

**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 on Monday, September 19 2016 at 6:02 pm at the Fire Station 51 Community Room.

**Item #1: Call to Order/Pledge of Allegiance**

Call to order 6:02 pm, Monday, September 19, 2016, followed by the Pledge of Allegiance.

**Item #2: Roll Call**

- A. Board Members Present: Chairman Deborah Dawson  
Clerk Karen Thornton  
Board Member Steve Sundra  
Board Member Tom James
- B. Board Members Absent Financial Officer Jeff Daniels
- C. Department Members: Chief Bob Lockhart  
Deanna White  
Ben Perry

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

**BUSINESS**

**Item #4 Approval of Minutes**

A. The Board reviewed the minutes of the Regular Meeting of August 15, 2016. Karen Thornton made a motion to approve the minutes of the Regular Meeting of August 15, 2016. Tom James seconded the motion.

**Vote Results:**

- Ayes: Deborah Dawson, Karen Thornton, Steve Sundra, Tom James**
- Nays: None**
- Absent: Jeff Daniels**

**Item # 4 Reports and Correspondence**

**A. Chief's Report**

Chief Lockhart reviewed call volume, brush loads, public assistance, mileage, and training for August. Chief Lockhart distributed information on payoffs for E521 and R511. Paying them off would result in a significant savings in interest. Tom James moved to pay off E521 prior to October 1, 2016 with funds from the Enterprise Account. Steve Sundra seconded the motion. Paying off R511 will be a future agenda item.

**Vote Results:**

- Ayes: Deborah Dawson, Karen Thornton, Steve Sundra, Tom James**
- Nays: None**
- Absent: Jeff Daniels**

Firefighters have returned from the Soberanes Fire in California. They were there for 18 days. We are waiting on wildland fire reimbursement from the Cedar Fire. OR511 is repaired and being offered for sale on Craig's List. W531 should be replaced within two weeks through an MOU with Payson Fire Department. There will be no cost to CKFD for this replacement. There is a pending offer on the old W531 once it is replaced. Fuel Reduction Grant work is completed in Ponderosa and Gordon Canyon and has begun in See Canyon. At this rate the two-year grant should be finished in one year, allowing us to apply for another grant. Eighteen complete sets of gear will be purchased with our PPE Grant. The Hellsgate Certificate of Necessity will be a future agenda item. For more information see the attached Chief's Report.

**B. Financial Officer's Report**

A. Financial Officer, Jeff Daniels could not attend the meeting, however, he approved the Financial Report by phone and suggested that it be read and approved by the Board. Tom James read the Financial Report. Steve Sundra questioned Internet charges on the Profit & Loss Statement. Chief Lockhart and Deanna

White will investigate. Chairman Dawson questioned the high electricity bill. Chief Lockhart explained that it is traditionally high during the summer. Karen Thornton moved to accept the Financial Report for August. Tom James seconded the motion.

**Vote Results:**

**Ayes: Deborah Dawson, Karen Thornton, Steve Sundra, Tom James**

**Nays: None**

**Absent: Jeff Daniels**

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

The Chairman had nothing to report. Karen Thornton mentioned that the mandatory Public Safety Personnel Retire System Meeting will be held on October 6, 2016 at 2:00 pm. Chairman Dawson suggested that the Financial Officer's Report be moved ahead of the Chief's Report on future agendas.

**Item #1 Discussion and possible action on earmarking funds in the Capital and Enterprise accounts.**

The Chief Lockhart will prepare a detailed proposal for the next meeting.

**Item #2 Discussion and possible action on rewriting contracts, possibly developing a template for contracts, granting permission to the Chairman and the Clerk to sign contracts, and action on the R-C Scout Ranch Contract.**

Tom James moved that the Board accept the contracts that have been returned to us and that the Chairman and Clerk be allowed to sign the contracts. The Chairman and Clerk signed all contracts.

**Vote Results:**

**Ayes: Deborah Dawson, Karen Thornton, Steve Sundra, Tom James**

**Nays: None**

**Absent: Jeff Daniels**

**NEW BUSINESS**

**Item #3 Discussion and possible action on considering upgrading E516 from a Type 6 to a Type 3.**

We may be able to use a diesel pump we already have to upgrade E516. If upgraded this engine would bring in \$55.00 more per hour when on Wildland Fire Assignment. We should have two Engine Bosses by next year. Chief Lockhart will have more detailed information for the Board at the next meeting. This will be a future agenda item. Ben Perry commented on the issue.

**Item #4 Discussion and possible action on Policies and Procedures 20.12 Fraternalization, 20.13 Attendance & Punctuality, and 40.16 Bereavement/Emergency Leave for revision or adoption.**

Chief Lockhart did not suggest any changes to these Policies, however, as policies are reviewed and approved he would like to add a dated, signature page to each policy. Steve Sundra suggested adding the phrase "or, at discretion of the Chief, a person who has had a profound effect on the employee's life." To the definition of immediate family in the Bereavement/Emergency Leave policy.

Tom James moved to accept Policy 20.12 Fraternalization. Karen Thornton seconded the motion.

**Vote Results:**

**Ayes: Deborah Dawson, Karen Thornton, Steve Sundra, Tom James**

**Nays: None**

**Absent: Jeff Daniels**

Karen Thornton moved to accept Policy 20.13 Attendance & Punctuality. Steve Sundra seconded the motion.

**Vote Results:**

**Ayes: Deborah Dawson, Karen Thornton, Steve Sundra, Tom James**

**Nays: None**

**Absent: Jeff Daniels**

Steve Sundra moved to accept Policy 40.16 Bereavement/Emergency Leave with the suggested addition so noted. Tom James seconded the motion.

**Vote Results:**

**Ayes: Deborah Dawson, Karen Thornton, Steve Sundra, Tom James**

**Nays: None**  
**Absent: Jeff Daniels**

**Item #5 Future Agenda Items**

1. Discussion and possible action on Chief Lockhart's proposal for earmarking funds in the Capital and Enterprise accounts.
2. Discussion and possible action on paying off R511.
3. Discussion and possible action on considering upgrading E516 from a Type 6 to a Type 3.
4. Discussion and possible action on Hellsgate Certificate of Necessity.
5. Discussion and possible action on changing Board Meeting time from 6:00 pm to 3:00 pm.
6. Discussion and possible action on report of PSPRS October meeting.
7. Discussion and possible action on Policies and Procedures selected by Chief Lockhart for revision or adoption.

**Item #6 Call to the Public**

No comments.

**Item #7 Adjournment**

Tom James moved to adjourn. Karen Thornton seconded the motion.

**Vote Results:**

**Ayes: Deborah Dawson, Karen Thornton, Steve Sundra, Tom James**

**Nays: None**

**Absent: Jeff Daniels**

The meeting was adjourned at 7:48 pm.

The next regularly scheduled Board Meeting will be on Monday, October 17, 2016 at 3:00 pm.

Approved by \_\_\_\_\_ on \_\_\_\_\_ 2016