

## NOTICE OF MEETING

The Fire Board of the Christopher-Kohl's Fire District will meet in regular session on **Monday, December 16, 2019, 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*)
2. **ROLL CALL**
  - A. Board Members
  - B. Department Members
3. **APPROVAL OF MINUTES**
  - A. Regular Meeting of November 18, 2019.
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 November. 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 November.
    - Kay Green will be here the first week in January to start audit.
  - C. Chairman's Report & District Correspondence
    - The Chairman will report on the activities for the District in November.
    - District correspondence will be acknowledged.

### BUSINESS

1. Discussion and possible action regarding Policies and Procedures **20.19 Use of Computer, Internet, and Electronic Mail** and the possible combination with **2018 Use of Telephones**.
2. Discussion and possible action regarding Policies and Procedures **20.20 Personal Finances and Garnishments**.
3. Discussion and possible action regarding Policies and Procedures **20.21 Personal Property**.
4. Discussion and possible action regarding Policies and Procedures **20.22 Bulletin Boards**.
5. Discussion and possible adoption by Board of **Resolution #127** with its **Attachment (A)**: "Schedule of Fees and Services," replacing **Resolution #121** including its **Attachment (A)**; as well as discussion and possible adoption by the Board of **Resolution #128** with its **Attachment (A)**." "Services Billing Policy" replacing existing policy **Resolution #122** and its **Attachment (A)**.
6. Discussion and possible action regarding *Fire Recovery Billing Services*.
7. Discussion and election of officers for the CKFD Board, which includes Chairman, Financial

Officer, and Clerk. Also, Steve Sundra volunteering to be Personnel Liaison Officer again will be acknowledged.

8. Discussion and possible action regarding changing the January 2020 Board meeting from the 21<sup>st</sup> to the 27<sup>th</sup> due to the AFDA Conference.
9. CKFD Board would like to recognize Mark Hansen for his efforts in leading the recent area-wide Mass Casualty Training.

**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.

A Regular Meeting of the Christopher Kohl's District Governing Board convened **November 18, 2019**, at **3:30pm** at the Fire Station 51 Community Room.

## Call to Order/Pledge of Allegiance

Call to order 3:30pm, Monday, November 18, 2019, 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, Captain Chad Stluka

C. Members of the Public in attendance: Debbie Richardson, James Oliver, Ann Coury, Doug Frenz

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 21, 2019. Sheila made a Motion to approve the Minutes of the Regular Meeting of October 21, 2019 and was seconded by Tom.

**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 October. Larry read the Financial Report. Steve asked one question from *Profit & Loss Budget vs. Actual*, page 6, pertaining to the status of the repair to the Station 51 retaining wall. Chief addressed question. Sheila made a Motion to accept the October 21, 2019 Financial Report and was seconded by Tom.

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

- House fire on Ashby Apple Lane on November 6<sup>th</sup> was extinguished quickly due to a rapid response time (three minutes according to Larry Hannum, an eyewitness).
- Captain Chad Stluka spoke briefly about his and Ben Perry's deployment on a wildland assignment (Kinkaid Fire) in California from October 27<sup>th</sup> to November 11<sup>th</sup>.
- Chief Lockhart acknowledged CK Fire District received an anonymous donation of \$300.

- Captain Rhett Connolly and EMT Ben Perry have both been accepted into the National Fire Academy, Rhett in February and Ben in December.
- Chief Lockhart acknowledged and thanked both Debbie Dawson and Kathy Thickey for their generous donation to CKFD greatly reducing the cost for the upcoming AFDA Conference in January 2020.
- Chief added that high wind damage to Station 53 cost \$2012; the insurance deductible was \$1000. All work has been completed and the station is up and running.  
Steve asked if Rescue is up and running; Chief replied it is and is up for sale.

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

Ron reported there was no District Correspondence.

**BUSINESS**

**Item #1: Discussion and possible action regarding Policies and Procedures, Code/Title: 20.11 Conflict of Interest/Outside Employment.**

All Board members received a copy in their packets. After Steve’s correction of one spelling error, Tom made a Motion to approve **Policies and Procedures, Code/Title: 20.11 Conflict of Interest/Outside Employment** with the correction of one spelling error and was seconded by Sheila.

**Vote Results:**

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

**Nays: None**

**Item #2: Discussion and possible action regarding Policies and Procedures, Code/Title: 20.16 Visitors.**

All Board members received a revised copy in their packets. No Board discussion nor changes were necessary. Steve made a Motion to approve **Policies and Procedures, Code/Title: 20.16 Visitors** and was seconded by Sheila.

**Vote Results:**

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

**Nays: None**

**Item #3: Discussion and possible action regarding Policies and Procedures, Code/Title 20.17 Solicitation & Distribution.**

All Board members received copy in their packets. No Board discussion nor changes were necessary. Sheila made a Motion to approve **Policies and Procedures, Code/Title 20.17 Solicitation and Distribution** and was seconded by Tom.

**Vote Results:**

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

**Nays: None**

**Item #4: Discussion and possible action regarding Policies and Procedures, 20.18 Use of Telephones.**

All Board members received copy in their packets. Steve directed Board to three minor editing errors and their corrections. Sheila made a Motion to approve **Policies and Procedures, 20.18 Use of Telephones** with editing corrections and was seconded by Steve.

**Vote Results:**

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

**Nays: None**

**Item #5: Discussion and possible action regarding Policies and Procedures, 40.09 Deferred Compensation Plans.**

All Board members received copy in their packets. Discussion among Board members and with Chief took place about adding the phrase "when vested" in IV Guidelines, A. first sentence after word "hire". Board decided phrase was not necessary. Sheila made a Motion to approve Policies and Procedures, **40.09 Deferred Compensation Plans** as written and was seconded by Tom.

**Vote Results:**

**Ayes: Steve Sundra, Tom James, Larry Hannum, Ron Kotnik, Sheila Marcum**  
**Nays: None**

**Information on future Agenda Items.**

At present, Steve said there would be four more Policies and Procedures for Board review on December's Agenda: **20.19 Use of Computer, Internet, and Electronic Mail** (possibly combining with **2018 Use of Telephones**), **20.20 Personal Finances and Garnishments**, **20.21 Personal Property**, and **20.22 Bulletin Boards**.

Also, the Board will revisit Fire Recovery Billing Services.

Annual CKFD elections of officers for terms of one year each will be held: Chairman, Clerk, and Financial Officer.

**Call to the Public:**

None

**Adjournment:**

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

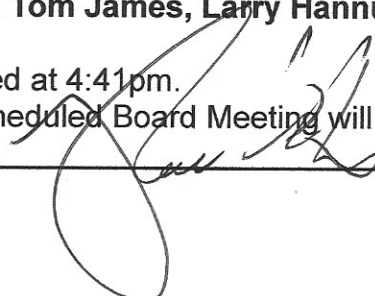
**Vote Results:**

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

**Nays: None**

The meeting adjourned at 4:41pm.

The next regularly scheduled Board Meeting will be on Monday, December 16, 2019, at 3:30 pm.

Approved by  on 12-16-2019

**CHRISTOPHER KOHL'S FIRE DISTRICT  
FINANCIAL OFFICER REPORT  
November 2019**

**Capital Account:**

Beginning Balance:	183,632.19
Deposits:	79.81 (Int)
Warrants Issued:	0
End Balance:	183,712.00
Register Balance	183,712.00__ (Outstanding \$0)

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**General Account:**

Beginning Balance:	354,009.98
Deposits:	44,417.11 (Int \$86.38/Taxes \$44,330.73)
Warrants Issued:	101,447.17
End Balance:	296,979.92
Register Balance	297,117.95__ (Outstanding +138.03)

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**Wells Fargo: Payroll**

Beginning Balance:	47,564.36
Deposits:	80,001.46
Checks:	53,400.29
End Balance:	74,165.53
Register Balance	42,574.85__ (Outstanding -31,590.68)

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**Wells Fargo: Enterprise**

Beginning Balance	447,018.54
Deposits:	1,383.24 (Int \$11.04/Ins.-\$1012/Don.-\$300/B/L-\$60)
Checks:	0
End Balance:	448,401.78
Register Balance	448,401.78 (Outstanding \$0)

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**Total Register Balances = \$971,806.58 + Outstanding \$31,452.65 = Ending Balances of \$1,003,259.23**

Approved as read at Board Meeting of 12, 16, 2019, 2019

Clerk/Financial Officer Lay C. Houn

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 November 2019

**FIRES:** **TOTAL FIRES 7**

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

**EMS:** **TOTAL EMS 6**

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

**TOTAL INCIDENTS 13**

**COMMENTS** **TOTAL TRAINING HOURS -148** **Hours 23.5 Target**





# Christopher Kohl's Fire District

Payson, AZ

This report was generated on 12/11/2019 8:50:53 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: 11/01/2019 | End Date: 11/30/2019

### Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
11/02/2019 09:00:00	Special Ops	Blue Card - Hazmat mod 5	3:30
11/08/2019 08:00:00	Special Ops	Rope Rescue - Low/high angle	4:30
11/13/2019 09:00:00	Special Ops	Blue Card - Sets and reps	4:00
11/18/2019 09:30:00	EMS	Airway Labs - Paramedics	3:00
11/21/2019 16:30:00	Basic Fire Fighting	Target Solutions - Wall Breach	1:00
<b>Total Classes</b>			<b>5</b>
<b>Total Class Hours</b>			<b>16:00</b>

### Hansen, Mark K

Class Date	Class Category	Class Name	Class Hours
11/04/2019 09:30:00	EMS	Life pak 15 inservice	0:30
11/04/2019 10:30:00	EMS	Red Shirt - EMS mock call	0:30
11/04/2019 11:30:00	MCS	Minimum Company Standards - Fire Attack/Horizontal Standpipe	2:30
11/08/2019 08:00:00	Special Ops	Rope Rescue - Low/high angle	4:30
11/10/2019 09:30:00	Special Ops	Blue Card - Hazmat Mod. 5	2:00
11/10/2019 10:00:00	EMS	Target Solutions - Capnography	1:00
11/11/2019 14:00:00	EMS	Target Solutions - Trauma Assessment	1:30
11/13/2019 09:00:00	Special Ops	Blue Card - Sets and reps	4:00
11/17/2019 08:30:00	EMS	Target Solutions - CNS injuries	1:00
11/17/2019 09:30:00	Basic Fire Fighting	Target Solutions - Sept. Fire Scenario	0:30
11/17/2019 10:30:00	EMS	Target Solutions - Capnography	2:00
11/18/2019 09:30:00	EMS	Airway Labs - Paramedics	3:00
11/22/2019 10:00:00	Driver Operator	New Driver Training	1:15
11/22/2019 13:45:00	Engine & Tender Ops	Pump Operations - E531	1:30
11/23/2019 10:30:00	Basic Fire Fighting	Target Solutions - PPE	1:00
<b>Total Classes</b>			<b>15</b>
<b>Total Class Hours</b>			<b>26:45</b>

### McKinnon, Steve M

Class Date	Class Category	Class Name	Class Hours
11/02/2019 10:30:00	Basic Fire Fighting	Target Solutions - NFPA 1001	1:00
11/02/2019 12:30:00	EMS	Target Solutions - Capnography	1:00
11/03/2019 11:00:00	EMS	Target Solutions - Abdominal Injuries	1:00
11/03/2019 12:00:00	Basic Fire Fighting	Target Solutions - Cobustible and Flammable Liquids	0:30
11/04/2019 08:30:00	Engine & Tender Ops	Red Shirt - Engine operations	1:00
11/04/2019 09:30:00	EMS	Life pak 15 inservice	0:30
11/04/2019 10:30:00	EMS	Red Shirt - EMS mock call	0:30
11/04/2019 11:30:00	MCS	Minimum Company Standards - Fire Attack/Horizontal Standpipe	2:30

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.

11/05/2019 10:30:00	EMS	Target Solutions - CO poisoning	1:00
11/05/2019 13:00:00	EMS	Target Solutions - Environmental Emergencies	1:00
11/05/2019 14:30:00	EMS	Target Solutions - Pediatric Assessment	1:00
11/05/2019 15:30:00	Basic Fire Fighting	Target Solutions - Ground Ladder	1:00
11/08/2019 08:00:00	Special Ops	Rope Rescue - Low/high angle	4:30
11/08/2019 14:00:00	EMS	Target Solutions - OB/GYN	1:00
11/18/2019 09:30:00	EMS	Airway Lab - EMT's	1:00
11/21/2019 09:00:00	Special Ops	Blue Card - Sets and reps	4:00
11/21/2019 16:30:00	Basic Fire Fighting	Target Solutions - Wall Breach	1:00
<b>Total Classes</b>			<b>17</b>
<b>Total Class Hours</b>			<b>23:30</b>

#### Perry, Ben

Class Date	Class Category	Class Name	Class Hours
11/01/2019 09:00:00	Wildland	Wildland - Prep Paperwork	2:00
11/02/2019 09:00:00	Wildland	Wildland - Communication and radio	3:00
11/04/2019 09:00:00	Wildland	Wildland - Local Tactic and Strategies	2:00
11/07/2019 09:00:00	Wildland	Wildland - Fire weather/behavior	3:00
11/08/2019 08:00:00	Physical Fitness	Physical Fitness	10:00
11/08/2019 09:00:00	Wildland	Wildland - Hose Pack Attacks	3:00
11/17/2019 09:00:00	Basic Fire Fighting	Target Solutions - Forcible Entry	1:00
11/17/2019 10:00:00	EMS	Target Solutions - Trauma Assessment	2:30
11/18/2019 09:30:00	EMS	Airway Lab - EMT's	1:00
11/21/2019 09:00:00	Special Ops	Blue Card - Sets and reps	4:00
11/22/2019 08:15:00	Engine & Tender Ops	Red Shirt - Engine Operations	1:00
11/22/2019 11:45:00	Driver Operator	New Driver Training	1:30
11/22/2019 13:45:00	Engine & Tender Ops	Pump Operations - E531	1:30
<b>Total Classes</b>			<b>13</b>
<b>Total Class Hours</b>			<b>35:30</b>

#### Ruiz, Mike

Class Date	Class Category	Class Name	Class Hours
11/04/2019 10:30:00	EMS	Red Shirt - EMS mock call	0:30
<b>Total Classes</b>			<b>1</b>
<b>Total Class Hours</b>			<b>0:30</b>

#### Ruiz, Mike (CKFD)

Class Date	Class Category	Class Name	Class Hours
11/04/2019 08:30:00	Engine & Tender Ops	Red Shirt - Engine operations	1:00
11/04/2019 09:30:00	EMS	Life pak 15 inservice	0:30
11/04/2019 11:30:00	MCS	Minimum Company Standards - Fire Attack/Horizontal Standpipe	2:30
11/22/2019 08:15:00	Engine & Tender Ops	Red Shirt - Engine Operations	1:00
11/22/2019 10:00:00	Driver Operator	New Driver Training	1:15
11/22/2019 11:45:00	Driver Operator	New Driver Training	1:30
11/22/2019 13:45:00	Engine & Tender Ops	Pump Operations - E531	1:30
<b>Total Classes</b>			<b>7</b>
<b>Total Class Hours</b>			<b>9:15</b>

#### Stluka, Chad

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
11/01/2019 09:00:00	Wildland	Wildland - Prep Paperwork	2:00
11/02/2019 09:00:00	Wildland	Wildland - Communication and radio	3:00
11/04/2019 09:00:00	Wildland	Wildland - Local Tactic and Strategies	2:00
11/07/2019 09:00:00	Wildland	Wildland - Fire weather/behavior	3:00
11/08/2019 08:00:00	Physical Fitness	Physical Fitness	10:00
11/08/2019 09:00:00	Wildland	Wildland - Hose Pack Attacks	3:00
11/24/2019 08:00:00	Basic Fire Fighting	Target Solutions - PPE	1:00
11/25/2019 09:00:00	EMS	Target Solutions - Capnography	1:30
11/25/2019 10:00:00	Special Ops	Blue Card - Hazmat Mod 2	1:00
11/25/2019 11:00:00	EMS	King Airway	1:00
11/30/2019 09:00:00	Special Ops	Blue Card - Mod 4 and 5	5:00
<b>Total Classes</b>			<b>11</b>
<b>Total Class Hours</b>			<b>32:30</b>
<b>Tutay, Jason R</b>			
Class Date	Class Category	Class Name	Class Hours
11/18/2019 09:30:00	EMS	Airway Labs - Paramedics	3:00
11/25/2019 11:00:00	EMS	King Airway	1:00
<b>Total Classes</b>			<b>2</b>
<b>Total Class Hours</b>			<b>4:00</b>

<b>Total Personnel:</b>	<b>8</b>
<b>Total Classes:</b>	<b>71</b>

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**MILEAGE****11/30/2019**

<i>VEHICLE</i>	<i>BEGIN</i>	<i>END</i>	<i>TOTAL</i>
E531	120682	120992	310
E521	39911	42113	2202
E511	41075	41477	402
E526	43783	43871	88
WT512	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
WT511	15428	15434	6
E516	70308	70368	60
B5	134112	134786	674
R511	<i>Back in Service</i>	8766	<i>N/A</i>
WT531	1468	1487	19