

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 **March 18, 2019**, at **3:33pm** at the Fire Station 51 Community Room.

Call to Order/Pledge of Allegiance

Call to order 3:33pm, Monday, March 18, 2019, 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, Captain Rhett Connolly, Captain Chad Stluka, EMT Ben Perry, Volunteer Dale Ashby, Wildland Firefighter Lane Bentley

C. Members of the Public in attendance: Randy and Deborah Dawson, Margot Holmes, Karen Thornton, Red Armistead, Douglas Frenz, Kathy and Glenn Thickey, Debbie Richardson, Helen Groom, Joni Price, Jeff and Dee Daniels, Irma and Alex Armenta, Bill Handy

D. Gila County Officials in attendance: Mary Springer, Finance Director, Gila County Finance Department; Joe Williams, Chief Deputy Assessor, Gila County Assessor; Maryn Belling, Budget Manager

Due to the assumption that County Officials would have to depart meeting before its conclusion, Ron moved **Business Item #1: Gila County officials will introduce themselves and speak with the C-K Fire District Board regarding budget season.** After brief introductions and comments were made, Officials did remain for entire meeting.

Due to Kay Green's need to leave after her presentation, Ron also moved **Business Item #2: ANNUAL AUDIT: Discussion and possible action on the Annual Audit presented by Kay Green, Atlas CPA's & Advisors PLLC. If approved, the Board will accept the Annual Audit and direct that copies be sent to the Gila County Treasurer, County District 1 Supervisor, and the Department of Forestry and Fire Management. (DFFM)** to beginning of meeting.

In recent weeks, Kay worked with Chief and Administrative Assistant on 2018 Audit. To the Board, she briefly discussed the 2018 Audit and was very positive; for example, she directed the Board to page four, under EXPENDITURES, subsection "Excess (deficiency) of revenues over (under) expenditures," under the column "Total Governmental Funds" of \$122,094. Also, Kay complemented Administrative Assistant Deanna White for her outstanding and helpful work with the Audit.

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

Approval of Minutes

The Board reviewed the Minutes of the Regular Meeting of February 19, 2019. Tom addressed Board concerning the "Call to the Public" section and made a Motion to amend the wording to read: "The following Member of the Public made a comment: * Deborah Dawson made a statement she had questions but would ask a Board Member after the meeting." Motion was seconded by Larry.

Vote results:

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

Nays: None

Abstain: Steve Sundra

Next, Tom made a Motion to approve Minutes of the Regular Meeting of February 19, 2019 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 February. Larry read the Financial Report. Discussion took place.

Larry questioned Chief Lockhart in regards to the Financial Report, "Wells Fargo Payroll" and the word "Clearing House." Chief replied "Clearinghouse" is for employee's Child Support payment.

Steve asked Chief if there are any outstanding Wildland monies owed District. Chief replied there are two outstanding amounts. Regarding Profit & Loss Budget vs. Actual, Steve also asked Chief about "Station Repairs & Upkeep Cost," "St. 51 Driveway Repair," "St. 51 Retaining Wall," and "St. 51 Roof Repair," since there has been no monies spent towards repairs. Chief addressed each. Also, Steve questioned Chief regarding the, "Station Utilities," *Direct TV; Electricity; Phone, Cell*. Chief addressed all four items. Sheila made a Motion to accept the February 19, 2019 Financial Report and was seconded by Steve.

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 February. The list below highlights this month's Chief's Report:

- Clarification of the 2019 "Levy Limit Worksheet" (Board Members received worksheet at February meeting.) Chief explained that maintaining the Levy Limit at \$3.01 would yield an increase of only \$81.61 from the County over last year.
- Snow Impact: 4-man crew put on a 48-hr. shift on February 21st and 22nd. Captain Chad Stluka elaborated the logistics of preparing for this event.
- Completed Wildland Refresher on March 2nd.
- Personnel attended Wildland training in Prescott March 10th through March 15th.
- CK Fire secured two-year grant up to \$223,000.00; presently searching for vendor to complete work in Hunter Creek and Colcord Estates.

C. Chairman's Report & District Correspondence

Ron had no correspondence to acknowledge. Steve reported that a Ponderosa Springs resident made a "911" call and reached Flagstaff first; then, to Bisbee; and was finally transferred to Payson. Captain Chad Stluka added that this happens all over Rim Country.

BUSINESS

Item #3: Discussion and possible action regarding the creation of a sub-committee to meet once a month to examine the *Policies and Procedures Manual* for amendment and possible adoption.

Steve and Tom volunteered to be on a sub-committee to meet once a month to examine *Policies and Procedures Manual*. Tom made a Motion to establish this subcommittee with Steve and himself and was seconded by Sheila Marcum.

Vote results:

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

Nays: None

Item #4: Discussion and possible action regarding the creation of a sub-committee of one or two Board members along with CKFD staff to complete a wage study survey.

Larry and Sheila volunteered to be on a subcommittee along with CKFD staff to complete a wage study survey. Steve made a Motion to establish this subcommittee to complete a wage study survey and was seconded by Larry.

Vote results:

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

Nays: None

Item #5: Further discussion and possible action regarding purchasing a replacement apparatus for Engine 531.

Chief Lockhart explained that Rescue 511 is still part of the deal and is still experiencing a "Code" problem. (The local Ford dealer cannot fix.) Since the Rescue 511 is part of the deal to replace Engine 531, Chief will keep Board apprised of 511's repair. No Board action was necessary, and this Item will be placed on April's Agenda. No Board action was necessary.

Call to the Public:

The following Members of the Public made comments (not in any particular order): Helen Groom- was requested by Ron to read her email addressed and sent to each Board Member; Jeff Daniels- By-Laws and GCSO locked storage; Deborah Dawson- upcoming Budget Workshops; Karen Thornton- complemented Chief, his employees, and the Board; Randy Dawson- spoke about mis-directed 911 calls and wanted the department to find a set of plans for the retaining wall.

Adjournment:

Larry Hannum made a Motion to adjourn meeting and was seconded by Sheila Marcum and Steve Sundra (simultaneously).

Vote Results:

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

Nays: None

The meeting adjourned at 5:15pm.

The next regularly scheduled Board Meeting will be on Monday, April 15, 2019, at 3:30 pm.

Approved by _____ on _____ 2019