

NOTICE OF MEETING

The Fire Board of the Christopher-Kohl's Fire District will meet in regular session on **Monday, April 20, 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 required 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 March 16, 2020.
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 March. Possible discussion or action on any Board concerns regarding specific invoices, checks, and/or Profit & Loss Statements.
 - B. Chief's Report on Department activity for March.
 - COVID-19/PPE availability
 - Brush Pits Closed
 - Firewise Grant
 - E521 was taken to Phoenix to RWC Group and H & E.
 - C. Chairman's Report & District Correspondence
 - The Chairman will report on the activities for the District in March.
 - District correspondence will be acknowledged.
 - *Election Package Announcement

BUSINESS

1. Discussion and possible action regarding Workers Comp Pool.
2. Further discussion and possible action regarding development of 2020-2021 Budget.

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.

MINUTES OF THE REGULAR PUBLIC MEETING OF THE CHRISTOPHER KOHL'S FIRE DISTRICT GOVERNING BOARD.

Regular Meeting of the Christopher Kohl's District Governing Board convened **March 16, 2020**, at **3:30pm** at the Fire Station 51 Community Room.

Call to Order/Pledge of Allegiance

Call to order 3:30pm, March 16, 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, EMT Ben Perry, Medic Mark Hansen

C. Members of the Public in attendance: James Oliver

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 18, 2020. Tom made a Motion to approve the Minutes of the Regular Meeting of February 18, 2020 and was seconded by Sheila.

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. Steve questioned **Profit & Loss Budget vs. Actual**, page 5, subtitle, "Grants & Wildland"; the Chief answered his question.

Tom made a Motion to accept the February 18, 2020 Financial Report and was seconded by Sheila.

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 (not in any particular order):

- On printout of District vehicle mileage, Chief pointed out that WT512 (water tender) at Station 52 has "N/A" for all mileage totals because odometer does not work.
- Sale of Rescue 511 to Arivaca Fire Department has taken place; vehicle is now gone. Last issue of "red" warning light was dealt with successfully.
- Chief enthusiastically informed the Board that EMT AJ Foradory is attending Paramedic School.

- Chief Lockhart explained that both Grants: *2015 PPE Grant* and *2019 Hazardous Fuel Reduction Grant* have been closed. Required paperwork has been completed and filed.

J. Chairman's Report & District Correspondence

Board Chairman Ron Kotnik acknowledged the following District correspondence:

- Letter from Gila County Finance Department, Mary Jane Springer, Finance Director addressing Fire District Assistance Tax (FDAT) calculation and District's assessed valuations.

With copy of letter in all Board members' packets, Chief summarized. Copy of letter is available to Public at Station 51.

- Letter from Gila County Assessor, Joe Williams addressing the 2020 Levy Limit Worksheet (for our jurisdiction).

With copy of letter in all Board members' packets, Chief summarized. Copy of Worksheet is available to Public at Station 51.

BUSINESS

Item #1: Discussion and acceptance of the 2019 Annual Audit. Kay Green will be available telephonically.

Ron asked each Board member if he/she had any questions or reactions to Kay Green regarding the 2019 Audit. Steve asked Kay about page three entitled "BALANCE SHEET- MODIFIED CASH BASIS GOVERNMENTAL FUNDS," and Kay responded. All Board members accepted 2019 Audit.

Item #2: Discussion and possible action regarding development of 2020-2021 Budget.

With copy for each Board member in his/her Board packets, Chief Lockhart led Board members page by page through *2020-21 Proposed Budget Draft*. He spent more time with two parts of Budget.

First, under sub-heading **COMMUNICATIONS & DISPATCH SERVICES**, entry "Payson Dispatch Center," CKFD was recently notified by Payson Dispatch Center that it had *not* been billing the Fire Districts in Rim Country which use this Dispatch service a 5% increase each year for the last several years, *over and above* the standard charge for services. Payson Dispatch Center is now trying to collect retroactively. Chief Lockhart is still working on this unforeseen charge and stressed the District is *not* behind in payments.

Second, next to sub-heading **WORKMANS COMP INSURANCE**, Chief explained that the \$30,000 budgeted for this insurance may rise from 30% to 300% due to our present insurance company, Copperpoint dropping all small Districts/Departments in Rim Country. Thus, with the search for a new insurance company, there will be an increase above the \$30,000 budgeted. With the fiscal year ending July 1, 2020, the District is exploring new companies, one of which is 7710. There is also a possibility of a Workmans Comp pool group.

Chief Lockhart assured the Board that we would get through this and possibly retain the \$3.05 levy, which this draft budget is based.

Sheila asked whether the total amount budgeted for TRAINING DIVISION is enough. Chief assured her it was. Chief elaborated how pleased he has been with the training his staff has accomplished each year.

Also, on a positive note, Chief added PSPRS is 89% funded.

Item #3: Discussion and possible action regarding transferring \$115,000.00 from the Enterprise Capital account.

Chief asked for transfer and explained why. Shelia made a Motion to have 115,000.00 from the Enterprise account transferred to the Capital account and was seconded by Larry.

Vote results:

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

Nays: None

At this point, Sheila was recognized and *complimented* our District and especially Medic Mark Hansen for his efforts in leading a mock mass casualty training workshop last September. She added that recently County personnel visited the Station and spoke with Mark because they wanted direction from him regarding holding their own mock mass casualty training workshop.

Call to the Public:

None.

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

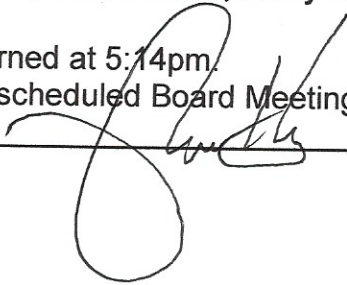
Vote Results:

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

Nays: None

The meeting adjourned at 5:14pm.

The next regularly scheduled Board Meeting will be on Monday, April 20, 2020, at 3:30 pm.

Approved by  on 4-20-20 2020

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

Capital Account:

Beginning Balance:	185,035.00
Deposits:	282.80 (Int)
Warrants Issued:	0
End Balance:	185,317.80
Register Balance	185,317.80 (Outstanding \$0)

General Account:

Beginning Balance:	226,253.10
Deposits:	33,226.55 (Int \$409.18/Taxes \$32,817.37)
Warrants Issued:	104,916.78
End Balance:	154,562.87
Register Balance	153,189.85 (Outstanding -1,373.02)

Wells Fargo: Payroll

Beginning Balance:	26,883.85
Deposits:	80,000.67
Checks:	60,004.07
End Balance:	46,880.45
Register Balance	38,880.73 (Outstanding -7,999.72) ←

Wells Fargo: Enterprise

Beginning Balance	554,389.29
Deposits:	107,111.84 (Int \$13.36/Grant&Don.\$57,098.48/R511 \$50K) ←
Checks:	32,161.48
End Balance:	629,339.65
Register Balance	629,339.65 (Outstanding \$0)

Total Register Balances = \$1,006,728.03 + Outstanding \$9,372.74 = Ending Balances of \$1,016,100.77

Approved as read at Board Meeting of Monday April 20, 2020, 2020

Clerk/Financial Officer Lay C. Hawn

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 March 2020

FIRES: **TOTAL FIRES 7**

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

EMS: **TOTAL EMS 8**

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

TOTAL INCIDENTS 15

COMMENTS **TOTAL TRAINING HOURS -173.50 Hours 13.50 Target**

Christopher Kohl's Fire District

Payson, AZ

This report was generated on 4/3/2020 10:05:53 AM



Classes Completed by Personnel

Passed/Failed: Both Passed and Failed | Personnel: All Personnel | Training Code(s): All Training Codes | Class Category: All Categories | Station: All Stations | Start Date: 03/01/2020 | End Date: 03/31/2020

Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
03/02/2020 20:30:00	Basic Fire Fighting	Company - Tesla Car Fires	1:00
03/07/2020 08:30:00	Basic Fire Fighting	Monthly Company - Electrical Fire in Wall Space	1:00
03/07/2020 09:30:00	Basic Fire Fighting	Other - AAR 1st alarm	1:00
03/07/2020 10:30:00	Leadership/ICS	Monthly Company - Blue Card size ups	1:30
03/07/2020 13:00:00	Basic Fire Fighting	Monthly Company - Reading Smoke (youtube scenarios)	1:00
03/07/2020 14:00:00	Basic Fire Fighting	Monthly Company - Magazine article review (Firehouse - Close calls)	1:00
03/07/2020 15:00:00	EMS	Monthly Company - EMS protocol review	2:00
03/08/2020 09:00:00	Physical Fitness	Physical Fitness	2:00
03/08/2020 13:00:00	Basic Fire Fighting	Company - Backdraft Mitigation	1:00
03/08/2020 13:00:00	EMS	Monthly Company - MVC table scenario	1:00
03/19/2020 13:00:00	EMS	Target Solutions - EMS Gray Areas	1:00
03/19/2020 13:00:00	EMS	Target Solutions - Narcotic Overdose	1:00
03/20/2020 10:00:00	EMS	Target Solutions - DKA	1:00
03/31/2020 15:00:00	MCS	Company - MCS #2	2:00
1/2020 17:30:00	Physical Fitness	Physical Fitness	1:00
Total Classes			15
Total Class Hours			18:30

Hansen, Mark K

Class Date	Class Category	Class Name	Class Hours
03/04/2020 12:45:00	Basic Fire Fighting	Company - Hose Deployment Drills	2:15
03/17/2020 13:00:00	EMS	Target Solutions - Narcotic Overdose	1:00
03/21/2020 09:00:00	Wildland	Other - Wildland Refresher	8:00
03/28/2020 10:30:00	EMS	EMS Company - Protocol Review (Resp. Distress, Anaphylaxis)	1:00
Total Classes			4
Total Class Hours			12:15

McKinnon, Steve M

Class Date	Class Category	Class Name	Class Hours
03/02/2020 20:30:00	Basic Fire Fighting	Company - Tesla Car Fires	1:00
03/07/2020 08:30:00	Basic Fire Fighting	Monthly Company - Electrical Fire in Wall Space	1:00
03/07/2020 09:30:00	Basic Fire Fighting	Other - AAR 1st alarm	1:00
03/07/2020 10:30:00	Leadership/ICS	Monthly Company - Blue Card size ups	1:30
03/07/2020 13:00:00	Basic Fire Fighting	Monthly Company - Reading Smoke (youtube scenarios)	1:00
03/07/2020 14:00:00	Basic Fire Fighting	Monthly Company - Magazine article review (Firehouse - Close calls)	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.

03/07/2020 15:00:00	EMS	Monthly Company - EMS protocol review	2:00
03/08/2020 09:00:00	Physical Fitness	Physical Fitness	2:00
03/08/2020 13:00:00	Basic Fire Fighting	Company - Backdraft Mitigation	1:00
03/08/2020 13:00:00	EMS	Monthly Company - MVC table scenario	1:00
03/20/2020 10:00:00	EMS	Target Solutions - DKA	1:00
03/31/2020 15:00:00	MCS	Company - MCS #2	2:00
03/31/2020 17:30:00	EMS	Target Solutions - Grey Area Calls	1:00

Total Classes 13

Total Class Hours 16:30

Perry, Ben

Class Date	Class Category	Class Name	Class Hours
03/03/2020 10:00:00	Wildland	Other - S270 prework	2:00
03/03/2020 13:00:00	Wildland	Other - RX310 prework	2:30
03/04/2020 10:00:00	Wildland	Other - RX310 Prework	2:00
03/04/2020 12:45:00	Basic Fire Fighting	Company - Hose Deployment Drills	2:15
03/04/2020 13:00:00	Physical Fitness	Physical Fitness	4:00
03/04/2020 15:15:00	Wildland	Other - RX310 Prework	1:00
03/07/2020 08:00:00	Wildland	Other - RX310	36:00
03/11/2020 08:00:00	Wildland	Other - Wildland Academy (Air Ops/ Safety)	18:00
03/15/2020 10:00:00	Wildland	Other - Wildland Refresher (prep)	6:00
03/21/2020 09:00:00	Wildland	Other - Wildland Refresher	8:00
03/27/2020 11:00:00	EMS	Target Solutions - Back injury prevention	1:00
03/28/2020 10:30:00	EMS	EMS Company - Protocol Review (Resp. Distress, Anaphylaxis)	1:00

Total Classes 12

Total Class Hours 83:45

Ruiz, Mike

Class Date	Class Category	Class Name	Class Hours
03/09/2020 08:00:00	Wildland	Other - Wildland Academy (131)	18:00

Total Classes 1

Total Class Hours 18:00

Stluka, Chad

Class Date	Class Category	Class Name	Class Hours
03/21/2020 09:00:00	Wildland	Other - Wildland Refresher	8:00
03/24/2020 13:00:00	Leadership/ICS	Blue Card - Communication Review	1:30
03/24/2020 16:00:00	EMS	Target Solutions - Grey Area Calls	1:00
03/24/2020 17:00:00	Physical Fitness	Physical Fitness	3:00
03/24/2020 18:00:00	EMS	Company EMS - Protocol Review (respiratory Distress)	0:30
03/25/2020 09:00:00	EMS	Target Solutions - Diabetic Ketoacidosis	2:00
03/25/2020 13:00:00	Basic Fire Fighting	Company - Tesla Review	1:00
03/29/2020 11:00:00	Basic Fire Fighting	Target Solutions - Fire Recovery Orientation Training	1:30

Total Classes 8

Total Class Hours 18:30

Tutay, Jason R

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
03/24/2020 17:00:00	Physical Fitness	Physical Fitness	3:00
03/25/2020 09:00:00	Wildland	Target Solutions - Wildland Module 3	2:00
03/25/2020 13:00:00	Basic Fire Fighting	Company - Tesla Review	1:00
Total Classes			3
Total Class Hours			6:00

Total Personnel:	7
Total Classes:	56

Total Hrs 173.50
Target Hrs 13.50

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MILEAGE**3/31/2020**

<i>VEHICLE</i>	<i>BEGIN</i>	<i>END</i>	
E531	121048	121154	106
E521	43075	43272	197
E511	41642	41711	69
E526	43928	43937	9
WT512	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
WT511	15460	15501	41
E516	70383	70391	8
B5	137743	138388	645
WT531	1497	1501	4