

NOTICE OF MEETING

The Fire Board of the Christopher-Kohl's Fire District will meet in regular session on **Monday, November 18, 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 October 21, 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 August. 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 October.
 - House fire on Ashby Apple Lane on November 6th.
 - Chad Stluka and Ben Perry returned from the wildland assignment on November 11th.
 - CKFD received an anonymous donation of \$300.
 - Rhett Connolly and Ben Perry have both been accepted into the National Fire Academy in December and February.
 - Thank you to Debbie Dawson and Kathy Thickey for their generous donation to CKFD that will greatly reduce the cost for the upcoming AFDA conference in January.
 - C. Chairman's Report & District Correspondence
 - The Chairman will report on the activities for the District in October.
 - District correspondence will be acknowledged.

BUSINESS

1. Discussion and possible action regarding Policies and Procedures **20.11 Conflict of Interest/Outside Employment.**
2. Discussion and possible action regarding Policies and Procedures **20.16 Visitors.**
3. Discussion and possible action regarding Policies and Procedures **20.17 Solicitation & Distribution.**

4. Discussion and possible action regarding Policies and Procedures **20.18 Use of Telephones.**
5. Discussion and possible action regarding Policies and Procedures **40.09 Deferred Compensation Plans.**

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 **October 21st, 2019** at **3:30pm** at the Fire Station 51 Community Room.

Call to Order/Pledge of Allegiance

Call to order 3:30pm, Monday, October 21st, 2019, followed by the Pledge of Allegiance.

Roll Call

A. Board Members: Chairman Ron Kotnik
Financial Officer Larry Hannum Absent
Clerk Tom James Absent
Board Member Steve Sundra
Board Member Sheila Marcum

B. Department Members in attendance: Chief Bob Lockhart, Administrative Assistant Deanna White, Captain Rhett Connolly, EMT Steve McKinnon, and Medic Mark Hanson

C. Members of the Public in attendance: Debbie Richardson, James Oliver, Joanie Price, Dave Elston, and 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 September 16, 2019 Steve made a Motion to approve the Minutes of the Regular Meeting of September 16, 2019, and was seconded by Sheila.

Vote results:

Ayes: Steve Sundra, Ron Kotnik, Sheila Marcum

Nays: None

Reports and Correspondence

A. Financial Officer's Report

Sheila Marcum reviewed the status of all District bank accounts for September. Sheila read the Financial Report. Steve made a Motion to accept the September 2019 Financial Report and was seconded by Sheila.

Vote results:

Ayes: Steve Sundra, Ron Kotnik, Sheila Marcum

Nays: None

B. Chief's Report

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

- Ben Perry and Mike Ruiz attended the AZ Fire Academy from 9/15/19
- Wildland Crew departed 9/8/19 to Lime Fire in Northern CA and returned on 9/14/2019
- Mass Causality Drill 9/29/19 (Mark stood up and gave a speech on how well it went)
- Ladder Testing on 9/29/19
- Retaining wall at Station 51

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:20.08
*Drugs and Alcohol Testing***

Steve made a motion to approve and Sheila seconded.

Vote Results:

Ayes: Steve Sundra, Ron Kotnik, Sheila Marcum

Nays: None

**Item #2: Discussion and possible action regarding Policies and Procedures, Code/Title: 20.09
*Confidentiality of Information***

Steve made a motion to approve and Sheila seconded it.

Vote Results:

Ayes: Steve Sundra, Ron Kotnik, Sheila Marcum

Nays: None

**Item #3: Discussion and possible action regarding Policies and Procedures, Code/Title 20.10
*Health Insurance and Portability***

Steve made a motion to approve and Sheila seconded it.

Vote Results:

Ayes: Steve Sundra, Ron Kotnik, Sheila Marcum

Nays: None

**Item #4 Discussion and Possible action awarding the contract to the successful bidder for the
*metal roof.***

Shreeve Roofing for \$14,578.00 Ron asked for an RSP regarding the cost not to exceed 15,000 as budgeted. Steve made a motion to approve and Sheila seconded it. The Board unanimously selected red for the roof color.

**Item #5 Discussion and Possible action on signing a contract with recovery Hub to do the
*CKFD HWY Incident Billing.***

Chief will re-do these forms and will bring them back for later discussion.

Information on future Agenda Items.

At present, Steve said there would be four more Policies and Procedures for Board review on Novembers Agenda: **20.11 Conflict of interest/Outside employment, 20.16 Visitors, 20.17 Solicitation & Distribution and 20.18 Use of Telephones.**

Discuss in more detail Recovery Hub handling CKFD HWY Billing

Call to the Public:

Jim Oliver and Dave Elston mentioned how much they appreciated the information on the Mass Casualty training and how well it went.

Doug Frenz will bring in Samples of roofing colors etc.

Joannie Price discussed the thinning on Colcord road.

Adjournment:

Steve made a Motion to adjourn meeting and was seconded by Sheila.

Vote Results:

Ayes: Steve Sundra, Ron Kotnik, Sheila Marcum

Nays: None

The meeting adjourned at 4:35pm.

The next regularly scheduled Board Meeting will be on Monday, November 18, 2019, at 3:30 pm.

Approved by  on 11-18-2019 2019

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

Capital Account:

Beginning Balance:	183,483.16
Deposits:	149.03 (Int)
Warrants Issued:	0
End Balance:	183,632.19
Register Balance	183,632.19__ (Outstanding \$0)

General Account:

Beginning Balance:	143,525.07
Deposits:	261,545.45 (Int \$141.57/Taxes \$261,403.88)
Warrants Issued:	51,060.54
End Balance:	354,009.98
Register Balance	353,827.77__ (Outstanding -182.21)

Wells Fargo: Payroll

Beginning Balance:	25,596.65
Deposits:	80,001.08
Checks:	58,033.37
End Balance:	47,564.36
Register Balance	29,919.22__ (Outstanding -17,645.14)

Wells Fargo: Enterprise

Beginning Balance	461,824.64
Deposits:	25,193.90 (Int \$11/Misc-\$170/Grant-\$535/W/L-\$24,477.90)
Checks:	40,000.00
End Balance:	447,018.54
Register Balance	447,018.54 (Outstanding \$0)

Total Register Balances = \$1,014,397.72 + Outstanding \$17,827.35 = Ending Balances of \$1,032,225.07

Approved as read at Board Meeting of 11-18-2019, 2019

Clerk/Financial Officer Lay Clark

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 October 2019

FIRES: **TOTAL FIRES 8**

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

EMS: **TOTAL EMS 14**

REGULAR EMS	5	_____	(3-ALS/2-BLS)
MVA/EMS	4	_____	
MUTUAL AID	1	_____	
FALSE ALARMS	0	_____	
WALK INS	3	_____	
SPECIAL DUTY	1	_____	
CANCELLED EN RTE	0	_____	

TOTAL INCIDENTS 22

COMMENTS **TOTAL TRAINING HOURS -128.35 Hours 7.8 Target**

Christopher Kohl's Fire District

Payson, AZ

This report was generated on 11/11/2019 6:44:19 PM



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: 10/01/2019 | End Date: 10/31/2019

Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
10/03/2019 12:00:00	EMS	Redshirt - EMS, PCR, Mock call, Engine operations	5:00
10/03/2019 17:00:00	Physical Fitness	Physical Fitness	1:00
10/06/2019 13:00:00	Leadership/ICS	Blue Card - Hazmat Mod. 1	4:00
10/07/2019 16:30:00	Physical Fitness	Physical Fitness	1:30
10/09/2019 17:00:00	Physical Fitness	Physical Fitness	1:00
10/10/2019 13:00:00	Leadership/ICS	Blue Card - Hazmat Mod. 2	3:00
10/11/2019 08:00:00	EMS	Lifepak 15 inservice	1:15
10/16/2019 13:00:00	Special Ops	Blue Card - Hazmat Mod. 3	4:00
10/21/2019 09:00:00	ALS/BLS Certs	PHTLS	8:00
10/22/2019 09:00:00	ALS/BLS Certs	PHTLS	8:00
10/27/2019 10:00:00	Special Ops	Blue Card - Hazmat Mod 4	3:00
10/28/2019 09:30:00	EMS	Tape and Chart - Trauma Case study	2:00
10/28/2019 11:30:00	EMS	EMS Officer's Meeting	1:00
Total Classes			13
Total Class Hours			42:45

Hansen, Mark K

Class Date	Class Category	Class Name	Class Hours
10/05/2019 09:45:00	Leadership/ICS	Blue Card - Haz Mat. mod 1	3:30
10/05/2019 14:00:00	Physical Fitness	Physical Fitness	0:45
10/11/2019 08:00:00	EMS	Lifepak 15 inservice	1:15
10/11/2019 10:30:00	Leadership/ICS	Blue Card - Hazmat Mod. 1	2:00
10/13/2019 08:00:00	EMS	Lifepak 15 inservice	1:00
10/17/2019 11:30:00	Special Ops	Blue Card - Hazmat Mod. 2	3:00
10/23/2019 09:30:00	Special Ops	Blue Card - Hazmat Mod. 3	2:30
10/28/2019 09:30:00	EMS	Tape and Chart - Trauma Case study	2:00
10/29/2019 08:30:00	Special Ops	Blue Card - Hazmat Mod. 4	2:00
10/30/2019 14:00:00	EMS	Lifepak 15 - Inservice	1:00
Total Classes			10
Total Class Hours			19:00

Lindsey, Michael

Class Date	Class Category	Class Name	Class Hours
10/07/2019 16:30:00	Physical Fitness	Physical Fitness	1:30
10/30/2019 14:00:00	EMS	Lifepak 15 - Inservice	1:00
Total Classes			2
Total Class Hours			2:30

McKinnon, Steve M

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
10/03/2019 12:00:00	EMS	Redshirt - EMS, PCR, Mock call, Engine operations	5:00
10/09/2019 15:30:00	EMS	Target Solutions - ssuming patient with major trauma	2:00
10/10/2019 13:00:00	EMS	Target Solutions - CNS injuries	1:00
10/10/2019 14:00:00	Driver Operator	Target Solutions - Defensive Driving	0:30
10/10/2019 14:30:00	EMS	Target Solutions - Submersion Incident	0:30
10/11/2019 08:00:00	EMS	Lifepak 15 inservice	1:15
10/15/2019 13:00:00	EMS	Target Solutions - Airway Management	1:00
10/15/2019 14:00:00	Basic Fire Fighting	Target Solutions - Forcible Entry	1:00
10/16/2019 15:30:00	OSHA	Target Solutions - HIPAA	1:00
10/16/2019 16:30:00	Basic Fire Fighting	Target Solutions - NFPA 1021	0:30
10/21/2019 17:00:00	Special Ops	Blue Card - Hazmat	1:00
10/22/2019 14:00:00	Special Ops	Blue Card - Hazmat	2:00
10/27/2019 10:00:00	Special Ops	Blue Card - Hazmat Mod 2/3	4:00
10/29/2019 08:00:00	Special Ops	Blue Card - Hazmat Mod 4/5	4:00
10/29/2019 16:00:00	EMS	Target Solutions - PCR review	0:30
Total Classes			15
Total Class Hours			25:15

Perry, Ben

Class Date	Class Category	Class Name	Class Hours
10/05/2019 09:30:00	Leadership/ICS	Blue Card - Mod. 1	3:30
10/06/2019 14:00:00	Physical Fitness	Physical Fitness	2:00
10/06/2019 20:00:00	Leadership/ICS	Blue Card - Hazmat mod 1	2:30
10/11/2019 08:00:00	EMS	Lifepak 15 inservice	1:15
10/11/2019 10:30:00	Leadership/ICS	Blue Card - Hazmat	2:00
10/11/2019 18:00:00	Physical Fitness	Physical Fitness	1:30
10/12/2019 19:00:00	Physical Fitness	Physical Fitness	0:30
10/17/2019 11:30:00	Special Ops	Blue Card - Hazmat Mod. 2	3:00
10/23/2019 09:30:00	Special Ops	Blue Card - Hazmat Mod. 3	2:30
10/23/2019 12:30:00	Special Ops	Blue Card - Hazmat Mod. 4	3:00
10/24/2019 12:00:00	Special Ops	Blue Card - Mod 5	1:00
Total Classes			11
Total Class Hours			22:45

Ruiz, Mike (CKFD)

Class Date	Class Category	Class Name	Class Hours
10/03/2019 12:00:00	EMS	Redshirt - EMS, PCR, Mock call, Engine operations	5:00
Total Classes			1
Total Class Hours			5:00

Stluka, Chad

Class Date	Class Category	Class Name	Class Hours
10/13/2019 08:00:00	EMS	Lifepak 15 inservice	1:00
10/13/2019 12:00:00	Leadership/ICS	Blue Card - Hazmat Mod. 1	2:00
10/14/2019 13:00:00	Leadership/ICS	Blue Card - Hazmat Mod. 1	3:00
10/19/2019 10:00:00	Basic Fire Fighting	Target Solutions - Fire Scenario Video	0:30

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.

10/19/2019 11:00:00	Basic Fire Fighting	Target Solutions - Wall Breach video	0:30
10/19/2019 12:00:00	Special Ops	Blue Card - Hazmat Mod. 2	3:00
10/20/2019 16:00:00	Special Ops	Blue Card - Hazmat Mod 3	2:00
Total Classes			7
Total Class Hours			12:00

Total Personnel:	7
Total Classes:	59

128.35 Total Hours

64.5 Blue Card

7.8 Target Solution

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**10/31/2019**

VEHICLE	BEGIN		TOTAL
E531	120662	120682	20
E521	39911	<i>On Assignment</i>	<i>(out of state)</i>
E511	40755	41075	320
E526	43688	43783	95
WT512	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
WT511	15420	15428	8
E516	70298	70308	10
B5	132902		1210
R511	<i>Out of Service</i>	<i>Out of Service</i>	
WT531	1464	1468	4