

NOTICE OF MEETING

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

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 November 16, 2020.

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 October. 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 November.

- Received a check from FRUSA.
- The one-day statutory training session for newly elected and reelected board members was cancelled due to Covid-19. AFDA has not rescheduled at this time.
- Unfortunately, the Firebelles had to cancel the CKFD Christmas party.

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 action by the Board as required by ARS 16-642 and 16-646. The members of the Board shall elect a Chairman, a Clerk, a Financial Officer and a Sergeant at Arms, all terms to be for one year.

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

2. Discussion and possible action regarding Christopher-Kohl's Fire District Personnel Policies and Procedures Manual, "Policy 30.09 Performance Reviews."

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

3. Discussion and possible action regarding Christopher-Kohl's Fire District Personnel Policies and Procedures Manual, "Policy 30.11 Demotions."

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.

Agenda's 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 **November 16, 2020**, at **3:30pm** at the Fire Station 51 Community Room.

Call to Order/Pledge of Allegiance

Call to order 3:30pm, November 16, 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
- Board Member Sheila Marcum

B. Department Members in attendance: Chief Bob Lockhart, Administrative Assistant Deanna White

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 19th, 2020. No Board discussion took place. Steve made a Motion to approve the Minutes of the Regular Meeting of October 19th, 2020, and was seconded by Sheila.

Vote results:

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

Nays: None

Reports and Correspondence

A. Financial Officer's Report

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

- From **Profit & Loss vs. Actual**, Steve asked if Mr. Lindsey would be an asset to our department by becoming a Wildland Engine Boss. Chief Lockhart explained yes Steve also asked questions regarding retaining wall and Chief explained.

Shelia made a Motion to approve September's Financial Report and was seconded by Steve.

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):

- Chief reported the District received a check from FRUSA.
- Wells Fargo credit card points were brought up and Larry and Ron will go to the bank with the Chief.
- Chief announced the Department purchased a Thermal Imaging camera.

C. Chairman's Report & District Correspondence

Ron had nothing to report.

BUSINESS

Item #1: The Oath and Signing of document by the newly elected Board members

Chief Lockhart swore in Karen Thornton, Larry, and Steve.

Sheila made the motion to accept the signing of the Oaths and was seconded by Ron.

Vote Results:

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

Nays: None

Item #2: The new board members shall attest to the fact that they read the OML book.

Sheila made the motion to the attestation that the new board members had read the OML book 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 regarding CKFD Personnel Policies and Procedure Manual. "Policy 30.04 Time keeping requirements."

Steve made a motion to accept "Policy 30.04" as written and was seconded by Sheila.

Vote Results:

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

Nays: None

Item #4: Discussion and possible action regarding CKFD Personnel Policies and Procedure Manual. "Policy 30.05 Overtime Compensation."

Steve made a motion to accept Policy "30.05" as written and was seconded by Sheila.

Vote Results:

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

Nays: None

Item #5: Discussion and possible action regarding CKFD Personnel Policies and Procedure Manual. "Policy 30.08 Paycheck Distribution."

Steve made a motion to except Policy "30.08" as written and was seconded by Sheila.

Vote Results:

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

Nays: None

Items #6: Discussion and possible action regarding the Brush Trailer.

The Board decided that \$30.00 is not enough to keep it going. They decided on \$40.00 a load.

Steve made the motion to accept the increase and was seconded by Ron.

Vote Results:

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

Nays: None

Information on future Agenda Items.

Steve would like to return to reviewing and revising, if necessary, 30.09 Performance Reviews and 30.11 Motions. Also, we will need to decide if we will allow questions/comments from the audience during the meeting and not just from the Call to the Public.

Call to the Public:

Jim Oliver was recognized by the Chairman. His main concern was that we had him wait until after the meeting to make any comments. Jim also provided a short history regarding the brush trailer.

Steve 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 4:21 pm.

The next regularly scheduled Board Meeting will be on Monday, December 21, 2020, at 3:30 pm.

Approved by _____



on _____

12-21-

2020

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

Capital Account:

Beginning Balance:	302,957.55
Deposits:	(Int \$158.12)
Warrants Issued:	0
End Balance:	303,115.67
Register Balance	303,115.67 ___ (Outstanding \$0)

General Account:

Beginning Balance:	368,195.06
Deposits:	57,748.68 (Int \$85.95/Taxes \$57,662.73)
Warrants Issued:	56,414.36
End Balance:	369,529.38
Register Balance	366,881.12 ___ (Outstanding \$-2,648.26)

Wells Fargo: Payroll

Beginning Balance:	48,300.72
Deposits:	40,000.28
Checks:	50,556.17
End Balance:	37,744.83
Register Balance	23,742.78 ___ (Outstanding -14,002.05)

Wells Fargo: Enterprise

Beginning Balance	480,923.34
Deposits:	1,812.32 (See bank rec \$1808.36/Int. \$3.96)
Checks:	2,930.18
End Balance:	479,805.48
Register Balance	479,805.48 ___ (Outstanding \$0)

Total Register Balances = \$1,173,545.05 + Outstanding \$16,650.31 = Ending Balances of \$1,190,195.36

Approved as read at Board Meeting of 12-21, 2020

Clerk/Financial Officer 

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 2020

FIRES: **TOTAL FIRES 6**

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

EMS: **TOTAL EMS 12**

REGULAR EMS	5	_____ (4-ALS/1-BLS)
MVA/EMS	3	_____
MUTUAL AID	0	_____
FALSE ALARMS	0	_____
WALK INS	0	_____
SPECIAL DUTY	4	_____
CANCELLED EN RTE	0	_____

TOTAL INCIDENTS 18

COMMENTS **TOTAL TRAINING HOURS -86.00 Hours 0.00 Target**

Christopher Kohl's Fire District

Payson, AZ

This report was generated on 12/16/2020 1:27:00 PM



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: 11/01/2020 | End Date: 11/30/2020

Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
11/02/2020 09:30:00	EMS	Tape and Chart - Drug abuse/toxicology	1:30
11/03/2020 14:00:00	EMS	Company EMS - ETCO2/ Lifepak ops	1:00
11/04/2020 09:00:00	EMS	EMS - Protocol Review: CARES	1:00
11/08/2020 10:00:00	EMS	EMS - Protocol Reviews: CARES	1:00
11/09/2020 09:00:00	Basic Fire Fighting	Company - Scene Management/Traffic control	1:00
11/09/2020 15:00:00	Basic Fire Fighting	Company - Preplan - access for acorn and hunter dr	1:00
11/09/2020 18:00:00	EMS	EMS - Patient refusal, guidelines and criteria	1:00
11/13/2020 10:00:00	Basic Fire Fighting	Other - Scotts TIC Manual Review	1:00
11/13/2020 16:00:00	Physical Fitness	Physical Fitness	1:00
11/14/2020 16:00:00	Physical Fitness	Physical Fitness	1:00
11/17/2020 17:00:00	Physical Fitness	Physical Fitness	1:00
11/19/2020 09:00:00	ALS/BLS Certs	ACLS Refresher	4:00
11/20/2020 09:00:00	Engine & Tender Ops	Company - Bladder and drafting review	2:00
11/20/2020 11:00:00	Leadership/ICS	Company - Blue Card Size-ups	1:00
11/20/2020 12:00:00	Engine & Tender Ops	Company - Shuttle and tender ops	1:00
11/23/2020 08:00:00	EMS	Airway Lab	1:00
11/27/2020 09:00:00	Basic Fire Fighting	Company - Deckgun operations	1:00
11/27/2020 10:00:00	Basic Fire Fighting	Company - Policy/procedure review	1:00
11/27/2020 14:00:00	Basic Fire Fighting	Company - Table scenario	1:00
11/27/2020 15:00:00	EMS	EMS - Airway management table discussion	1:00
11/27/2020 16:00:00	EMS	EMS - Co emergencies	1:00
Total Classes			21
Total Class Hours			25:30

Foradory, Andres

Class Date	Class Category	Class Name	Class Hours
11/13/2020 16:00:00	Physical Fitness	Physical Fitness	1:00
Total Classes			1
Total Class Hours			1:00

Hansen, Mark K

Class Date	Class Category	Class Name	Class Hours
11/04/2020 09:00:00	EMS	EMS - Protocol Review: CARES	1:00
11/10/2020 16:00:00	Physical Fitness	Physical Fitness	1:00
11/11/2020 10:30:00	Basic Fire Fighting	Monthly Company - SCBA Breathdown	1:30
11/17/2020 17:00:00	Physical Fitness	Physical Fitness	1:00
11/23/2020 08:00:00	EMS	Airway Lab	1:00
11/23/2020 14:00:00	Driver Operator	New Hire Orientation - Area familiarization	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.



11/28/2020 09:00:00	Engine & Tender Ops	New Hire Orientation - Truck and operations	1:30
Total Classes			7
Total Class Hours			9:30

Lockhart, Robert J

Class Date	Class Category	Class Name	Class Hours
11/27/2020 10:00:00	Basic Fire Fighting	Company - Policy/procedure review	1:00
Total Classes			1
Total Class Hours			1:00

McKinnon, Steve M

Class Date	Class Category	Class Name	Class Hours
11/02/2020 09:30:00	EMS	Tape and Chart - Drug abuse/toxicology	1:30
11/03/2020 14:00:00	EMS	Company EMS - ETCO2/ Lifepak ops	1:00
11/08/2020 10:00:00	EMS	EMS - Protocol Reviews: CARES	1:00
11/09/2020 09:00:00	Basic Fire Fighting	Company - Scene Management/Traffic control	1:00
11/09/2020 15:00:00	Basic Fire Fighting	Company - Preplan - access for acorn and hunter dr	1:00
11/09/2020 18:00:00	EMS	EMS - Patient refusal, guidelines and criteria	1:00
11/14/2020 10:00:00	Basic Fire Fighting	Other - TIC owner manual review	1:00
11/14/2020 16:00:00	Physical Fitness	Physical Fitness	1:00
11/20/2020 09:00:00	Engine & Tender Ops	Company - Bladder and drafting review	2:00
11/20/2020 11:00:00	Leadership/ICS	Company - Blue Card Size-ups	1:00
11/20/2020 12:00:00	Engine & Tender Ops	Company - Shuttle and tender ops	1:00
11/27/2020 09:00:00	Basic Fire Fighting	Company - Deckgun operations	1:00
11/27/2020 10:00:00	Basic Fire Fighting	Company - Policy/procedure review	1:00
11/27/2020 14:00:00	Basic Fire Fighting	Company - Table scenario	1:00
11/27/2020 15:00:00	EMS	EMS - Airway management table discussion	1:00
11/27/2020 16:00:00	EMS	EMS - Co emergencies	1:00
Total Classes			16
Total Class Hours			17:30

Minniss, Sean (CKFD)

Class Date	Class Category	Class Name	Class Hours
11/28/2020 09:00:00	Engine & Tender Ops	New Hire Orientation - Truck and operations	1:30
Total Classes			1
Total Class Hours			1:30

Smith, Thorry

Class Date	Class Category	Class Name	Class Hours
11/23/2020 08:00:00	EMS	Airway Lab	1:00
11/23/2020 14:00:00	Driver Operator	New Hire Orientation - Area familiarization	2:30
Total Classes			2
Total Class Hours			3:30

Stluka, Chad

Class Date	Class Category	Class Name	Class Hours
11/10/2020 16:00:00	Physical Fitness	Physical Fitness	1:00
11/11/2020 10:30:00	Basic Fire Fighting	Monthly Company - SCBA Breathdown	1:30
11/12/2020 18:00:00	Physical Fitness	Physical Fitness	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.



11/18/2020 10:00:00	Basic Fire Fighting	Company - TIC review and operations	2:00
11/18/2020 16:00:00	Physical Fitness	Physical Fitness	3:00
11/19/2020 08:00:00	Basic Fire Fighting	Company - Table scenarios	3:00
11/23/2020 13:00:00	Special Ops	Company - Hazmat: ERG review	1:00
11/24/2020 11:00:00	Basic Fire Fighting	Company - Table Scenario	2:00
Total Classes			8
Total Class Hours			14:30

Tutay, Jason R

Class Date	Class Category	Class Name	Class Hours
11/12/2020 18:00:00	Physical Fitness	Physical Fitness	1:00
11/18/2020 10:00:00	Basic Fire Fighting	Company - TIC review and operations	2:00
11/18/2020 16:00:00	Physical Fitness	Physical Fitness	3:00
11/19/2020 08:00:00	Basic Fire Fighting	Company - Table scenarios	3:00
11/23/2020 13:00:00	Special Ops	Company - Hazmat: ERG review	1:00
11/24/2020 11:00:00	Basic Fire Fighting	Company - Table Scenario	2:00
Total Classes			6
Total Class Hours			12:00

Total Personnel:	9
Total Classes:	63

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**11/30/2020**

<i>VEHICLE</i>	<i>BEGIN</i>	<i>END</i>	
E531	122509	122761	252
E521	47573	47870	549
E511	44079	44079	<i>Out of Service</i>
E526	44196	44204	8
WT512	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
WT511	15798	15838	40
E516	70526	70561	35
B5	145951	146540	589
WT531	1571	1574	3