

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 Monday, November 20, 2017, at 3:00pm at the Fire Station 51 Community Room.

Call to Order/Pledge of Allegiance

Call to order 3:10pm, Monday, November 20, 2017, followed by the Pledge of Allegiance.

Roll Call

- A. Board Members Present: Chairman Deborah Dawson
Clerk Tom James
Financial Officer Jeff Daniels (Arrived 3:22pm)
Board Member Steve Sundra
Board Member Larry Hannum
- B. Department Members: Chief Bob Lockhart, Administrative Assistant Deanna White,
Volunteer Dave Elston, Captain Rhett Connolly
- C. Members of the Public: Rosemary Elston, Hell's Gate Fire Department Chief, John Wisner

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

Approval of Minutes

The Board reviewed the Minutes of the Regular Meeting of October 16, 2017. Steve Sundra made a motion to accept October 16, 2017 Minutes and was seconded by Tom James.

Vote results:

Ayes: Deborah Dawson, Tom James, Steve Sundra, Larry Hannum

Nays: None

Reports and Correspondence

A. Financial Officer's Report

Jeff Daniels reviewed the status of all District bank accounts for October. With questions regarding the General Account's "Reconciliation Detail" (General T-836, Period Ending 08/31/2017) under the heading "Uncleared Transactions" and a notation of an AJE on 06/30/2016 totaling a negative \$13,627.00 still remaining, Kay Green will provide information to explain the uncleared transactions at the January Board meeting. Jeff Daniels made a Motion to accept the October 16, 2017 Financial Report and was seconded by Larry Hannum.

Vote results:

Ayes: Deborah Dawson, Tom James, Steve Sundra, Jeff Daniels, Larry Hannum

Nays: None

B. Chief's Report

Chief Lockhart discussed Department activity for October. Please see attached Chief's Report. In addition, Captain Rhett Connolly will be acting Chief while Chief Lockhart is out-of-town November 26-29 and December 1-4.

C. Chairman's Report & District Correspondence

Deborah Dawson reported that the Christmas party for the children of Christopher Creek area will be held December 16. Member of the Public Rosemary Elston added that the party will begin at 2pm with the parade following at 6pm.

BUSINESS

Item #1: Continued discussion and possible action regarding Chief's explanation of Board Member's questions regarding August Reconciliation for the General Account and the Adjusted Journal Entry (AJE) under "Uncleared Transactions" on 6/30/2016 of \$13,627.00 (by Kay Green).

Kay Green will provide information to explain the uncleared transactions at the January Board meeting. No Board action was necessary.

Item #2: Continued discussion and possible action regarding billing and collection for Highway EMS calls, in particular, *HR Fire Recovery USA* and its offer of "comprehensive cost recovery solutions."

Two documents were provided in Board Members' packets:

- "CHRISTOPHER KOHL'S FIRE DISTRICT, ATTACHMENT (A) TO RESOLUTION #99, SCHEDULES OF FEES RESPONSE AND SERVICE" and
- "CHRISTOPHER KOHL'S FIRE DISTRICT, SERVICES BILLING POLICY, ATTACHMENT (A) TO RESOLUTION #100."

For December's Board Meeting, Chief Lockhart will revise both the current "Schedules of Fees response and Service" replacing Resolution #99, as well as, "Services Billing Policy" replacing Resolution #100. No Board Action was necessary.

Item #3: Discussion and possible action regarding Wells Fargo business direct authorized user request form to add and cancel users. (Three forms to be considered)

The Board reviewed three documents dealing with the Department's Wells Fargo VISA BUSINESS CARD account ending with 8351. First, Steve Sundra made a Motion to remove John Digma as an Authorized User on the VISA BUSINESS CARD account ending with 8351 and add Dave Atkins; Motion was seconded by Larry Hannum.

Vote results:

Ayes: Deborah Dawson, Jeff Daniels, Tom James, Steve Sundra, Larry Hannum

Nays: None

Appropriate form, "WELLS FARGO BUSINESS DIRECT AUTHORIZED USER REQUEST FORM" will be filled out and given to Wells Fargo Bank NA Business Direct-Loan Center.

Steve Sundra made a second Motion related to the Wells Fargo Business Account to allow Captains Stluka, Shill, and Connolly of the CK Fire Department to be authorized a VISA BUSINESS CARD with a credit limit of \$1000 each and was seconded by Larry Hannum.

Vote results:

Ayes: Deborah Dawson, Jeff Daniels, Tom James, Steve Sundra, Larry Hannum

Nays: None

Since all five Board Members are signors to the Wells Fargo account, any two can sign realignment of VISA BUSINESS CARD account ending with 8351.

Item #4: Discussion and possible action regarding sales, trades, or purchases of fleet vehicles.

Considerable discussion took place regarding the Chief's possible trade of our Department's Rescue (Ambulance) for Forest Lakes Fire Department's Engine 1211. A handout was provided detailing the engine and its biography. Chief Lockhart explained the trade with the following points:

- Due to its age, Engine 531 can be (preferably) sold (or retired) reducing our fleet number;
- Rescue/Ambulance can be traded with FLFD for FLFD's Engine 1211;
- Since value of Rescue/Ambulance is higher than Engine 1211, a dollar amount could be added to the trade;
- Instead of trading our Department's Rescue/Ambulance for FLD's Engine 1211, we could purchase FLFD's Engine 1211 outright from Capital Account;

- Reported mileage of Rescue/Ambulance in Monthly “Chief’s Report” shows very low mileage;
- Since our Rescue/Ambulance is 4-Wheel drive, value is greater;
- FLFD wants a 4-Wheel drive Ambulance, (Note: FLFD has a C.O.N. enabling them to transport victims to a Medical Center.)

At this point, Department Member Captain Connolly added information regarding Engine 1211 and its benefits, drop down chains being one of them. Then, Tom James made a Motion to instruct Chief Lockhart to pursue trade of Rescue/Ambulance with FLFD for Engine 1211 with a determined amount of additional cash and was seconded by Larry Hannum.

Vote results:

Ayes: Deborah Dawson, Tom James, Steve Sundra, Larry Hannum

Nays: Jeff Daniels

Item #5. Discussion and possible action to approve upcoming 50/50 Grant.

After reviewing handout: “Volunteer Fire Assistance (VFA) Grants,” and explanation from Chief Lockhart, Larry Hannum made a Motion to instruct Chief Lockhart to complete application for VFA Grant not to exceed \$10,000 (maximum award) and was seconded by Steve Sundra.

Vote results:

Ayes: Deborah Dawson, Tom James, Steve Sundra, Larry Hannum

Nays: Jeff Daniels

Item #6. Discussion and possible action concerning the upcoming meeting for the Hellsgate Fire District’s merger, consolidation and JPA study.

Hellsgate Fire Department’s Chief Wisner addressed the Board regarding “the first study meeting for the Hellsgate Fire District’s merger, consolidation, and JPA study, as ordered by the Hellsgate Fire District Board.” Chief Wisner’s main points to the (CK Fire District) Board were as follows:

- The JPA is a study only;
- Chief Wisner would like Chief Lockhart to attend JPA;
- There is no cost.

Chief Lockhart will attend. No Board action was necessary.

Item #7. Discussion and possible action on possible sending a CKFD Captain to AFDA so they can better understand AFDA, the laws, and Board member appreciation. However this will necessitate a funding discussion as it is not included in the current budget. (Time off, back fill, registration costs etc.)

Brief discussion took place regarding a Captain’s attendance being voluntary or mandatory and the cost, since this was not budgeted. Chief Lockhart will provide an itemized cost to send one Captain to AFDA conference before next Board Meeting. No Board action was necessary.

Item #8. Discussion and possible action regarding the start-time for upcoming Board Meetings.

Brief discussion took place on Board Meeting start time due to one Board Member’s other commitments on Monday late afternoon-evenings. No decision was reached on 2018 monthly Board Meetings; however, Board Members agreed that December’s Board Meeting will begin at 6pm. No other Board action was necessary.

Call to the Public

None

Adjournment

Steve Sundra moved to adjourn the meeting and was seconded by Jeff Daniels.

Vote Results:

Ayes: Deborah Dawson, Jeff Daniels, Tom James, Steve Sundra, Larry Hannum
Nays: None

The meeting adjourned at 5:47pm.

The next regularly scheduled Board Meeting will be on Monday, December 18, 2017, at 3:00 pm.

Approved by _____ **on** _____ **2017**