

NOTICE OF MEETING

The Fire Board of the Christopher-Kohl's Fire District will meet in regular session on **Monday, November 15, 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 October 18, 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 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 October.

- 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

- The Chairman will report on the activities for the District in October.
- *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 action regarding the purchase of Capital items for the new Pierce Engine.
Call to the Public.

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

2. Discussion and possible signing of the Christopher-Kohl's Fire District Personnel Policies and Procedures Manual, "Introduction. "
Call to the Public.

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

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.

Time in Executive Session: _____ *Time Reconvened:* _____

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

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

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: _____

At this time the Christopher Kohl's Fire District Governing Board will be having a Retirement party for Sheila Marcum immediately following the board meeting. No Christopher Kohl's Fire District business or discussions will take place among CKFD Board members.

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 **October 18, 2021**, at **3:30pm** at the Fire Station 51 Community Room.

Call to Order/Pledge of Allegiance

Call to order 3:33pm, October 18, 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 (Telephonically)
- Finance Officer Larry Hannum (In late arrived at 4:05pm)

B. Department members in attendance: Chief Lockhart, Administrative Assistant Deanna White, and Captain Mark Hansen.

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 18, 2021. No Board discussion took place. Clerk Marcum made a motion to approve the minutes of the regular meeting of September 18, 2021, and member Thornton seconded the motion.

Motion carried by unanimous vote.

Reports and Correspondence

A. Financial Officer's Report

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

Member Price made the motion to approve the September Financial Reports. Chairman Kotnik seconded the motion. Motion carried by unanimous vote.

B. Chief's Report

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

- The Wildland crew is not currently on assignment but are on standby.
- Update on new Engine 511.
- On Oct. 10th while loading a patient into the ambulance, Rhett Connolly and Sterling White were injured.
- Received refund check from EMI for \$3,730.79 on October 13th.
- Kay Green will be here on November 3rd and 4th to proceed with CKFD's annual audit.

C. Chairman's Report & District Correspondence

No correspondence.

BUSINESS

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

Call to the Public.

Chairman Kotnik made the motion to table this Business Item until next month and Clerk Marcum seconded the motion. Motion carried by unanimous vote.

Item #2: Discussion and possible action regarding the purchase of protective vests for personnel on duty.

Call to the Public.

Margot Holmes asked if a vest would have to be purchased for every firefighter?

Clerk Marcum made the motion to purchase the vests and Chairman Kotnik seconded the motion. Motion carried by unanimous vote.

Item #3: Discussion and possible action regarding changing the Christopher-Kohl's Fire District Personnel Policies and Procedures Manual, "Policy 40.13 Light Duty Assignments." "

Call to the Public.

Chairman Kotnik made the motion to sign the "Policy 40.13 Light Duty Assignments" and Joanie Price seconded the motion. Motion carried by unanimous vote.

Item #4: Discussion and possible action regarding Board member, Sheila Marcum's resignation.

Call to the Public.

Margot Holmes and Doug Frenz spoke and thanked Sheila Marcum for her ongoing and continuous service to the community.

Clerk Marcum made the motion to accept her resignation and Chairman Kotnik seconded the motion. Motion carried by unanimous vote.

Future Agenda Items:

- 1) Discussion and possible action regarding the purchase of Capital items for the new Pierce Engine.
- 2) Discuss future Board member possibilities.

Call to the Public:

Adjournment

Member Marcum made a motion to adjourn meeting. Member Price seconded the motion.
Motion carried by unanimous vote.

The meeting adjourned at 4:12 pm.

The next regularly scheduled Board Meeting will be on Monday, November 15, 2021, at 3:30 pm.

Approved by _____

A handwritten signature in black ink, appearing to be "J. Price", written over a horizontal line.

on 11-15- 2021

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

Capital Account:

Beginning Balance:	235,629.26
Deposits:	(Int \$112.17)
Warrants Issued:	0
End Balance:	235,741.43
Register Balance	235,741.43__ (Outstanding \$0)

General Account:

Beginning Balance:	58,315.02
Deposits:	309,005.79 (See bank rec.)
Warrants Issued:	18,847.31
End Balance:	348,473.50
Register Balance	347,435.19__ (Outstanding -\$1,038.31)

Wells Fargo: Payroll

Beginning Balance:	41,907.37
Deposits:	80,000.33
Checks:	67,384.91
End Balance:	54,522.79
Register Balance	54,522.79__ (Outstanding \$0)

Wells Fargo: Enterprise

Beginning Balance	395,746.02
Deposits	73,315.74 (See bank rec)
Checks:	81,832.05
End Balance:	387,229.71
Register Balance	387,229.71__ (Outstanding \$0)

Total Register Balances = \$1,024,929.12 + Outstanding \$1,038.31 = Ending Balances of \$1,025,967.43

Approved as read at Board Meeting of Nov 15, 2021

Clerk/Financial Officer Lay C. Harris

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 2021

FIRES:

TOTAL FIRES 10

WILDLAND	0	_____
STRUCTURE	1	_____
VEHICLE	0	_____
CAMPFIRE	1	_____
MUTUAL AID	0	_____
SPECIAL DUTY	5	_____
FALSE ALARM	0	_____
STILL ALARM	0	_____
CANCELLED EN RTE	3	_____

EMS:

TOTAL EMS 13

REGULAR EMS	8	_____ (7-ALS/1-BLS)
MVA/EMS	3	_____
MUTUAL AID	0	_____
FALSE ALARMS	0	_____
WALK INS	1	_____
SPECIAL DUTY	1	_____
CANCELLED EN RTE	0	_____

TOTAL INCIDENTS 23

COMMENTS

TOTAL TRAINING HOURS - 126.25 Hours - 16.25 Target

Christopher Kohl's Fire District

Payson, AZ

This report was generated on 11/11/2021 8:37:22 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: 10/01/2021 | End Date: 10/31/2021

Cole, Kayla (CKFD)

Class Date	Class Category	Class Name	Class Hours
10/13/2021 12:30:00	Basic Fire Fighting	Company - Volunteer Orientation	3:30
10/23/2021 09:00:00	Basic Fire Fighting	Company - Volunteer Orientation	1:00
Total Classes			2
Total Class Hours			4:30

Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
10/01/2021 08:00:00	Physical Fitness	Physical Fitness	4:00
10/03/2021 08:00:00	Basic Fire Fighting	Company - Extrication Video	0:30
10/03/2021 13:00:00	Basic Fire Fighting	Company - Firehouse Magazine review	1:00
10/04/2021 12:00:00	EMS	Company EMS - ITLS Lecture	1:00
10/04/2021 14:00:00	Engine & Tender Ops	Company Training - WT 531 Tender operations	1:00
10/10/2021 12:00:00	Basic Fire Fighting	Company - Dip-site and tender ops	1:00
10/10/2021 13:00:00	Basic Fire Fighting	Company - SCBA filling cascade	1:00
10/11/2021 17:00:00	Basic Fire Fighting	Company - Ladder Training	1:00
10/16/2021 15:30:00	OSHA	Target Solutions - Sexual Harrassment	1:00
10/17/2021 13:00:00	OSHA	Target Solutions - Bloodborne Pathogens	1:00
10/23/2021 09:00:00	Basic Fire Fighting	Company - Volunteer Orientation	1:00
10/23/2021 10:30:00	EMS	Company EMS - LUCAS inservice	1:00
10/23/2021 13:30:00	MCS	Company - MCS 1 W/ discussion	1:30
10/23/2021 16:00:00	Leadership/ICS	Company - Blue Card Size up	1:00
10/23/2021 17:00:00	Basic Fire Fighting	Company - Preplan (LDS Church)	1:30
10/25/2021 09:30:00	EMS	Other - Tape and Chart	1:00
10/28/2021 13:00:00	Leadership/ICS	Other - Intro to fire chief	1:30
10/29/2021 13:00:00	Basic Fire Fighting	Company - Pre plan (LDS church)	1:30
Total Classes			18
Total Class Hours			22:30

Hansen, Mark K

Class Date	Class Category	Class Name	Class Hours
10/01/2021 08:00:00	Physical Fitness	Physical Fitness	2:00
10/01/2021 09:30:00	Basic Fire Fighting	Company - Flow Testing procedure	0:30
10/01/2021 11:30:00	EMS	Target Solutions - Facial and neck injury	1:15
10/01/2021 13:30:00	EMS	Target Solutions - Pelvic Injuries	1:30
10/11/2021 08:00:00	ALS/BLS Certs	Other - PHTLS Refresher	8:00
10/12/2021 14:00:00	MCS	Company - MCS Drill	2:00
10/13/2021 10:00:00	Basic Fire Fighting	Company - October Table Scenario	1:00
10/13/2021 12:30:00	Basic Fire Fighting	Company - Volunteer Orientation	3:30

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.



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10/19/2021 14:00:00	Basic Fire Fighting	Company - Working off ladders	1:00
10/19/2021 15:00:00	Basic Fire Fighting	Company EMS - SMR Assessment	1:00
10/24/2021 13:00:00	EMS	Other - Medic Refresher building presentation	2:00
10/25/2021 09:30:00	EMS	Other - Tape and Chart	1:00
10/25/2021 11:30:00	Basic Fire Fighting	Company - Building Construction walk through	0:30
Total Classes			13
Total Class Hours			25:15

Lockhart, Robert J

Class Date	Class Category	Class Name	Class Hours
10/28/2021 13:00:00	Leadership/ICS	Other - Intro to fire chief	1:30
Total Classes			1
Total Class Hours			1:30

Lynch, Joe L

Class Date	Class Category	Class Name	Class Hours
10/01/2021 08:00:00	Physical Fitness	Physical Fitness	2:00
10/01/2021 09:30:00	Basic Fire Fighting	Company - Flow Testing procedure	0:30
10/01/2021 11:30:00	Leadership/ICS	Blue Card - Introduction Module	3:30
10/09/2021 09:00:00	Leadership/ICS	Blue Card - Module 2	2:00
10/12/2021 12:00:00	Leadership/ICS	Blue Card - Module 1	2:00
10/12/2021 14:00:00	MCS	Company - MCS Drill	2:00
10/12/2021 15:00:00	Leadership/ICS	Blue Card - Module 1	1:00
10/13/2021 08:30:00	Leadership/ICS	Blue Card - Module 1	1:00
10/13/2021 10:00:00	Basic Fire Fighting	Company - October Table Scenario	1:00
10/13/2021 13:00:00	Leadership/ICS	Blue Card - Module 2	1:00
10/19/2021 14:00:00	Basic Fire Fighting	Company - Working off ladders	1:00
10/19/2021 15:00:00	Basic Fire Fighting	Company EMS - SMR Assessment	1:00
10/25/2021 09:30:00	EMS	Other - Tape and Chart	1:00
10/25/2021 11:30:00	Basic Fire Fighting	Company - Building Construction walk through	0:30
Total Classes			14
Total Class Hours			19:30

McKinnon, Steve M

Class Date	Class Category	Class Name	Class Hours
10/01/2021 08:00:00	Physical Fitness	Physical Fitness	2:00
10/03/2021 08:00:00	Basic Fire Fighting	Company - Extrication Video	0:30
10/03/2021 13:00:00	Basic Fire Fighting	Company - Firehouse Magazine review	1:00
10/09/2021 08:30:00	OSHA	Target Solutions - Bloodborne Pathogens	1:00
10/09/2021 09:30:00	EMS	Target Solutions - Death and Dying	1:00
10/09/2021 10:30:00	EMS	Target Solutions - Dementia	1:00
Total Classes			6
Total Class Hours			6:30

White, Deanna L

Class Date	Class Category	Class Name	Class Hours
10/28/2021 13:00:00	Leadership/ICS	Other - Intro to fire chief	1:30
Total Classes			1
Total Class Hours			1:30

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White, Sterling

Class Date	Class Category	Class Name	Class Hours
10/01/2021 08:00:00	Physical Fitness	Physical Fitness	4:00
10/04/2021 12:00:00	EMS	Company EMS - ITLS Lecture	1:00
10/04/2021 14:00:00	Engine & Tender Ops	Company Training - WT 531 Tender operations	1:00
10/05/2021 08:00:00	Basic Fire Fighting	SCBA Breathdown	1:00
10/05/2021 10:30:00	Basic Fire Fighting	SCBA - Clean, Maint., and filling	2:00
10/07/2021 16:00:00	EMS	Target Solutions - EMS Back Injury Prevention	1:00
10/09/2021 08:00:00	OSHA	Target Solutions - Sexual Harrassment	1:00
10/09/2021 09:00:00	OSHA	Target Solutions - HIPAA	2:30
10/09/2021 10:30:00	Basic Fire Fighting	Target Solutions - Extrication Video	1:00
10/10/2021 12:00:00	Basic Fire Fighting	Company - Dip-site and tender ops	1:00
10/10/2021 13:00:00	Basic Fire Fighting	Company - SCBA filling cascade	1:00
10/11/2021 17:00:00	Basic Fire Fighting	Company - Ladder Training	1:00
10/16/2021 15:00:00	Basic Fire Fighting	Target Solutions - Asbestos Awareness	1:00
10/17/2021 13:00:00	EMS	Target Solutions - Cardiac Emergencies	1:00
10/23/2021 09:00:00	Basic Fire Fighting	Company - Volunteer Orientation	1:00
10/23/2021 10:30:00	EMS	Company EMS - LUCAS inservice	1:00
10/23/2021 13:30:00	MCS	Company - MCS 1 W/ discussion	1:30
10/23/2021 16:00:00	Leadership/ICS	Company - Blue Card Size up	1:00
10/23/2021 17:00:00	Basic Fire Fighting	Company - Preplan (LDS Church)	1:30
10/26/2021 08:00:00	ALS/BLS Certs	PHTLS	16:00
10/28/2021 13:00:00	Basic Fire Fighting	Other - Airbags	1:00
10/28/2021 14:00:00	EMS	Target Solutions - EMS Diet and Nutrition	1:00
10/29/2021 13:00:00	Basic Fire Fighting	Company - Pre plan (LDS church)	1:30
Total Classes			23
Total Class Hours			45:00

Total Personnel:	8
Total Classes:	78

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MILEAGE**10/31/2021**

<i>VEHICLE</i>	<i>BEGIN</i>	<i>END</i>	
B5	154053	154386	333
E511	47756	48271	515
E516	70661	<i>Out of Service</i>	<i>Out of Service</i>
E521	53390	53407	17
E526	47888	47998	110
E531	123181	123190	9
WT511	16160	16219	59
WT512	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
WT531	1662	1668	6