

NOTICE OF MEETING

The **Fire Board of the Christopher-Kohl's Fire District** will meet in regular session on **Monday, June 21, 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 May 17, 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 May. 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 May.

- As of June 11th, we are in Level 2 Fire Restrictions.
- CKFD personnel attended the Ponderosa Springs HOA meeting on June 12th.
- CKFD will be testing on June 28th and 29th to fill the two open positions.
- The County took \$10,054.30 from our General Account on 5/11/21.
- Received a check for the Copper Canyon wildland assignment for \$6,625.31
- For those of you that were not in attendance, Steve McKinnon's promotional ceremony to Captain was held at 1:30 this afternoon. Big congratulations to him.

C. Chairman's Report & District Correspondence

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

BUSINESS

1. Discussion and possible action regarding Christopher-Kohl's Fire District Personnel Policies and Procedures Manual, "Policy 40.08 Arizona State Retirement System."

Motion: _____ **Second:** _____ **Vote Results:** _____ **Ayes:** _____ **Nays:** _____

2. Discussion and possible action regarding Christopher-Kohl's Fire District Personnel Policies and Procedures Manual, "Policy 40.11 Statutory Benefits."

Motion: _____ **Second:** _____ **Vote Results:** _____ **Ayes:** _____ **Nays:** _____

3. Discussion and possible action regarding Christopher-Kohl's Fire District Personnel Policies and Procedures Manual, "Policy 40.12 Worker's Compensation."

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

C. Chairman's Report & District Correspondence

The Hunter Creek HOA needed to purge their water tanks, they offered the water to CKFD, the Department appreciates the gift of the water in this time of drought.

BUSINESS

Item #1: Discussion and action, up to and including the adoption of Christopher Kohls Fire District 2021/2022 Budget and its associated Levy rate of \$3.05.

Member Thornton made the motion to adopt the budget. Clerk Marcum seconded the motion. Motion carried by unanimous vote.

Item #2: Discussion and possible action on Budget Resolution #130 regarding the 2021/2022 Budget.

Clerk Marcum made the motion to accept and sign Resolution #130. Chairman Kotnik seconded the motion. Motion carried by unanimous vote.

Item #3: Discussion and possible action regarding the Chairman and the clerk's certification of the 2021/2022 Budget

Member Thornton made the motion to sign the Chairman and Clerk's certification. F.O. Hannum seconded the motion. Motion carried by unanimous vote.

Item #4: Discussion and possible action, up to and including the approval of the Christopher Kohls Fire District 2-year Budget projection.

Member Thornton made the motion to approve the District's 2-year Budget projection. Member Price seconded the motion. Motion carried by unanimous vote.

Item #5: Discussion and possible action on the letter of the Board of Supervisors finalizing the submission of all required documents.

Member Price made the motion to sign the letter to the Board of Supervisors. Chairperson Kotnik seconded the motion. Motion carried by unanimous vote.

Future Agenda Items

Member Thornton was asked to consider taking over reviewing Policies and Procedures for Board approval.

Call to the Public:

None.

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 **May 17, 2021**, at **3:30pm** at the Fire Station 51 Community Room.

Call to Order/Pledge of Allegiance

Call to order 3:30pm, May 17, 2021, followed by the Pledge of Allegiance.

Roll Call

A. Board Members: Chairman Ron Kotnik
Clerk Sheila Marcum
Board Member Joanie Price
Board Member Karen Thornton
Finance Officer Larry Hannum

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 16, 2021. Member Thornton asked why the minutes did not reflect the fact that Joanie Price had been sworn in. The minutes were then corrected at that time.

Clerk Marcum made a motion to approve the minutes as amended of the regular meeting of April 16, 2021. Member Thornton seconded the motion. Motion carried by unanimous vote.

Reports and Correspondence

A. Financial Officer's Report

Financial Officer (F.O.) Hannum reviewed and read the status of all District bank accounts for April.

Questions with responses, requests, and comments:

Questions: Member Thornton asked about a bill that was written to AZ Police Psychology. Chief Lockhart explained.

Clerk Marcum made the motion to approve the April Financial Reports. Member Thornton seconded the motion. Motion carried by unanimous vote.

B. Chief's Report


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

- Discussion on Chad Stluka's termination
- Gila County Financial (Ron asked if this would be reoccurring)
- Wildland Assignment
- Level 1 Fire Restrictions
- New Reserve Personnel
- Preparing to post for open Positions
- Terminated Ben Perry

Adjournment

F.O. Hannum made a motion to adjourn meeting. Member Price seconded the motion.
Motion carried by unanimous vote.

The meeting adjourned at 4:30 pm.
The next regularly scheduled Board Meeting will be on Monday, June 21, 2021, at 3:30 pm.

Approved by  on 6-21- 2021

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

Capital Account:

Beginning Balance:	304,355.53
Deposits:	(Int \$147.70)
Warrants Issued:	0
End Balance:	304,503.23
Register Balance	304,503.23 ___ (Outstanding \$0)

General Account:

Beginning Balance:	302,934.19
Deposits:	40,249.69 (See bank rec.)
Warrants Issued:	88,311.00
End Balance:	254,872.88
Register Balance	251,762.82 ___ (Outstanding -\$3,110.06)

Wells Fargo: Payroll

Beginning Balance:	17,687.41
Deposits:	80,000.29
Checks:	60,747.60
End Balance:	36,940.10
Register Balance	35,073.78 ___ (Outstanding -\$1,866.32)

Wells Fargo: Enterprise

Beginning Balance	494,377.55
Deposits	474.20(See bank rec)
Checks:	0.00
End Balance:	494,851.75
Register Balance	494,851.75 ___ (Outstanding \$0)

Total Register Balances = \$1,086,191.58 + Outstanding \$4,976.38 = Ending Balances of \$1,091,167.96

Approved as read at Board Meeting of June 21, 2021

Clerk/Financial Officer Lay C. Lane

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 2021

FIRES: **TOTAL FIRES 14**

WILDLAND	0	_____
STRUCTURE	2	_____
VEHICLE	1	_____
CAMPFIRE	4	_____
MUTUAL AID	0	_____
SPECIAL DUTY	5	_____
FALSE ALARM	0	_____
STILL ALARM	0	_____
CANCELLED EN RTE	2	_____

EMS: **TOTAL EMS 10**

REGULAR EMS	5	_____	(4-ALS/1-BLS)
MVA/EMS	2	_____	
MUTUAL AID	0	_____	
FALSE ALARMS	0	_____	
WALK INS	2	_____	
SPECIAL DUTY	0	_____	
CANCELLED EN RTE	1	_____	

TOTAL INCIDENTS 24

COMMENTS **TOTAL TRAINING HOURS – 114.00 Hours – 5.00 Target**

Christopher Kohl's Fire District

Payson, AZ

This report was generated on 6/7/2021 10:24:55 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: 05/01/2021 | End Date: 05/31/2021

Acedo, Dulce (CKFD)			
Class Date	Class Category	Class Name	Class Hours
05/10/2021 07:45:00	Engine & Tender Ops	Company - Engine Ops	2:15
05/10/2021 10:00:00	Basic Fire Fighting	Company - SCBA Breathdown and FF skills	3:00
05/10/2021 15:00:00	Driver Operator	Company - Driving and area familiarization	2:00
05/30/2021 08:30:00	Physical Fitness	Company - Physical Agility development	1:00
Total Classes			4
Total Class Hours			8:15
Acedo, Mauricio (CKFD)			
Class Date	Class Category	Class Name	Class Hours
05/22/2021 09:15:00	Driver Operator	Company - New Hire Orientation	1:00
05/22/2021 10:45:00	EMS	Company - EMS Ops	1:45
05/22/2021 13:30:00	Basic Fire Fighting	Company - New Hire Orientation	1:30
Total Classes			3
Total Class Hours			4:15
Connolly, Rhett T			
Class Date	Class Category	Class Name	Class Hours
05/01/2021 13:00:00	EMS	Target Solutions - Cardiovascular Anatomy and Physiology	1:00
05/01/2021 14:00:00	EMS	Target Solutions - 12 lead interpretation	1:00
05/01/2021 14:00:00	Physical Fitness	Physical Fitness	4:00
05/13/2021 13:00:00	Communication/Documentation	Other - Meeting with Comms	3:00
05/25/2021 10:00:00	Driver Operator	Company - Area Familiarization	5:00
05/31/2021 12:00:00	EMS	Other - Protocol Review: Bradycardia	1:00
05/31/2021 13:00:00	EMS	Other - Protocol Review: Chest pain/STEMI	1:00
Total Classes			7
Total Class Hours			16:00
Hansen, Mark K			
Class Date	Class Category	Class Name	Class Hours
05/01/2021 13:00:00	Physical Fitness	Physical Fitness	1:00
05/03/2021 10:00:00	Wildland	April Table Scenario - Structure Protection	1:30
05/03/2021 13:30:00	EMS	Target Solutions - Opioid OD	1:00
05/04/2021 07:30:00	Basic Fire Fighting	Company - SCBA Breathdown	1:00
05/04/2021 12:00:00	Engine & Tender Ops	Company - E526 Ops	5:15
05/10/2021 07:45:00	Engine & Tender Ops	Company - Engine Ops	2:15
05/10/2021 10:00:00	Basic Fire Fighting	Company - SCBA Breathdown and FF skills	3:00
05/10/2021 15:00:00	Driver Operator	Company - Driving and area familiarization	2:00
05/15/2021 08:30:00	Basic Fire Fighting	Company - SCBA Breathdown	1:00
05/15/2021 11:00:00	Wildland	Company - Wildland Review	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.



05/22/2021 09:15:00	Driver Operator	Company - New Hire Orientation	1:00
05/22/2021 10:45:00	EMS	Company - EMS Ops	1:45
05/22/2021 13:30:00	Basic Fire Fighting	Company - New Hire Orientation	1:30
05/22/2021 15:00:00	Engine & Tender Ops	Company - Engine and Water Tender Ops.	1:00
05/30/2021 08:30:00	Physical Fitness	Company - Physical Agility development	1:00
Total Classes			15
Total Class Hours			27:15

Helms, Ryan (CKFD)			
Class Date	Class Category	Class Name	Class Hours
05/04/2021 12:00:00	Engine & Tender Ops	Company - E526 Ops	5:15
Total Classes			1
Total Class Hours			5:15

Lynch, Joe			
Class Date	Class Category	Class Name	Class Hours
05/01/2021 14:00:00	Physical Fitness	Physical Fitness	2:00
05/15/2021 08:30:00	Basic Fire Fighting	Company - SCBA Breathdown	1:00
05/15/2021 11:00:00	Wildland	Company - Wildland Review	3:00
05/22/2021 09:15:00	Driver Operator	Company - New Hire Orientation	1:00
05/22/2021 10:45:00	EMS	Company - EMS Ops	1:45
05/22/2021 13:30:00	Basic Fire Fighting	Company - New Hire Orientation	1:30
05/22/2021 15:00:00	Engine & Tender Ops	Company - Engine and Water Tender Ops.	1:00
05/25/2021 10:00:00	Driver Operator	Company - Area Familiarization	5:00
Total Classes			8
Total Class Hours			16:15

McKinnon, Steve M			
Class Date	Class Category	Class Name	Class Hours
05/01/2021 14:00:00	Physical Fitness	Physical Fitness	2:00
05/01/2021 15:00:00	Physical Fitness	Physical Fitness	2:00
05/03/2021 10:00:00	Wildland	April Table Scenario - Structure Protection	1:30
05/04/2021 07:30:00	Basic Fire Fighting	Company - SCBA Breathdown	1:00
05/04/2021 12:00:00	Engine & Tender Ops	Company - E526 Ops	5:15
05/13/2021 12:00:00	Engine & Tender Ops	Company - Pump Training	3:00
05/29/2021 15:30:00	EMS	Target Solutions - Cardiovascular anatomy and physiology	1:00
05/29/2021 16:30:00	EMS	Target Solutions - Managing Cardiac Arrest	1:00
05/30/2021 08:30:00	Physical Fitness	Company - Physical Agility development	1:00
Total Classes			9
Total Class Hours			17:45

Perry, Ben			
Class Date	Class Category	Class Name	Class Hours
05/13/2021 12:00:00	Engine & Tender Ops	Company - Pump Training	3:00
Total Classes			1
Total Class Hours			3:00

Svinicki, Cody (CKFD)			
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Class Date	Class Category	Class Name	Class Hours
05/13/2021 12:00:00	Engine & Tender Ops	Company - Pump Training	3:00
Total Classes			1
Total Class Hours			3:00
Titus, Chelsea (CKFD)			
Class Date	Class Category	Class Name	Class Hours
05/15/2021 11:00:00	Wildland	Company - Wildland Review	3:00
Total Classes			1
Total Class Hours			3:00
Tutay, Jason R			
Class Date	Class Category	Class Name	Class Hours
05/01/2021 14:00:00	Physical Fitness	Physical Fitness	4:00
Total Classes			1
Total Class Hours			4:00
White, Sterling (CKFD)			
Class Date	Class Category	Class Name	Class Hours
05/01/2021 13:00:00	Physical Fitness	Physical Fitness	1:00
05/25/2021 10:00:00	Driver Operator	Company - Area Familiarization	5:00
Total Classes			2
Total Class Hours			6:00

Total Personnel:	12
Total Classes:	53

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**5/31/2021**

<i>VEHICLE</i>	<i>BEGIN</i>	<i>END</i>	
E531	123045	123062	17
E521	48562	49300	738
E511	45201	45492	291
E526	44250	44269	19
WT512	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
WT511	15894	15944	50
E516	70643		<i>Out of Service</i>
B5	149079	150220	1141
WT531	1608	1622	14