

NOTICE OF MEETING

The Fire Board of the Christopher-Kohl's Fire District will meet in regular session on **Monday, June 15, 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 recommended to supply and wear masks. The number of members of the public may be restricted at this time due to social distancing requirements.

The Board will "not" take questions from the public.

The Board will also "not" engage in any type of dialogue with members of the public.

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 May 18, 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 May. 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 May.
 - Trailer on Christopher Creek Loop was removed on Thursday May 28th.
 - Chief will be taking off several days after June 15th.
 - Brush loads six days a week.
 - Hydrant testing has been completed.
 - Wildland Assignments.
 - C. Chairman's Report & District Correspondence
 - The Chairman will report on the activities for the District in May.
 - District correspondence will be acknowledged.
 - Correspondence from Arizona Attorney General's Office.

BUSINESS

1. Discussion and possible action on the Public Hearing regarding the 2020-2021 Budget.
The public will be held to the same three-minute limit as listed in **CALL TO THE PUBLIC**.
2. Discussion and possible action, up to and including the adoption of the Christopher Kohl's Fire District 2020/2021 Budget and its associated Levy Rate of \$3.05.
3. Discussion and possible action on Budget Resolution #129 regarding the 2020/2021 Budget.
4. Discussion and possible action regarding the Chairman's and Clerk's certification of the 2020/2021 Budget.
5. Discussion and possible action, up to and including the approval of the Christopher Kohl's Fire District two-year Budget projection.
6. Discussion and possible action on the letter to the Board of Supervisors finalizing the submission of all required documents.

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 **May 18, 2020**, at **3:30pm** at the Fire Station 51 Community Room.

Call to Order/Pledge of Allegiance

Call to order 3:30pm, May 18, 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 (telephonically)
Board Member Sheila Marcum

B. Department Members in attendance: Chief Bob Lockhart, Administrative Assistant Deanna White, Captain Rhett Connolly (Medic), Steve McKinnon (EMT)

C. Members of the Public in attendance: None

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

Approval of Minutes

The Board reviewed the Minutes of the Regular Meeting of April 20, 2020. Sheila made a Motion to approve the Minutes of the Regular Meeting of April 20, 2020 and was seconded by Larry.

Vote results:

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

Nays: None

Reports and Correspondence

A. Financial Officer's Report

Larry Hannum reviewed the status of all District bank accounts for April. Larry read the Financial Report. From **Profit & Loss Budget vs. Actual**, page 3, subtitle, "Internet," Steve asked Chief why the total for "Internet" has already exceeded the budgeted total; Chief answered that Internet was added to Stations 53 in addition to Station 51. Steve questioned Chief regarding the **Profit & Loss Budget vs. Actual**, page 6, subtitle "Repair Station 51;" Chief replied that all "repairs" have been at a standstill because of the Covid-19 threat.

Larry made a Motion to accept the April 20, 2020 Financial Report and was seconded by Ron.

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 April. The list below highlights this month's Chief's Report (not in any particular order):

- Blattner Pit is being staffed by Payson Fire Department and will be staffing the Pit throughout June
- Due to Covid-19, Chief has been and is busy at least four hours a day, and he has been dealing with PPE (Personal Protection Equipment), contacts at the Federal level and the EMS (Emergency Medical System). He has had to telecommunicate at least twice a day with one or more of those

entities.

- The Chief of his own volition without direction or the behest of the Board will present two Budget informational workshops for the Public. Said workshops will be Thursday, June 4th from 5pm until 8pm and Saturday, June 6th from 10am to 2pm.
- Chief Lockhart exclaimed that we should be receiving the first check (\$500) from Fire Recovery soon.
- Additionally, Chief said that the County will pay to have the abandoned trailer on the Christopher Creek Loop moved. The owner most likely be charged with "Felony Abandonment." Sheila thanked Chief for getting involved.

C. Chairman's Report & District Correspondence

None.

BUSINESS

Item #1: Discussion and possible action on signing a *Memorandum of Understanding for Mutual Aid partners for a grant funding additional medical Personal Protective Equipment 20/80.*

Chief Lockhart said that this Item is a moot point being that the Grant was never written before deadline. No Board discussion or action was necessary.

Item #2: Discussion and possible action on signing a Resolution for the Workers' Compensation Pool with Ashton/Tiffany.

All Board members received a copy of *Resolution 128* in their packets. No Board discussion was necessary since this topic was dealt with during last month's meeting. Larry made a Motion to Accept and have Board members sign *Resolution 128* and was seconded by Ron.

Vote results:

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

Nays: None

Item #3: Discussion and possible action *not to include* the final adoption of the 2020-2021 Budget.

With third draft copy for each Board member in his/her Board packets, Chief Lockhart briefly spoke on selected high points on each page of Budget.

Page 1

- **Salaries** Chief's \$10,000 raise from former adopted MOU; employees' raises due to wage correction
- **Unemployment Insurance** Chief explained this is based on age, experience, and tenure
- Steve asked why the District spent more thus far this year yet budgeted only \$3200 for 20-21. Chief responded that we were double billed. The correction will be reflected in future Board meetings.

Page 2

- **Fuel, Diagnostic testing Equipment and Printer, Vehicle Repairs, Fire Hose Tester 500 psi** Chief said in the past, CKFD borrowed from Payson Fire Department. Soon, CKFD can aid neighboring Districts and Department.

Page 3

- **Station #51 Paint Bldg., Doors& Retaining Wall**
- **Retaining Wall Repair Station #51**
- **Replace Flooring Station #51**
- **Durable Goods**

- **Lucas 3 Compression System** Chief said this machine is like having three fire fighters working on victim.
Page 4
- **Contingency** Chief said the difference from last year is more money was moved to Capital Account this year.
- **Training (Hands On-2 X Mo)**
- **Training EMS- Refresher & Coverage**
- **State Fire School, 2 Students & Coverage** Steve stated what we actually spent in 19-20 and why budgeted so high for 20-21. Chief stated that these expenses are reflected primarily in payroll.
Page 7
- **Property Taxation, AFDAT** Chief held Levy rate to the same as last fiscal year.
- (The four) **Billing Contracts** All higher.
- **Grant, All Other** Chief replied, "Hoping for Grant"

No Board action was taken, and this Business item and will be on June's agenda for further discussion and possible action.

Call to the Public:

None.

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

Vote Results:

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

Nays: None

The meeting adjourned at 4:45 pm.

The next regularly scheduled Board Meeting will be on Monday, June 15, 2020, at 3:30 pm.

Approved by _____ on 6-15 2020

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

Capital Account:

Beginning Balance:	300,470.04
Deposits:	59.93 (Int)
Warrants Issued:	0
End Balance:	300,529.97
Register Balance	300,529.97__ (Outstanding \$0)

General Account:

Beginning Balance:	253,916.00
Deposits:	26,453.10 (Int \$72.64/Taxes \$26,380.46)
Warrants Issued:	52,579.38
End Balance:	227,789.72
Register Balance	227,931.70__ (Outstanding +141.98)

Wells Fargo: Payroll

Beginning Balance:	32,002.41
Deposits:	40,000.25
Checks:	44,456.22
End Balance:	27,546.44
Register Balance	24,180.42__ (Outstanding -3,366.02)

Wells Fargo: Enterprise

Beginning Balance	474,594.38
Deposits:	819.04 (Int \$4.04/Don.&BL \$815.00)
Checks:	0
End Balance:	475,413.42
Register Balance	475,413.42 (Outstanding \$0)

Total Register Balances = \$1,028,055.51 + Outstanding \$3224.04 = Ending Balances of \$1,031,279.55

Approved as read at Board Meeting of June 15, 2020

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 May 2020

FIRES: **TOTAL FIRES 9**

WILDLAND	1	_____
STRUCTURE	0	_____
VEHICLE	0	_____
CAMPFIRE	3	_____
MUTUAL AID	0	_____
SPECIAL DUTY	4	_____
FALSE ALARM	0	_____
STILL ALARM	0	_____
CANCELLED EN RTE	1	_____

EMS: **TOTAL EMS 21**

REGULAR EMS	9	_____	(6-ALS/3-BLS)
MVA/EMS	5	_____	
MUTUAL AID	0	_____	
FALSE ALARMS	1	_____	
WALK INS	3	_____	
SPECIAL DUTY	2	_____	
CANCELLED EN RTE	1	_____	

TOTAL INCIDENTS 30

COMMENTS **TOTAL TRAINING HOURS -92.75** **Hours 2.50 Target**

DATE	INCIDENT #	DESCRIPTION-EMS	FIREFIGHTERS	May-20
5/1/2020	20-055	Walk-In (ALS)	Connolly/McKinnon/Lockhart	
5/1/2020	20-056	Special Duty	Connolly/McKinnon	
5/2/2020	20-057	EMS/ALS	Hansen/Perry	
5/4/2020	20-058	EMS/ALS	Stluka/Yungkans/Lockhart	
5/5/2020	20-059	EMS/BLS	Stluka/Tutay	
5/7/2020	20-060	Canc en Route	Connolly/McKinnon/Lockhart	
5/7/2020	20-061	Walk-In (ALS)	Connolly/McKinnon	
5/7/2020	20-062	Special Duty	Connolly/McKinnon	
5/7/2020	20-063	Illegal Fire	Connolly/McKinnon	
5/8/2020	20-064	Illegal Fire	Hansen/Perry	
5/10/2020	20-065	Fire (Building)	Hansen/Stluka	
5/12/2020	20-066	EMS/ALS	McKinnon/LaBonte'/Lockhart	
5/15/2020	20-067	MVA	Hansen/Perry/Lockhart/Elston	
5/15/2020	20-068	False Alarm	Stluka/Yungkans	
5/18/2020	20-069	EMS/ALS	Connolly/McKinnon/Lockhart/Elston	
5/19/2020	20-070	MVA	Connolly/McKinnon/Lockhart	
5/21/2020	20-071	Special Duty	Hansen/Yungkans/Lynch	
5/21/2020	20-072	Special Duty	Hansen/Yungkans/Lynch	
5/21/2020	20-073	Special Duty	Hansen/Yungkans	
5/21/2020	20-074	EMS/ALS	Hansen/Yungkans	
5/23/2020	20-075	Fire (Brush)	Stluka/Connolly	
5/23/2020	20-076	EMS/ALS	Hansen (Bat 5)	
5/24/2020	20-077	MVA	Hansen (Bat 5)	
5/25/2020	20-078	Walk-In	Connolly/McKinnon	
5/26/2020	20-079	EMS/BLS	Hansen/Perry/Lockhart	
5/28/2020	20-080	MVA	Stluka/Tutay/Lockhart	
5/30/2020	20-081	Special Duty	Connolly/McKinnon	
5/30/2020	20-082	EMS/BLS	Connolly/McKinnon	
5/30/2020	20-083	MVA	Connolly/McKinnon	
5/31/2020	20-084	Canc en Route	Connolly/McKinnon	

Christopher Kohl's Fire District

Payson, AZ

This report was generated on 6/8/2020 9:42:07 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: 05/01/2020 | End Date: 05/31/2020

Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
05/01/2020 09:00:00	EMS	EMS Monthly - Airway Management	1:00
05/01/2020 10:00:00	Leadership/ICS	Monthly Company: Blue card size ups	1:00
05/01/2020 11:00:00	Basic Fire Fighting	Monthly Company - Fire Behavior: Flashover	1:00
05/01/2020 13:00:00	Wildland	Company - Wildland LODD case study	1:00
05/01/2020 14:00:00	EMS	EMS - NIPPV	1:00
05/19/2020 16:00:00	Basic Fire Fighting	Company - Extrication and emergency moves	1:00
05/24/2020 10:00:00	EMS	EMS company - Multisystem trauma assessment	1:00
05/24/2020 11:00:00	Basic Fire Fighting	Monthly Company - SCBA: Breathdown Mayday	1:00
05/24/2020 14:00:00	Leadership/ICS	Company - Company officer training	2:00
05/25/2020 10:00:00	EMS	Other - Lifepak 15 review	1:00
05/25/2020 12:00:00	Basic Fire Fighting	Company - LAFD Mayday review	1:00
05/26/2020 13:00:00	Leadership/ICS	Company - Company Officer personnel management	2:00
Total Classes			12
Total Class Hours			14:00

osen, Mark K

Class Date	Class Category	Class Name	Class Hours
05/06/2020 15:30:00	Engine & Tender Ops	Company - Type 6 operations (pumping and drafting)	1:00
05/08/2020 16:30:00	EMS	Target Solutions - Muscle-skeletal injury	1:30
05/09/2020 09:15:00	Basic Fire Fighting	Monthly Company - SCBA breathdown	2:00
05/09/2020 13:00:00	EMS	EMS Company - SMR assessment	1:00
05/09/2020 14:00:00	EMS	Monthly EMS - Protocol review: A-fib/A-flutter	0:45
05/11/2020 00:00:00	Basic Fire Fighting	Roof ops and PPV ops	0:30
05/20/2020 08:30:00	Engine & Tender Ops	New Hire Orientation - Engine operations	1:00
05/20/2020 09:30:00	Basic Fire Fighting	New Hire Orientation - Administration operations	1:30
05/20/2020 11:00:00	Driver Operator	New Hire Orientation: New Driver/Area Familiarization	2:30
05/20/2020 13:00:00	Engine & Tender Ops	New Hire Orientation - Water Tender operations	0:30
05/20/2020 14:30:00	Driver Operator	New Hire Orientation - New Driver/Area Familiarization	2:00
05/21/2020 08:30:00	Engine & Tender Ops	New Hire Orientation - Admin, MCS, Pump Theory	1:30
05/21/2020 10:30:00	MCS	New Hire Orientation - MCS	1:00
05/21/2020 15:30:00	Basic Fire Fighting	New Hire Orientation - Hose Loads	0:30
05/21/2020 16:00:00	Driver Operator	New Hire Orientation - New Driver Training/ Area familiarization	1:15

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.

05/26/2020 16:00:00	EMS	Target Solutions - Complimentary Alternative medicine	1:00
05/27/2020 09:00:00	MCS	New Hire Orientation - MCS	1:00
05/27/2020 10:00:00	Engine & Tender Ops	New Hire Orientation - Pumping and drafting	1:45
05/27/2020 13:00:00	Driver Operator	New Hire Orientation - Water tender operation and driving	3:00
Total Classes			19
Total Class Hours			25:15

Lindsey, Michael

Class Date	Class Category	Class Name	Class Hours
05/05/2020 13:00:00	Wildland	Monthly Company - Wildland hose packs	1:00
05/05/2020 16:00:00	Wildland	Company - Wildland avenza maps	1:00
05/20/2020 08:30:00	Engine & Tender Ops	New Hire Orientation - Engine operations	1:00
05/20/2020 09:30:00	Basic Fire Fighting	New Hire Orientation - Administration operations	1:30
Total Classes			4
Total Class Hours			4:30

Lynch, Joe

Class Date	Class Category	Class Name	Class Hours
05/20/2020 08:30:00	Engine & Tender Ops	New Hire Orientation - Engine operations	1:00
05/20/2020 09:30:00	Basic Fire Fighting	New Hire Orientation - Administration operations	1:30
05/20/2020 11:00:00	Driver Operator	New Hire Orientation: New Driver/Area Familiarization	2:30
05/20/2020 13:00:00	Engine & Tender Ops	New Hire Orientation - Water Tender operations	0:30
05/20/2020 14:30:00	Driver Operator	New Hire Orientation - New Driver/Area Familiarization	2:00
05/21/2020 08:30:00	Engine & Tender Ops	New Hire Orientation - Admin, MCS, Pump Theory	1:30
05/21/2020 10:30:00	MCS	New Hire Orientation - MCS	1:00
05/21/2020 14:30:00	Driver Operator	New Hire Orientation - Brush Trailer and Fueling	0:30
05/21/2020 15:30:00	Basic Fire Fighting	New Hire Orientation - Hose Loads	0:30
05/21/2020 16:00:00	Driver Operator	New Hire Orientation - New Driver Training/ Area familiarization	1:15
05/27/2020 09:00:00	MCS	New Hire Orientation - MCS	1:00
05/27/2020 10:00:00	Engine & Tender Ops	New Hire Orientation - Pumping and drafting	1:45
05/27/2020 13:00:00	Driver Operator	New Hire Orientation - Water tender operation and driving	3:00
Total Classes			13
Total Class Hours			18:00

McKinnon, Steve M

Class Date	Class Category	Class Name	Class Hours
05/01/2020 09:00:00	EMS	EMS Monthly - Airway Management	1:00
05/01/2020 10:00:00	Leadership/ICS	Monthly Company: Blue card size ups	1:00
05/01/2020 11:00:00	Basic Fire Fighting	Monthly Company - Fire Behavior: Flashover	1:00
05/01/2020 13:00:00	Wildland	Company - Wildland LODD case study	1:00
05/01/2020 14:00:00	EMS	EMS - NIPPV	1:00
05/01/2020 16:00:00	Basic Fire Fighting	Company - Extrication and emergency moves	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.

05/24/2020 10:00:00	EMS	EMS company - Multisystem trauma assessment	1:00
05/24/2020 11:00:00	Basic Fire Fighting	Monthly Company - SCBA: Breathdown Mayday	1:00
05/24/2020 14:00:00	Leadership/ICS	Company - Company officer training	2:00
05/25/2020 10:00:00	EMS	Other - Lifepak 15 review	1:00
05/25/2020 12:00:00	Basic Fire Fighting	Company - LAFD Mayday review	1:00
05/26/2020 13:00:00	Leadership/ICS	Company - Company Officer personnel management	2:00
Total Classes			12
Total Class Hours			14:00

Perry, Ben

Class Date	Class Category	Class Name	Class Hours
05/02/2020 08:00:00	Physical Fitness	Physical Fitness	4:00
05/06/2020 15:30:00	Engine & Tender Ops	Company - Type 6 operations (pumping and drafting)	1:00
05/09/2020 09:15:00	Basic Fire Fighting	Monthly Company - SCBA breathdown	2:00
05/09/2020 13:00:00	EMS	EMS Company - SMR assesement	1:00
05/09/2020 14:00:00	EMS	Monthly EMS - Protocol review: A-fib/A-flutter	0:45
05/12/2020 14:00:00	Basic Fire Fighting	Other - Building Construction	1:00
05/27/2020 09:00:00	MCS	New Hire Orientation - MCS	1:00
05/27/2020 10:00:00	Engine & Tender Ops	New Hire Orientation - Pumping and drafting	1:45
Total Classes			8
Total Class Hours			12:30

Stluka, Chad

Class Date	Class Category	Class Name	Class Hours
05/05/2020 13:00:00	Wildland	Monthly Company - Wildland hose packs	1:00
05/05/2020 16:00:00	Wildland	Company - Wildland avenza maps	1:00
05/11/2020 00:00:00	Basic Fire Fighting	Roof ops and PPV ops	0:30
Total Classes			3
Total Class Hours			2:30

Yungkans, Jeffery D

Class Date	Class Category	Class Name	Class Hours
05/21/2020 10:30:00	MCS	New Hire Orientation - MCS	1:00
05/21/2020 14:30:00	Driver Operator	New Hire Orientation - Brush Trailer and Fueling	0:30
05/21/2020 15:30:00	Basic Fire Fighting	New Hire Orientation - Hose Loads	0:30
Total Classes			3
Total Class Hours			2:00

Total Personnel:	8
Total Classes:	74

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**5/31/2020**

<i>VEHICLE</i>	<i>BEGIN</i>	<i>END</i>	
E531	121175	121183	8
E521	43476	43692	216
E511	42307	42843	536
E526	44040	44106	66
WT512	<i>N/A</i>	<i>N/A</i>	
WT511	15511	15632	121
E516	70412	70460	48
B5	139876	141457	1581
WT531	1524	1530	6