

## NOTICE OF MEETING

The Fire Board of the Christopher-Kohl's Fire District will meet in regular session on **Monday, April 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 March 15, 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 March. 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 March.

- Details on County financing.
- Discussion on Chad Stluka's absence.
- Received a check from FRUSA for \$1208.66.
- Wells Fargo paperwork has been submitted for signatory changes, credit limit increases and additional cards for wildland.

C. Chairman's Report & District Correspondence

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

**BUSINESS**

1. Discussion and acceptance of Steve Sundra's retirement.

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Vote Results:** \_\_\_\_\_ **Ayes:** \_\_\_\_\_ **Nays:** \_\_\_\_\_

2. Promotion of Mark Hansen to Captain and Rhett Connolly to Battalion Chief.

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Vote Results:** \_\_\_\_\_ **Ayes:** \_\_\_\_\_ **Nays:** \_\_\_\_\_

3. Recess

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Vote Results:** \_\_\_\_\_ **Ayes:** \_\_\_\_\_ **Nays:** \_\_\_\_\_

4. Readjournal

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Vote Results:** \_\_\_\_\_ **Ayes:** \_\_\_\_\_ **Nays:** \_\_\_\_\_

5. Discussion and possible action on selecting an interim board member to replace Steve Sundra.

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Vote Results:** \_\_\_\_\_ **Ayes:** \_\_\_\_\_ **Nays:** \_\_\_\_\_

6. Discussion and possible action regarding development of the 2021-2022 Budget.

**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 **March 15, 2021**, at **3:30pm** at the Fire Station 51 Community Room.

## Call to Order/Pledge of Allegiance

Call to order 3:30pm, March 15, 2021, followed by the Pledge of Allegiance.

## Roll Call

A. Board Members: Chairman Ron Kotnik  
Financial Officer Larry Hannum  
Clerk Sheila Marcum  
Board Member Steve Sundra  
Board Member Karen Thornton

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 16, 2021. No Board discussion took place. Sheila made a Motion to approve the Minutes of the Regular Meeting of February 16, 2021 and was seconded by Karen.

### Vote results:

**Ayes: Steve Sundra, Karen Thornton, Ron Kotnik, Sheila Marcum, Larry Hannum**  
**Nays: None**

## Reports and Correspondence

### A. Financial Officer's Report

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

Karen: Asked why two separate checks for ID cards and why they needed them. Chief explained that it started with wildland, that sometimes 2 forms of ID were needed at times. The first check was for FT employees and the 2<sup>nd</sup> was for reserves.

Steve: asked what the \$4200 check was for and Chief explained that it was for a diagnostic tool for heavy and medium duty equipment.

Steve: asked what the purchase to Redburn Tire was for and Chief explained that is for tires for the Battalion truck.

Steve: Asked why the total property taxes percentages are down and Chief explained that they should be correct after the March distributions.

Steve: Asked what the Calibration test gases was on the Profit and Loss and Chief explained that the tests are conducted twice a year to test gas.

Sheila made the motion to approve the Financial Reports and was seconded by Larry.

### Vote results:

**Ayes: Steve Sundra, Karen Thornton, Ron Kotnik, Sheila Marcum Larry Hannum**  
**Nays: None**

### B. Chief's Report

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

- Gila County Treasurer's meeting showed a variance in amount totals.
- Check received from FRUSA
- Intention to promote Mark Hansen to Captain.
- Chief Vacation April 1st thru the 6<sup>th</sup>. Rhett Connolly will be acting Chief during that time.

**C. Chairman's Report & District Correspondence**

Ron had the Chief read the 2021 Levy Worksheet and Chief explained it.

**BUSINESS**

**Item #1: Discussion and acceptance of the 2019-2020 Annual Audit.**

Karen questioned if the insured FDIC limits on the Wells Accounts were enough. Kay Green and Chief Lockhart explained why the \$250,000 amount was enough. Sheila made the motion to accept, and Ron seconded the motion.

**Vote Results:**

**Ayes: Steve Sundra, Karen Thornton, Ron Kotnik, Sheila Marcum Larry Hannum**

**Nays: None**

**Item #2: Discussion and Possible Action regarding development of the 2021-2022 Budget.**

Chief explained that he had not received critical information from the County yet, so he asked the Board to defer this until next month.

Sheila made the motion to defer and was seconded by Larry.

**Vote Results:**

**Ayes: Steve Sundra, Karen Thornton, Ron Kotnik, Sheila Marcum, Larry Hannum**

**Nays: None**

**Item #3: Discussion and possible action regarding Christopher Kohls Fire District Policies and Procedures Manual, Revised Policy 40.05 Life and Disability Ins.**

Sheila questioned if the \$50,000 policy was enough, and Chief explained that this policy is in addition to their PSPRS.

Sheila made a motion to except Policy "40.05" as written and was seconded by Larry.

**Vote Results:**

**Ayes: Steve Sundra, Karen Thornton, Ron Kotnik, Sheila Marcum, Larry Hannum**

**Nays: None**

**Item #4: Discussion and possible action of turning one of the Captain's positions into a Battalion Chief's position.**

The Board did not vote on this item because they said it was Chief Lockhart's decision.

**Item#5: Discussion regarding the resignation of Board member Steve Sundra.**

Ron had Steve read his retirement letter. After he read his letter the entire Board took turns applauding him on a job well done in his many years of service to CKFD, not only as a Board member but a volunteer as well.

**Information on future Agenda Items.**

- Two promotions
- Appointing a new Board member to replace Steve Sundra
- Budget

**Call to the Public:**

Margot Holmes thanked Steve Sundra for his community service to CKFD and Christopher Creek.

Joni Price said to contact the new County supervisor about the problems with the Gila County Treasury Department.

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

**Vote Results:**

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

**Nays: None**

The meeting adjourned at 5:01 pm.

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

Approved by  on 4-19 2021

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

**Capital Account:**

Beginning Balance:	303,851.62
Deposits:	(Int \$408.24)
Warrants Issued:	0
End Balance:	304,259.86
Register Balance	304,259.86 ___ (Outstanding \$0)

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**General Account:**

Beginning Balance:	278,150.18
Deposits:	35,304.28 (Int \$402.05/Taxes \$34,902.23)
Warrants Issued:	61,237.90
End Balance:	252,216.56
Register Balance	238,653.51 ___ (Outstanding \$-13,563.05)

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**Wells Fargo: Payroll**

Beginning Balance:	44,876.65
Deposits:	40,000.24
Checks:	61,262.37
End Balance:	23,614.52
Register Balance	22,883.98 ___ (Outstanding -730.54)

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**Wells Fargo: Enterprise**

Beginning Balance	491,612.54
Deposits:	1,502.29(See bank rec)
Checks:	0.00
End Balance:	493,114.83
Register Balance	493,114.83 ___ (Outstanding \$0)

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**Total Register Balances = \$1,058,912.18 + Outstanding \$14,293.59 = Ending Balances of \$1,073,205.77**

Approved as read at Board Meeting of 4-19-2021, 2021

Clerk/Financial Officer Lay CHaw

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 2021

**FIRES:** **TOTAL FIRES 4**

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

**EMS:** **TOTAL EMS 9**

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

**TOTAL INCIDENTS 13**

**COMMENTS TOTAL TRAINING HOURS - 125.00 Hours - 23.5 Target**

**Blue Card - 27.50 Hours**





# Christopher Kohl's Fire District

Payson, AZ

This report was generated on 4/14/2021 8:52:37 AM



## 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: 03/01/2021 | End Date: 03/31/2021

### Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
03/01/2021 08:00:00	Physical Fitness	Physical Fitness	4:00
03/03/2021 12:00:00	Wildland	Other - Pack Test	1:00
03/08/2021 13:00:00	Wildland	Target Solutions - Wildland Refresher	2:00
03/09/2021 13:00:00	Wildland	Target Solutions - Wildland Refresher	2:00
03/14/2021 11:00:00	Wildland	Target Solutions - Wildland Refresher	3:00
03/15/2021 11:00:00	EMS	Other - LUCAS 3 review	1:30
03/26/2021 12:00:00	Driver Operator	Company - New Hire Orientation	2:30
03/27/2021 08:30:00	EMS	Company - EMS: Lucas 3 inservice	2:00
03/27/2021 11:00:00	ALS/BLS Certs	Company - Fire attack discussion	1:00
<b>Total Classes</b>			<b>9</b>
<b>Total Class Hours</b>			<b>19:00</b>

### Hansen, Mark K

Class Date	Class Category	Class Name	Class Hours
03/01/2021 08:00:00	Physical Fitness	Physical Fitness	1:00
03/04/2021 09:30:00	Engine & Tender Ops	Company - New hire orientation	3:00
03/04/2021 14:00:00	Driver Operator	Company - New hire orientation	1:30
03/07/2021 13:30:00	EMS	Company - EMS: Trauma Assessment	1:00
03/07/2021 14:30:00	EMS	Company - EMS: MCI management	0:45
03/10/2021 13:00:00	EMS	Target Solutions - Hip Fractures	1:00
03/11/2021 15:00:00	Basic Fire Fighting	Other - SCBA Breathdown	1:30
03/16/2021 10:00:00	Leadership/ICS	Blue Card - Recert. Course	5:00
03/17/2021 14:30:00	Basic Fire Fighting	Company - SCBA Breathdown	1:00
03/23/2021 15:00:00	EMS	Company - Lucas 3 inservice	1:00
03/28/2021 09:30:00	Leadership/ICS	Blue Card - Recert.	5:00
03/29/2021 09:30:00	Engine & Tender Ops	Company - Drafting Operations	1:00
03/29/2021 12:30:00	MCS	Company - MCS	1:00
03/29/2021 13:30:00	Basic Fire Fighting	Company - SCBA breathdown	1:00
<b>Total Classes</b>			<b>14</b>
<b>Total Class Hours</b>			<b>24:45</b>

### Lynch, Joe

Class Date	Class Category	Class Name	Class Hours
03/23/2021 15:00:00	EMS	Company - Lucas 3 inservice	1:00
03/29/2021 09:30:00	Engine & Tender Ops	Company - Drafting Operations	1:00
03/29/2021 12:30:00	MCS	Company - MCS	1:00
03/29/2021 13:30:00	Basic Fire Fighting	Company - SCBA breathdown	1:00
<b>Total Classes</b>			<b>4</b>
<b>Total Class Hours</b>			<b>4:00</b>

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.



**McKinnon, Steve M**

Class Date	Class Category	Class Name	Class Hours
03/01/2021 08:00:00	Physical Fitness	Physical Fitness	4:00
03/02/2021 14:00:00	Wildland	Target Solutions - Wildland Refresher	2:00
03/03/2021 12:00:00	Wildland	Other - Pack Test	1:00
03/03/2021 14:00:00	Wildland	Target Solutions - Wildland Refresher	2:00
03/06/2021 12:00:00	Wildland	Target Solutions - Wildland Refresher	2:00
03/06/2021 14:00:00	Wildland	Target Solutions - Wildland Refresher	2:00
03/07/2021 13:30:00	EMS	Company - EMS: Trauma Assessment	1:00
03/07/2021 14:30:00	EMS	Company - EMS: MCI management	0:45
03/07/2021 17:00:00	Wildland	Target Solutions - Wildland Safety	0:30
03/12/2021 13:00:00	EMS	Target Solutions - Hip Fractures	1:00
03/13/2021 13:00:00	EMS	Target Solutions - Femur Fractures	1:00
03/13/2021 15:00:00	EMS	Target Solutions - OB emergencies	2:00
03/17/2021 14:30:00	Basic Fire Fighting	Company - SCBA Breathdown	1:00
03/24/2021 12:30:00	EMS	Company - EMS: Lucas 3 inservice	2:00
03/25/2021 12:30:00	Basic Fire Fighting	Company - SCBA breathdown	2:00
03/31/2021 14:00:00	Basic Fire Fighting	Company - SCBA breathdown	1:00
<b>Total Classes</b>			<b>16</b>
<b>Total Class Hours</b>			<b>25:15</b>

**Perry, Ben**

Class Date	Class Category	Class Name	Class Hours
03/01/2021 08:00:00	Physical Fitness	Physical Fitness	4:00
03/08/2021 15:00:00	ALS/BLS Certs	Other - Firefighter Drills	1:30
03/14/2021 12:00:00	Leadership/ICS	Blue Card - recert	2:00
03/15/2021 13:00:00	Wildland	Other - Wildland Review	1:30
03/20/2021 11:00:00	Leadership/ICS	Blue Card - Recert	2:00
03/26/2021 12:00:00	Driver Operator	Company - New Hire Orientation	2:30
03/27/2021 08:30:00	EMS	Company - EMS: Lucas 3 inservice	2:00
03/27/2021 11:00:00	ALS/BLS Certs	Company - Fire attack discussion	1:00
03/28/2021 11:00:00	Leadership/ICS	Blue Card - recert	1:00
<b>Total Classes</b>			<b>9</b>
<b>Total Class Hours</b>			<b>17:30</b>

**Saldana, Jessica (CKFD)**

Class Date	Class Category	Class Name	Class Hours
03/04/2021 09:30:00	Engine & Tender Ops	Company - New hire orientation	3:00
03/04/2021 14:00:00	Driver Operator	Company - New hire orientation	1:30
03/26/2021 12:00:00	Driver Operator	Company - New Hire Orientation	2:30
<b>Total Classes</b>			<b>3</b>
<b>Total Class Hours</b>			<b>7:00</b>

**Stluka, Chad**

Class Date	Class Category	Class Name	Class Hours
03/10/2021 09:00:00	Leadership/ICS	Blue Card - CE's	3:00

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.



03/11/2021 08:00:00	Leadership/ICS	Blue Card - Sets and Reps	9:30
<b>Total Classes</b>			<b>2</b>
<b>Total Class Hours</b>			<b>12:30</b>

**Tutay, Jason R**

Class Date	Class Category	Class Name	Class Hours
03/01/2021 08:00:00	Physical Fitness	Physical Fitness	4:00
03/04/2021 09:30:00	Engine & Tender Ops	Company - New hire orientation	3:00
03/24/2021 12:30:00	EMS	Company - EMS: Lucas 3 inservice	2:00
03/25/2021 12:30:00	Basic Fire Fighting	Company - SCBA breathdown	2:00
03/31/2021 14:00:00	Basic Fire Fighting	Company - SCBA breathdown	1:00
<b>Total Classes</b>			<b>5</b>
<b>Total Class Hours</b>			<b>12:00</b>

**Yungkans, Jeffery D**

Class Date	Class Category	Class Name	Class Hours
03/13/2021 13:00:00	EMS	Target Solutions - Femur Fractures	1:00
03/13/2021 15:00:00	EMS	Target Solutions - OB emergencies	2:00
<b>Total Classes</b>			<b>2</b>
<b>Total Class Hours</b>			<b>3:00</b>

<b>Total Personnel:</b>	<b>9</b>
<b>Total Classes:</b>	<b>64</b>

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****3/31/2021**

<i>VEHICLE</i>	<i>BEGIN</i>	<i>END</i>	
E531	123012	123024	12
E521	48533	48553	20
E511	44201	44600	399
E526	44250	44250	0
WT512	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
WT511	15869	15877	8
E516	70642	70643	1
B5	147919	148326	407
WT531	1588	1600	12