

NOTICE OF MEETING

The **Fire Board of the Christopher-Kohl's Fire District** will meet in regular session on **Monday, December 20, 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) upon a public majority vote of the members constituting a quorum. 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 15, 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 November. 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.

- Update on new Engine 511
- Children's Christmas Party on Dec .11th
- HOA Christmas Quad Parade on Dec 11th
- Firebelles drawing for side by side on Dec 11th
- Firebelles Christmas Party on Dec. 17th
- Update on Station 51's remodeling project
- Spent a large amount of time on the Shields/Petitti Inquiry and Records request.

C. Chairman's Report & District Correspondence

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

BUSINESS

(The public will be able to comment after the Board discusses any business item and before any vote)

1. Discussion and possible approval of the Board to authorize the Chief to send a response to Shields/Petinni.

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

2. Doug Frenz to attest and sign the Arizona Open Meeting Law Form.

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

3. Swearing in and signing the Oath of Office by Doug Frenz.

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

4. Discussion and possible action on selling Engine 531 to a local resident in the amount of \$7,500.00.

Call to the Public.

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

5. Discussion and possible action on appointing an interim Board Clerk.

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

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 15, 2021**, at **3:30pm** at the Fire Station 51 Community Room.

Call to Order/Pledge of Allegiance

Call to order 3:31pm, November 15, 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

B. Department members in attendance: Chief Lockhart, Administrative Assistant Deanna White, and Battalion Chief Rhett Connolly.

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

Approval of Minutes

The Board reviewed the Minutes of the Regular Meeting of November 15, 2021. No Board discussion took place. Financial Officer Hannum made a motion to approve the minutes of the regular meeting of November 15, 2021, and Clerk Marcum seconded the motion. Motion carried by unanimous vote.

Reports and Correspondence

A. Financial Officer's Report

Financial Officer Hannum reviewed and read the status of all District bank accounts for November.

Questions with responses, requests, and comments:

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

B. Chief's Report

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

- Kay Green was here on November 3rd and 4th to complete CKFD's annual audit.
- Update on new Engine 511.
- New extrication combi tool was used for the first time on 11/4/2021.
- Still pricing options for potential changes to Policy 40.14.

- Vests on hold awaiting grant possibility from FLFD.
- Received a wildland check for \$83,708.03.

C. Chairman’s Report & District Correspondence

District correspondence received from Shields/Petitti

Clerk Marcum made the motion to allow Chief Lockhart to respond to the letter and Chairman Kotnik seconded the motion. Motion carried by unanimous vote.

BUSINESS

Item #1: Discussion and possible action regarding the purchase of Capital items for the new Pierce Engine.

Call to the Public.

This business item was tabled at this time and will be put back on the agenda in the future.

Item #2: Discussion and possible signing of the Christopher-Kohl’s Fire District Personnel Policies and Procedures Manual, “Introduction. “

Call to the Public

Member Thornton made the motion to sign the Policy and Chairman Kotnik seconded the motion. Motion carried by unanimous vote.

Item #3: Interview with two potential candidates for the open Board position. The Board may vote to go into executive session pursuant to A.R.S. § 38-431.03(A)(1) regarding appointment to the vacancy of the Board.

Chairman Kotnik made a motion to go into executive session and Joanie Price seconded the motion. Motion carried by unanimous vote.

Time in Executive Session: 4:08

Time Reconvened: 4:30

Item #4: Discussion and possibly nominating a candidate to become the Board member.

Call to the Public.

Clerk Marcum made the motion to nominate Doug Frenz and Chairman Kotnik seconded the motion. Motion carried by unanimous vote.

Future Agenda Items:

- 1) Appointment of a new Board Clerk.

Call to the Public:


Dave Elston thanked the two men for their interest in filling the open Board position.

Adjournment

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

The meeting adjourned at 4:41 pm.

The next regularly scheduled Board Meeting will be on Monday, December 20, 2021, at 3:30 pm.

Approved by  on 12-20- 2021

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

Capital Account:

Beginning Balance:	235,741.43
Deposits:	(Int \$115.30)
Warrants Issued:	0
End Balance:	235,856.73
Register Balance	235,856.73 ___ (Outstanding \$0)

General Account:

Beginning Balance:	348,473.50
Deposits:	65,286.36 (See bank rec.)
Warrants Issued:	66,574.02
End Balance:	347,185.84
Register Balance	341,959.62 ___ (Outstanding -\$5,226.22)

Wells Fargo: Payroll

Beginning Balance:	54,522.79
Deposits:	40,000.30
Checks:	54,458.86
End Balance:	40,064.23
Register Balance	24,055.92 ___ (Outstanding \$16,008.31)

Wells Fargo: Enterprise

Beginning Balance	387,229.71
Deposits	84,831.54 (See bank rec)
Checks:	0
End Balance:	472,061.25
Register Balance	457,899.13 ___ (Outstanding \$14,162.12)

Total Register Balances = \$1,059,771.40 + Outstanding \$35,396.65 = Ending Balances of \$1,095,168.05

Approved as read at Board Meeting of 11/12-20, 2021

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 2021

FIRES: **TOTAL FIRES 0**

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

EMS: **TOTAL EMS 16**

REGULAR EMS 4 _____ (3-ALS/1-BLS)
MVA/EMS 4 _____
MUTUAL AID 0 _____
FALSE ALARMS 0 _____
WALK INS 3 _____
SPECIAL DUTY 3 _____
CANCELLED EN RTE 2 _____

TOTAL INCIDENTS 16

COMMENTS **TOTAL TRAINING HOURS - 97.00 Hours - 7.00 Target**

Christopher Kohl's Fire District

Payson, AZ

This report was generated on 12/7/2021 7:50:52 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: 11/01/2021 | End Date: 11/30/2021

Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
11/01/2021 08:00:00	Physical Fitness	PT	4:00
11/04/2021 17:30:00	Basic Fire Fighting	Company - Extrication incident	2:00
11/09/2021 10:00:00	Leadership/ICS	Other - Intro to profit/loss reconciliation	2:00
11/09/2021 13:00:00	Leadership/ICS	Other - Intro to AFG grant writing	1:00
11/09/2021 18:00:00	Basic Fire Fighting	Company - October table scenario	1:00
11/09/2021 19:00:00	Engine & Tender Ops	Company - November Table scenario	1:00
11/15/2021 09:30:00	EMS	Other: Tape and chart ketamine	2:00
11/16/2021 11:00:00	Basic Fire Fighting	Company - Hydrants	1:00
11/16/2021 11:00:00	Engine & Tender Ops	Company - Pumping operations	1:00
11/16/2021 17:00:00	Leadership/ICS	Other - AFG Training/meeting	2:00
11/21/2021 14:00:00	Basic Fire Fighting	Other - AFG grant work	1:00
11/22/2021 10:00:00	Leadership/ICS	Other - AFG online class and research	5:00
11/23/2021 09:00:00	EMS	Target Solutions - Death and dying	1:00
11/23/2021 10:00:00	EMS	Target Solutions - Electrical Burns	1:00
Total Classes			14
Total Class Hours			25:00

Hansen, Mark K

Class Date	Class Category	Class Name	Class Hours
11/01/2021 08:00:00	Physical Fitness	PT	4:00
11/09/2021 08:30:00	EMS	Company EMS - Traumatic Shock	1:30
11/12/2021 10:00:00	Leadership/ICS	Company - Scene Size up	1:30
11/12/2021 16:00:00	EMS	Company EMS - Traumatic Shock	1:30
11/17/2021 10:30:00	Leadership/ICS	Company - Blue Card size up	1:00
11/23/2021 10:30:00	Driver Operator	Company - Water supply mapping	1:00
11/23/2021 13:00:00	EMS	Target Solution - Death and Dying	1:00
11/23/2021 14:00:00	EMS	Other - Medic Refresher prep	2:00
11/23/2021 16:00:00	Driver Operator	Company - Edispatch mapping	1:00
11/29/2021 11:00:00	EMS	Company - Nov. table scenario	1:00
11/29/2021 11:30:00	MCS	Company - MCS #2 attack with hydrant	2:00
Total Classes			11
Total Class Hours			17:30

Lockhart, Robert J

Class Date	Class Category	Class Name	Class Hours
11/09/2021 13:00:00	Leadership/ICS	Other - Intro to AFG grant writing	1:00
11/16/2021 17:00:00	Leadership/ICS	Other - AFG Training/meeting	2:00
11/21/2021 14:00:00	Basic Fire Fighting	Other - AFG grant work	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.



11/22/2021 10:00:00	Leadership/ICS	Other - AFG online class and research	5:00
Total Classes			4
Total Class Hours			9:00
Lynch, Joe L			
Class Date	Class Category	Class Name	Class Hours
11/01/2021 08:00:00	Physical Fitness	PT	4:00
11/12/2021 10:00:00	Leadership/ICS	Company - Scene Size up	1:30
11/12/2021 16:00:00	EMS	Comany EMS - Traumatic Shock	1:30
11/17/2021 10:30:00	Leadership/ICS	Company - Blue Card size up	1:00
11/23/2021 10:30:00	Driver Operator	Company - Water supply mapping	1:00
11/23/2021 12:00:00	Leadership/ICS	Blue Card - Module 3	4:00
11/23/2021 16:00:00	Driver Operator	Company - Edispatch mapping	1:00
11/29/2021 11:00:00	EMS	Company - Nov. table scenario	1:00
11/29/2021 11:30:00	MCS	Company - MCS #2 attack with hydrant	2:00
Total Classes			9
Total Class Hours			17:00
McKinnon, Steve M			
Class Date	Class Category	Class Name	Class Hours
11/09/2021 08:30:00	EMS	Company EMS - Traumatic Shock	1:30
Total Classes			1
Total Class Hours			1:30
White, Deanna L			
Class Date	Class Category	Class Name	Class Hours
11/09/2021 10:00:00	Leadership/ICS	Other - Intro to profit/loss reconciliation	2:00
Total Classes			1
Total Class Hours			2:00
White, Sterling			
Class Date	Class Category	Class Name	Class Hours
11/01/2021 08:00:00	Physical Fitness	PT	4:00
11/03/2021 13:00:00	EMS	Target Solutions - Capnography	1:00
11/04/2021 17:30:00	Basic Fire Fighting	Company - Extrication incident	2:00
11/09/2021 13:00:00	EMS	Target Solutions - Capnography	1:00
11/09/2021 18:00:00	Basic Fire Fighting	Company - October table scenario	1:00
11/09/2021 19:00:00	Engine & Tender Ops	Company - November Table scenario	1:00
11/15/2021 09:30:00	EMS	Other: Tape and chart ketamine	2:00
11/16/2021 08:00:00	Basic Fire Fighting	Target Solution - Fire Dept. Communications	1:00
11/16/2021 10:00:00	EMS	Other - Bullets, Ballistics, Trauma (AZ - ITLS)	1:00
11/16/2021 11:00:00	Basic Fire Fighting	Company - Hydrants	1:00
11/16/2021 11:00:00	Engine & Tender Ops	Company - Pumping operations	1:00
11/16/2021 17:00:00	Leadership/ICS	Other - AFG Training/meeting	2:00
11/21/2021 15:00:00	EMS	Target Solutions - High Altitude Sickness	1:00
11/21/2021 16:00:00	EMS	Other - Blood borne pathogen instructor	1:00
11/22/2021 06:30:00	Leadership/ICS	Blue Card	3:00
11/22/2021 13:00:00	Basic Fire Fighting	Company - SCBA drills	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.



11/22/2021 14:30:00	Basic Fire Fighting	Company - SCBA Breathdown and Donning for Time	1:00
Total Classes			17
Total Class Hours			25:00

Total Personnel:	7
Total Classes:	57

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**11/30/2021**

<i>VEHICLE</i>	<i>BEGIN</i>	<i>END</i>	
B5	154386	155039	653
E511	48271	48743	472
E516	70661	<i>Out of Service</i>	<i>Out of Service</i>
E521	53407	<i>Out of Service</i>	<i>Out of Service</i>
E526	47998	48017	19
E531	123190	123192	2
WT511	16219	16225	6
WT512	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
WT531	1668	1671	3