0:30
07/18/2020 17:30:00	EMS	EMS - EPIC protocol Review	1:00
07/18/2020 17:30:00	EMS	EMS Company - Parkland Formula	0:30
07/23/2020 10:00:00	Basic Fire Fighting	Company - Mapping and district familiarization	2:00
07/24/2020 13:00:00	Basic Fire Fighting	Company - Ropes and knots	1:00
07/24/2020 15:00:00	Basic Fire Fighting	Company - SCBA Donning for time	1:00
07/29/2020 10:00:00	Leadership/ICS	Blue Card - Recert	8:00
07/30/2020 10:00:00	Basic Fire Fighting	New Hire Orientation - Extrication	1:00
07/30/2020 11:00:00	Driver Operator	New Hire Orientation - Driving	2:00
07/30/2020 13:00:00	Engine & Tender Ops	New Hire Orientation - DOT's	1:00
07/30/2020 14:00:00	Engine & Tender Ops	New Hire - Pumping/Drafting	1:00
Total Classes			19
Total Class Hours			29:00

Hansen, Mark K

Class Date	Class Category	Class Name	Class Hours
07/07/2020 13:00:00	Wildland	Others - Wildland: Drafting operations	1:00
07/08/2020 13:00:00	EMS	Other - Wildland: Fireline medical simulation and AAR	3:00
07/13/2020 08:00:00	Engine & Tender Ops	New Hire Orientation - Ride check off	1:30
07/13/2020 12:30:00	Basic Fire Fighting	New Hire Orientation - SCBA compressor	0:30
07/13/2020 13:00:00	Engine & Tender Ops	New Hire Orientation - Pump theory, engine ops	2:00
07/14/2020 12:00:00	Wildland	Monthly - Table scenario	1:00
07/14/2020 13:00:00	Leadership/ICS	Monthly - Size up Drills	1:00
07/20/2020 20:00:00	MCS	Monthly Company - MCS (night drill)	1:00
07/21/2020 08:00:00	Basic Fire Fighting	New Hire Orientation - Area and apparatus Test	1:00
07/21/2020 15:00:00	Basic Fire Fighting	New Hire Orientation	1:00
07/26/2020 09:00:00	Basic Fire Fighting	Company - SCBA skills	2:15

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.

07/31/2020 16:30:00	EMS	Target Solutions - Behavioral Emergencies	1:30
Total Classes			12
Total Class Hours			16:45
Lee, Dale			
Class Date	Class Category	Class Name	Class Hours
07/07/2020 13:00:00	Wildland	Others - Wildland: Drafting operations	1:00
07/08/2020 13:00:00	EMS	Other - Wildland: Fireline medical simulation and AAR	3:00
Total Classes			2
Total Class Hours			4:00
Lynch, Joe			
Class Date	Class Category	Class Name	Class Hours
07/13/2020 08:00:00	Engine & Tender Ops	New Hire Orientation - Ride check off	1:30
07/13/2020 10:00:00	Driver Operator	New Hire Orientation - Driving	2:00
07/13/2020 12:30:00	Basic Fire Fighting	New Hire Orientation - SCBA compressor	0:30
07/13/2020 13:00:00	Engine & Tender Ops	New Hire Orientation - Pump theory, engine ops	2:00
07/21/2020 08:00:00	Basic Fire Fighting	New Hire Orientation - Area and apparatus Test	1:00
07/21/2020 09:00:00	Engine & Tender Ops	New Hire Orientation - E516/526 operations	1:00
07/21/2020 15:00:00	Basic Fire Fighting	New Hire Orientation	1:00
07/30/2020 10:00:00	Basic Fire Fighting	New Hire Orientation - Extrication	1:00
07/30/2020 11:00:00	Driver Operator	New Hire Orientation - Driving	2:00
07/30/2020 13:00:00	Engine & Tender Ops	New Hire Orientation - DOT's	1:00
07/30/2020 14:00:00	Engine & Tender Ops	New Hire - Pumping/Drafting	1:00
Total Classes			11
Total Class Hours			14:00
McKinnon, Steve M			
Class Date	Class Category	Class Name	Class Hours
07/01/2020 12:30:00	Basic Fire Fighting	Company - PPE Donning	1:00
07/01/2020 14:00:00	Leadership/ICS	Company - Size Ups	1:00
07/13/2020 10:00:00	Basic Fire Fighting	Monthly - SCBA Breathdown	1:00
07/17/2020 10:00:00	Leadership/ICS	Company - Company Officer issues	2:00
07/17/2020 14:00:00	Basic Fire Fighting	Company - Firehouse Article Review	1:00
07/17/2020 15:30:00	EMS	EMS Company - Protocol Review (falls)	1:00
07/18/2020 12:00:00	Basic Fire Fighting	Company - RIT Bag review	1:00
07/18/2020 13:30:00	Wildland	Company - Wildland scenario	2:00
07/18/2020 17:00:00	EMS	EMS Company - Physical Assessment	0:30
07/18/2020 17:30:00	EMS	EMS - EPIC protocol Review	1:00
07/18/2020 17:30:00	EMS	EMS Company - Parkland Formula	0:30
07/23/2020 10:00:00	Basic Fire Fighting	Company - Mapping and district familiarization	2:00
07/24/2020 13:00:00	Basic Fire Fighting	Company - Ropes and knots	1:00
07/24/2020 15:00:00	Basic Fire Fighting	Company - SCBA Donning for time	1:00
07/29/2020 10:00:00	Leadership/ICS	Blue Card - Recert	8:00
07/30/2020 10:00:00	Basic Fire Fighting	New Hire Orientation - Extrication	1:00
07/30/2020 11:00:00	Driver Operator	New Hire Orientation - Driving	2:00
07/30/2020 13:00:00	Engine & Tender Ops	New Hire Orientation - DOT's	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.

07/30/2020 14:00:00	Engine & Tender Ops	New Hire - Pumping/Drafting	1:00
Total Classes			19
Total Class Hours			29:00

Perry, Ben

Class Date	Class Category	Class Name	Class Hours
07/13/2020 08:00:00	Engine & Tender Ops	New Hire Orientation - Ride check off	1:30
07/13/2020 10:00:00	Driver Operator	New Hire Orientation - Driving	2:00
07/13/2020 13:00:00	Engine & Tender Ops	New Hire Orientation - Pump theory, engine ops	2:00
07/14/2020 12:00:00	Wildland	Monthly - Table scenario	1:00
07/14/2020 13:00:00	Leadership/ICS	Monthly - Size up Drills	1:00
07/20/2020 20:00:00	MCS	Monthly Company - MCS (night drill)	1:00
07/26/2020 08:00:00	Physical Fitness	Physical Fitness	4:00
07/26/2020 09:00:00	Basic Fire Fighting	Company - SCBA skills	2:15
Total Classes			8
Total Class Hours			14:45

Stluka, Chad

Class Date	Class Category	Class Name	Class Hours
07/08/2020 13:00:00	EMS	Other - Wildland: Fireline medical simulation and AAR	3:00
07/21/2020 09:00:00	Engine & Tender Ops	New Hire Orientation - E516/526 operations	1:00
Total Classes			2
Total Class Hours			4:00

Total Personnel:	7
Total Classes:	73

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MILEAGE**7/31/2020**

<i>VEHICLE</i>	<i>BEGIN</i>	<i>END</i>	
E531	121291	121352	61
E521	45538	46272	(On Assign/CA) 734
E511	43455	43968	513
E526	44111	44131	20
WT512	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
WT511	15633	15696	63
E516	70471	70502	31
B5	142658	143260	602
WT531	1541	1550	9