

NOTICE OF MEETING

The Fire Board of the Christopher-Kohl's Fire District will meet in regular session on **Monday, July 19, 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 June 21, 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 June. 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 June.

- CKFD testing was held on June 28th and 29th. Sterling White and Joe Lynch were selected to fill the two open positions.
- As of July 7th, we are in Level 2 Fire Restrictions.
- Purchased 2005 Pierce Arrow.
- The swearing in ceremony for the two new employees that was scheduled for July 12th was cancelled due to a serious illness in a family member of one of the new employees. It will reconvene at another time TBA.
- Chief Lockhart will be taking vacation from August 12th through August 23rd. Battalion Chief Connolly will be acting Chief and will be presiding over the August Board meeting.

C. Chairman's Report & District Correspondence

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

BUSINESS

1. Discussion and possible action regarding Christopher-Kohl's Fire District Personnel Policies and Procedures Manual, "Policy 40.03 PTO."

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 **June 21, 2021**, at **3:30pm** at the Fire Station 51 Community Room.

Call to Order/Pledge of Allegiance

Call to order 3:30pm, June 21, 2021, followed by the Pledge of Allegiance.

Roll Call

A. Board Members: Chairman Ron Kotnik
Clerk Sheila Marcum
Board Member Joanie Price
Board Member Karen Thornton
Finance Officer Larry Hannum

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

Approval of Minutes

The Board reviewed the Minutes of the Regular Meeting of May 17, 2021. No Board discussion took place. Clerk Marcum made a motion to approve the minutes of the regular meeting of May 17, 2021, and Chairperson Kotnik seconded the motion.

Motion carried by unanimous vote.

Reports and Correspondence

A. Financial Officer's Report

Financial Officer (F.O.) Hannum reviewed and read the status of all District bank accounts for May.

Questions with responses, requests, and comments:

Comment: Chief Lockhart made a comment that the General Account already reflects the County's journal correction.

Clerk Marcum made the motion to approve the May Financial Reports. Member Thornton seconded the motion. Motion carried by unanimous vote.

B. Chief's Report

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

- As of June 11th, we are in Level 2 Fire Restrictions.
- CKFD personnel attended the Ponderosa Springs HOA meeting on June 12th.
- CKFD will be testing on June 28th and 29th to fill the two open positions.
- The County took \$10,054.30 from our General Account on 5/11/21.
- Received a check for the Copper Canyon wildland assignment for \$6,625.31
- For those of you that were not in attendance, Steve McKinnon's promotional ceremony to Captain was held at 1:30 this afternoon. Big congratulations to him.

C. Chairman's Report & District Correspondence

No correspondence.

BUSINESS

Item #1: Discussion and possible action regarding Christopher-Kohl's Fire District Personnel Policies and Procedures Manual, "Policy 40.08 Arizona State Retirement System."

Clerk Marcum made the motion to accept Policy 40.08 as written. F.O. Hannum seconded the motion. Motion carried by unanimous vote.

Item #2: Discussion and possible action regarding Christopher-Kohl's Fire District Personnel Policies and Procedures Manual, "Policy 40.11 Statutory Benefits."

Clerk Marcum made the motion to accept Policy 40.11 as written. 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 40.12 Worker's Compensation."

Clerk Marcum made the motion to accept Policy 40.12 as written and Chairperson Kotnik seconded the motion. Motion carried by unanimous vote.

Future Agenda Items:

Member Thornton stated that she would confer with Chief Lockhart regarding policies to be reviewed.

Call to the Public:

Margot Holmes asked if there were any updates on the fires that were surrounding the community and Chief Lockhart replied that he could not discuss it because it was not on the agenda.

Adjournment

Chairperson Kotnik made a motion to adjourn meeting. Member Thornton seconded the motion.

Motion carried by unanimous vote.

The meeting adjourned at 4:08 pm.

The next regularly scheduled Board Meeting will be on Monday, July 19, 2021, at 3:30 pm.

Approved by Lay C. Hannum on 7-19 2021

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

Capital Account:

Beginning Balance:	304,503.23
Deposits:	(Int \$155.44)
Warrants Issued:	0
End Balance:	304,658.67
Register Balance	304,658.67___ (Outstanding \$0)

General Account:

Beginning Balance:	254,872.88
Deposits:	2,518.39 (See bank rec.)
Warrants Issued:	48,164.14
End Balance:	209,227.13
Register Balance	166,168.40 ___ (Outstanding -\$43,058.73)

Wells Fargo: Payroll

Beginning Balance:	36,940.10
Deposits:	40,000.32
Checks:	51,560.21
End Balance:	25,380.21
Register Balance	19,541.85___ (Outstanding -\$5,838.36)

Wells Fargo: Enterprise

Beginning Balance	494,851.75
Deposits	847.08(See bank rec)
Checks:	0.00
End Balance:	495,698.83
Register Balance	495,698.83___ (Outstanding \$0)

Total Register Balances = \$986,067.75 + Outstanding \$48,897.09 = Ending Balances of \$1,034,964.84

Approved as read at Board Meeting of July 19, 2021

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 June 2021

FIRES: **TOTAL FIRES 5**

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

EMS: **TOTAL EMS 6**

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

TOTAL INCIDENTS 11

COMMENTS **TOTAL TRAINING HOURS -88.00 Hours - 0.00 Target**

Christopher Kohl's Fire District

Payson, AZ

This report was generated on 7/13/2021 12:47:13 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: 06/01/2021 | End Date: 06/30/2021

Ashby, Dale

Class Date	Class Category	Class Name	Class Hours
06/13/2021 09:00:00	Engine & Tender Ops	Company - Tender Operations	3:00
Total Classes			1
Total Class Hours			3:00

Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
06/01/2021 08:00:00	Physical Fitness	Physical Fitness	4:00
06/01/2021 11:00:00	Engine & Tender Ops	Company - Hydraulic Calculations	3:30
06/06/2021 09:00:00	Engine & Tender Ops	Company - Hydraulic Calcs. and pumping operations	3:00
06/18/2021 13:00:00	EMS	Company - Wilderness Rescue	1:00
06/18/2021 14:00:00	EMS	EMS - Pediatric Assessment	1:00
06/24/2021 10:00:00	Conferences	Other - PSPRS meeting	1:00
06/24/2021 10:00:00	EMS	EMS - protocol review: Tachycardia	1:00
06/24/2021 11:00:00	Basic Fire Fighting	Other - Fire Essential CH.6 - Fire Behavior	1:00
06/25/2021 14:00:00	Basic Fire Fighting	Other - Fire house magazine review	1:00
Total Classes			9
Total Class Hours			16:30

Elston, Dave

Class Date	Class Category	Class Name	Class Hours
06/13/2021 09:00:00	Engine & Tender Ops	Company - Tender Operations	3:00
Total Classes			1
Total Class Hours			3:00

Hansen, Mark K

Class Date	Class Category	Class Name	Class Hours
06/01/2021 08:00:00	Physical Fitness	Physical Fitness	1:00
06/02/2021 09:30:00	Engine & Tender Ops	Company - Pump operations	1:00
06/02/2021 10:30:00	Driver Operator	Company - Tender operations/ Driving	2:00
06/08/2021 08:30:00	Driver Operator	Company - New Hire orientation: Driving Engine Ops.	5:00
06/08/2021 14:30:00	Engine & Tender Ops	Company - New Hire Orientation: Brush Trailer Ops	1:30
06/08/2021 16:00:00	Basic Fire Fighting	Company - Physical Agility Test	1:00
06/09/2021 14:00:00	EMS	Company EMS - Protocol review - Bradycardia, Tachycardia, Ped. Assessment	1:00
06/13/2021 09:00:00	Engine & Tender Ops	Company - Tender Operations	3:00
Total Classes			8
Total Class Hours			15:30

Lynch, Joe

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
06/01/2021 08:00:00	Physical Fitness	Physical Fitness	2:00
06/01/2021 11:00:00	Engine & Tender Ops	Company - Hydraulic Calculations	3:30
Total Classes			2
Total Class Hours			5:30

McKinnon, Steve M

Class Date	Class Category	Class Name	Class Hours
06/01/2021 08:00:00	Physical Fitness	Physical Fitness	4:00
06/23/2021 13:00:00	Engine & Tender Ops	Company - Tender Ops	2:00
06/24/2021 10:00:00	Conferences	Other - PSPRS meeting	1:00
Total Classes			3
Total Class Hours			7:00

Minniss, Sean

Class Date	Class Category	Class Name	Class Hours
06/02/2021 09:30:00	Engine & Tender Ops	Company - Pump operations	1:00
06/02/2021 10:30:00	Driver Operator	Company - Tender operations/ Driving	2:00
06/08/2021 08:30:00	Driver Operator	Company - New Hire orientation: Driving Engine Ops.	5:00
06/08/2021 16:00:00	Basic Fire Fighting	Company - Physical Agility Test	1:00
06/09/2021 14:00:00	EMS	Company EMS - Protocol review - Bradycardia, Tachycardia, Ped. Assessment	1:00
06/13/2021 09:00:00	Engine & Tender Ops	Company - Tender Operations	3:00
Total Classes			6
Total Class Hours			13:00

Saldana, Jessica

Class Date	Class Category	Class Name	Class Hours
06/01/2021 08:00:00	Physical Fitness	Physical Fitness	1:00
06/18/2021 13:00:00	EMS	Company - Wilderness Rescue	1:00
06/18/2021 14:00:00	EMS	EMS - Pediatric Assessment	1:00
Total Classes			3
Total Class Hours			3:00

Smith, Colby (CKFD)

Class Date	Class Category	Class Name	Class Hours
06/08/2021 08:30:00	Driver Operator	Company - New Hire orientation: Driving Engine Ops.	5:00
06/08/2021 14:30:00	Engine & Tender Ops	Company - New Hire Orientation: Brush Trailer Ops	1:30
06/08/2021 16:00:00	Basic Fire Fighting	Company - Physical Agility Test	1:00
Total Classes			3
Total Class Hours			7:30

Tutay, Jason R

Class Date	Class Category	Class Name	Class Hours
06/01/2021 08:00:00	Physical Fitness	Physical Fitness	4:00
06/23/2021 13:00:00	Engine & Tender Ops	Company - Tender Ops	2:00
Total Classes			2
Total Class Hours			6:00

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White, Deanna L			
Class Date	Class Category	Class Name	Class Hours
06/24/2021 10:00:00	Conferences	Other - PSPRS meeting	1:00
Total Classes			1
Total Class Hours			1:00
White, Sterling (CKFD)			
Class Date	Class Category	Class Name	Class Hours
06/01/2021 08:00:00	Physical Fitness	Physical Fitness	4:00
06/06/2021 09:00:00	Engine & Tender Ops	Company - Hydraulic Calcs. and pumping operations	3:00
Total Classes			2
Total Class Hours			7:00

Total Personnel:	12
Total Classes:	41

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**6/30/2021**

<i>VEHICLE</i>	<i>BEGIN</i>	<i>END</i>	
E531	123062	123130	68
E521	49300	49563	263
E511	45492	45922	430
E526	44269	44321	52
WT512	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
WT511	15944	16029	85
E516	70643	70661	18
B5	150220	151376	1156
WT531	1622	<i>To Payson for Fire Backfill</i>	

***E516 is still Out of Service-mileage was put on it to remove snowplow.**