

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 Monday, March 20, 2017, at 3:00 pm at the Fire Station 51 Community Room.

Call to Order/Pledge of Allegiance

Call to order 3:04 pm, Monday, March 20, 2017, followed by the Pledge of Allegiance.

Roll Call

- A. Board Members Present: Chairman Deborah Dawson
Clerk Tom James
Board Member Steve Sundra
Absent: Financial Officer Jeff Daniels
Absent: Board Member Larry Hannum
- B. Department Members: Chief Bob Lockhart
Administrative Assistant Deanna White
Mark Hansen and Trey Shill

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

BUSINESS

Approval of Minutes

The Board reviewed the (corrected) Minutes of the Regular Meeting of January 25, 2017. Tom James made a Motion to approve the corrected January 25, 2017 Minutes and was seconded by Steve Sundra.

Vote results:

Ayes: Deborah Dawson, Tom James, Steve Sundra

Nays: None

The Board reviewed the Minutes of the Regular Meeting of February 22, 2017. Tom James made a Motion to approve the February 22, 2017 Minutes and was seconded by Steve Sundra.

Vote results:

Ayes: Deborah Dawson, Tom James, Steve Sundra

Nays: None

Reports and Correspondence

A. Financial Officer's Report

Due to Jeff Daniels' absence, the Financial Report for March will be moved to April meeting. However, Steve Sundra had several questions on the "Profit and Loss Budget vs. Actual July 2016 through February 2017." Chief Lockhart and Deanna White answered those questions.

B. Chief's Report

Chief Bob Lockhart discussed Department activity for March. Please see attached Chief's Report. In addition to the printed "Chief's Report," the following was presented:

- Chief Lockhart discussed moving \$90,000 from Enterprise account to Capital account. He gave reasons to Board; discussion took place. No Board action was necessary.
- Deborah Dawson asked about H2O holding tank behind department building and the tank's rusted top. Chief Lockhart will take care of this work. No Board action was necessary.
- Discussion took place regarding the Firebelles' Facebook page listing "Creek Days" with date

and location this upcoming summer.

C. Chairman's Report & District Correspondence

Deborah Dawson reviewed correspondence from GILA COUNTY BOARD OF ELECTIONS. Brief discussion took place.

Agenda **Item #9** was moved to beginning of **Business** due to Kay Green with Accounting Professionals needing to present the 2016 audit telephonically rather than in person due to her schedule. She recommended *Quick Book* training for Deanna White. Discussion took place. Then, a question from Deborah Dawson regarding page 4 and an entry under "Expenditures." Ms. Green answered question. After thanking Ms. Green for her time answering Board's questions and for her recommendation, the telephonic call ended. Steve Sundra made a motion to accept the audit as presented and was seconded by Tom James.

Vote results:

Ayes: Deborah Dawson, Tom James, Steve Sundra

Nays: None

Item #1: Continued discussion and possible action regarding Chief Lockhart's rewording of "Memorandum of Understanding, 1. Duties. 1.5."

After Chief Lockhart read his amended rewording of "Memorandum of Understanding- Chief," 1. **Duties. 1.5**, discussion took place. Following discussion, Tom James made a motion to accept amended rewording of "MOU" 1. **Duties. 1.5**, and was seconded by Steve Sundra.

Vote results:

Ayes: Deborah Dawson, Tom James, Steve Sundra

Nays: None

Item #2: Discussion and possible action regarding past Gila County cases.

Deborah Dawson presented updated information regarding past Gila County cases from Detective J. Garrett. No Board action was taken.

Item #3: Chief Lockhart's update with possible discussion of Arizona's Minimum Wage Act (AMWA) and paid sick time,

Item #4: Chief Lockhart's update with possible discussion regarding sick leave for part time fire department employees, and

Item #5: Chief Lockhart's update with possible discussion regarding ASRS requirement for employees working twenty or more hours for twenty or more weeks in a year.

These items were tabled until Chief is ready to propose new policies for each to Board.

Item #6: Discussion of Chief Lockhart's ("overview") draft budget.

Draft budget is under development and is not ready for review and discussion.

Item #7: Discussion and possible action regarding "CHRISTOPHER-KOHL'S FIRE DISTRICT CODE/TITLE: 10.15 PROCUREMENT, SECTION: 10.00 EMPLOYMENT PRACTICES."

After review and discussion of Policy, Tom James made a Motion to accept Policy as presented and was seconded by Steve Sundra.

Vote results:

Ayes: Deborah Dawson, Tom James, Steve Sundra

Nays: None

Item #8: Discussion and possible action regarding “CHRISTOPHER-KOHL'S FIRE DISTRICT CODE/TITLE: 10.16 Credit Card Policy, Section: 10.00 Employment Practices.”

After discussion between Board members and the Chief, this policy was tabled until April's Board meeting.

Call to the Public

None.

Adjournment

Steve Sundra moved to adjourn the meeting and was seconded by Tom James.

Vote Results:

Ayes: Deborah Dawson, Steve Sundra, Tom James

Nays: None

The meeting adjourned at 4:41 pm.

The next regularly scheduled Board Meeting will be on Monday, April 17, 2017, at 3:00 pm.

Approved by _____ **on** _____ **2017**