

## NOTICE OF MEETING

The **Fire Board of the Christopher-Kohl's Fire District** will meet in regular session on **Monday, October 21, 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 September 16, 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 September. 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 September.
    - Ben Perry and Mike Ruiz attended the Arizona Fire Academy from 9/5/19 through 9/7/19.
    - Wildland crew departed on 9/8/19 to the Lime Fire in Northern California and returned on 9/14/19.
    - Mass Casualty Drill on 9/28/19.
    - Ladder testing on 9/29/19.
    - Retaining wall at Station 51.
  - C. Chairman's Report & District Correspondence
    - The Chairman will report on the activities for the District in September.
    - District correspondence will be acknowledged.

### **BUSINESS**

1. Discussion and possible action regarding Policies and Procedures **20.08 Drugs and Alcohol Testing**.
2. Discussion and possible action regarding Policies and Procedures **20.09 Confidentiality of Information**.
3. Discussion and possible action regarding Policies and Procedures **20.10 Health Insurance and Portability**.

4. Discussion and possible action awarding of the contract to the successful bidder for the metal roof.
5. Discussion and possible action on signing a contract with Recovery Hub to do CKFD Highway Incident billing.

**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 **September 16, 2019**, at **3:30pm** at the Fire Station 51 Community Room.

## Call to Order/Pledge of Allegiance

Call to order 3:30pm, Monday, September 16, 2019, 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, Captain Rhett Connolly, EMT Mike Lindsay

C. Members of the Public in attendance: Debbie Richardson, James Oliver, Ann Coury, Karen Thornton, Margot Holmes, Linda James, Joanie Price

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

## Approval of Minutes

The Board reviewed the Minutes of the Regular Meetings of August 19, 2019, and July 15, 2019. Larry made a Motion to approve the Minutes of both the Regular Meetings of August 19, 2019, and July 15, 2019, 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 Hannum reviewed the status of all District bank accounts for August. Larry read the Financial Report. Steve asked two questions from the **Profit & Loss Budget vs. Actual July through August 2019**: page 5 of 8, "Calibration Test Gases."; page 6 of 8, "Repair Station 51." Chief addressed both. From page 1 of 8 and in regards to "Wildland Division Funds," Tom asked whether the Wildland fire season was close to ending. Chief replied that often it runs for at least 9 of 12 months. In addition, from **Reconciliation Detail**, page 1, Steve asked Chief about payments to Home Center Supply and Verde Engineering. Chief responded to both; he replied the payment to Verde Engineering is for the first phase: drawing up plans for renovation of retaining wall. Larry made a Motion to accept the August 19, 2019 Financial Report and was seconded by Sheila.

### 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 July. The list below highlights this month's Chief's Report (not in any particular order):

- Firebelles' Pancake breakfast on August 31<sup>st</sup> was well attended.
- Several Firefighters and he attended the Christopher Creek HOA and Colcord Mountain Homesites HOA meetings on same day.
- 8<sup>th</sup> Annual Creek Days celebration was also well-attended, and Chief Lockhart complimented all involved in the setup, running of, and take down of celebration. Sheila added that Firebelle's earned \$4,080.00; the threat of rainy weather, however, prevented more "car show" participants from participating.
- Requested documentation from the Attorney General's office has been completed and on August 30<sup>th</sup> mailed. It took Department staff approximately 154 hours (136 pages) to complete this project that equates to over \$6900.00 and works out to be 3.5 cents on the levy.

Ron asked Chief for an update on cleaning out the storage unit. Chief replied as time permits and following directions from State, storage unit is being emptied. Ron thanked James Oliver for his help with this project.

### **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: 10.11 Termination of Employment.***

All Board members received revised copy in their packets. After Steve's explanation of changes made since August's Board meeting, he made a Motion to approve Policies and Procedures, ***Code/Title: 10.11 Termination of Employment*** with changes and was seconded by Sheila.

**Vote Results:**

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

**Nays: None**

### **Item #2: Discussion and possible action regarding Policies and Procedures, *Code/Title: 10.12 Exit Interviews.***

All Board members received revised copy in their packets. Again, Steve explained changes made since August's Board meeting. No other Board discussion was necessary. Larry made a Motion to approve Policies and Procedures, ***Code/Title: 10.12 Exit Interviews*** and was seconded by Sheila.

**Vote Results:**

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

**Nays: None**

### **Item #3: Discussion and possible action regarding Policies and Procedures, *Code/Title 20.05 Corrective Action & Appeals Process.***

All Board members received copy in their packets. With copies, Steve led Board members to changes having to be made. Steve made a Motion to approve Policies and Procedures, ***Code/Title 20.05 Corrective Action & Appeals Process*** with changes and was seconded by Tom.

**Vote Results:**

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

**Nays: None**

### **Item #4: Discussion and possible action regarding Policies and Procedures, *20.06 Grievance Procedure.***

All Board members received copy in their packets. No discussion took place. Steve made a Motion

to approve Policies and Procedures, **20.06 Grievance Procedure** as written and was seconded by Larry.

**Vote Results:**

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

**Nays: None**

**Item #5: Discussion and possible action regarding Policies and Procedures, 20.07 Standard of Conduct.**

All Board members received copy in their packets. No discussion took place. Sheila made a Motion to approve Policies and Procedures, **20.07 Standard of Conduct** as written and was seconded by Tom.

**Vote Results:**

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

**Nays: None**

**Item #6: Discussion and possible action regarding the R-C Scout Ranch District contract for service.**

Chief Lockhart told Board that the R-C Scout Ranch District contract for service was signed and ready for Board's acceptance. Tom made a Motion to accept the R-C Scout Ranch District contract for service and have required Board members' sign contract and was seconded by Larry.

**Vote Results:**

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

**Nays: None**

**Item #7: Discussion and possible action regarding Kay Green's letter of engagement for this year's Audit.**

Discussion from Board members involved the fee increase from last year of \$6200 to \$6500 this year for services and the *real* possibility of a more consistent year-to-year fee. Chief agreed. Sheila made a Motion to accept Kay Green's letter of engagement for this year's Audit and was seconded by Larry.

**Vote Results:**

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

**Nays: None**

**Information on future Agenda Items.**

At present, Steve said there would be three more Policies and Procedures for Board review on October's Agenda: **20.08 Drugs and Alcohol Testing**, **20.09 Confidentiality of Information**, and **20.10 Health Insurance and Portability**. Also, because of a needed major revision, Steve gave a copy of **20.08 Drugs and Alcohol Testing** along with his handwritten revision to be inserted in draft for Board members to peruse before next Board meeting.

**Call to the Public:**

Karen Thornton thanked Chief Lockhart and his staff for all the work spent on the completion of the response to the Arizona Attorney General's office. Then, she thanked all involved for the enormous support of Creek Days, and she congratulated Sheila and the Firebelles for all their work.

**Adjournment:**

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

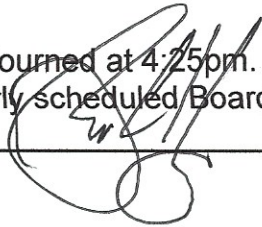
**Vote Results:**

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

**Nays: None**

The meeting adjourned at 4:25pm.

The next regularly scheduled Board Meeting will be on Monday, October 21, 2019, at 3:30 pm.

Approved by  on Oct 21 2019

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

**Capital Account:**

Beginning Balance:	183,075.22
Deposits:	407.94 (Int)
Warrants Issued:	0
End Balance:	183,483.16
Register Balance	183,483.16 ___ (Outstanding \$0)

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**General Account:**

Beginning Balance:	123,361.41
Deposits:	27,453.29 (Int \$403.33/Taxes \$27,049.96)
Warrants Issued:	7,289.63
End Balance:	143,525.07
Register Balance	141,199.17 ___ (Outstanding -2,325.90)

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**Wells Fargo: Payroll**

Beginning Balance:	26,981.69
Deposits:	40,000.82
Checks:	41,385.86
End Balance:	25,596.65
Register Balance	7,843.47 ___ (Outstanding -17,753.18)

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**Wells Fargo: Enterprise**

Beginning Balance	483,671.41
Deposits:	89,423.03 (Int \$11.83/Misc-1740.00Grant- 87,671.20)
Checks:	111,269.80
End Balance:	461,824.64
Register Balance	461,824.64 (Outstanding \$0)

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**Total Register Balances = \$794,350.44 + Outstanding \$20,079.08 = Ending Balances of \$814,429.52**

Approved as read at Board Meeting of Oct 21<sup>st</sup>, 2019

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 September 2019

**FIRES:** **TOTAL FIRES 4**

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

**EMS:** **TOTAL EMS 13**

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

**TOTAL INCIDENTS 17**

**COMMENTS TOTAL TRAINING HOURS -175.5 Hours 8.3 Target**





# Christopher Kohl's Fire District

Payson, AZ

This report was generated on 10/12/2019 3:59:28 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: 09/01/2019 | End Date: 09/30/2019

### Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
09/04/2019 09:00:00	Basic Fire Fighting	Target Solutions - September fire scenario	1:00
09/21/2019 09:00:00	Basic Fire Fighting	SCBA - Donning for time	1:00
09/21/2019 10:00:00	Basic Fire Fighting	SCBA Breathdown	1:00
09/21/2019 11:00:00	EMS	Differentiation Differences - Placenta Previa/abruptio placenta	1:00
09/21/2019 15:00:00	Basic Fire Fighting	Flashover - video review	2:00
09/21/2019 15:00:00	EMS	Protocol Review - BRUE	2:00
09/21/2019 16:00:00	Physical Fitness	Physical Fitness	1:00
09/22/2019 08:00:00	Leadership/ICS	Fireground Tactics - Blue Card, SLICE-RS, 2 in - 2 out	1:30
09/22/2019 11:00:00	Leadership/ICS	Mass Casualty Incident review	3:30
09/23/2019 09:30:00	EMS	Tape and Chart - Endocrine Emergencies	2:00
09/27/2019 12:00:00	Basic Fire Fighting	Mass Casualty Incident drill prep	3:00
09/28/2019 09:00:00	Basic Fire Fighting	Mass Casualty Drill	6:30
09/28/2019 17:30:00	EMS	Lifepak 15 orientation	1:00
<b>Total Classes</b>			<b>13</b>
<b>Total Class Hours</b>			<b>26:30</b>

### Hansen, Mark K

Class Date	Class Category	Class Name	Class Hours
09/05/2019 12:00:00	Basic Fire Fighting	Airbag Operations	1:00
09/12/2019 15:00:00	Basic Fire Fighting	Ropes Training	1:00
09/17/2019 09:00:00	EMS	Protocol Review - BRUE	1:00
09/17/2019 13:00:00	MCS	Minimum Company Standards	2:00
09/22/2019 11:00:00	Leadership/ICS	Mass Casualty Incident review	3:30
09/23/2019 15:00:00	EMS	Differential Difference - Placenta previa vs. abruptio placenta	1:00
09/24/2019 10:00:00	Engine & Tender Ops	Red Shirt - Engine ops, area familiarization	1:00
09/24/2019 11:30:00	Engine & Tender Ops	Red Shirt - Driving WT531	2:00
09/27/2019 12:00:00	Basic Fire Fighting	Mass Casualty Incident drill prep	3:00
09/28/2019 09:00:00	Basic Fire Fighting	Mass Casualty Drill	6:30
09/29/2019 11:00:00	EMS	IV Starts	1:00
09/30/2019 16:15:00	EMS	EMS - Mock Call	0:30
<b>Total Classes</b>			<b>12</b>
<b>Total Class Hours</b>			<b>23:30</b>

### Lindsey, Michael

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. This report pulls training hours from the Training Code Hours field on the Info Page.

Class Date	Class Category	Class Name	Class Hours
09/05/2019 12:00:00	Basic Fire Fighting	Airbag Operations	1:00
<b>Total Classes</b>			<b>1</b>
<b>Total Class Hours</b>			<b>1:00</b>

#### McKinnon, Steve M

Class Date	Class Category	Class Name	Class Hours
09/04/2019 09:00:00	Basic Fire Fighting	Target Solutions - September fire scenario	1:00
09/21/2019 09:00:00	Basic Fire Fighting	SCBA - Donning for time	1:00
09/21/2019 10:00:00	Basic Fire Fighting	SCBA Breathdown	1:00
09/21/2019 11:00:00	EMS	Differentiation Differences - Placenta Previa/abruptio placenta	1:00
09/21/2019 15:00:00	Basic Fire Fighting	Flashover - video review	2:00
09/21/2019 15:00:00	EMS	Protocol Review - BRUE	2:00
09/21/2019 16:00:00	Physical Fitness	Physical Fitness	1:00
09/22/2019 08:00:00	Leadership/ICS	Fireground Tactics - Blue Card, SLICE-RS, 2 in - 2 out	1:30
09/22/2019 11:00:00	Leadership/ICS	Mass Casualty Incident review	3:30
09/28/2019 09:00:00	Basic Fire Fighting	Mass Casualty Drill	6:30
09/28/2019 17:30:00	EMS	Lifepak 15 orientation	1:00
<b>Total Classes</b>			<b>11</b>
<b>Total Class Hours</b>			<b>21:30</b>

#### Perry, Ben

Class Date	Class Category	Class Name	Class Hours
09/05/2019 08:00:00	Leadership/ICS	Arizona State Fire School - Fireground Tactics and Procedures	31:00
09/12/2019 15:00:00	Basic Fire Fighting	Ropes Training	1:00
09/17/2019 09:00:00	EMS	Protocol Review - BRUE	1:00
09/17/2019 13:00:00	MCS	Minimum Company Standards	2:00
09/17/2019 18:00:00	Physical Fitness	Physical Fitness	1:30
09/18/2019 12:00:00	Basic Fire Fighting	Target Solutions - September fire scenario	1:00
09/18/2019 13:00:00	EMS	Target Solutions - CNS and spinal injuries	1:30
09/19/2019 17:00:00	Physical Fitness	Physical	1:30
09/23/2019 15:00:00	EMS	Differential Difference - Placenta previa vs. abruptio placenta	1:00
09/24/2019 11:00:00	Leadership/ICS	Blue Card	3:00
09/27/2019 12:00:00	Basic Fire Fighting	Mass Casualty Incident drill prep	3:00
09/28/2019 09:00:00	Basic Fire Fighting	Mass Casualty Drill	6:30
09/29/2019 11:00:00	EMS	IV Starts	1:00
09/29/2019 20:00:00	Physical Fitness	Physical Fitness	1:00
09/30/2019 16:15:00	EMS	EMS - Mock Call	0:30
09/30/2019 17:00:00	MCS	Minimum Company Standards	2:00
<b>Total Classes</b>			<b>16</b>
<b>Total Class Hours</b>			<b>58:30</b>

#### Ruiz, Mike

Class Date	Class Category	Class Name	Class Hours
09/24/2019 10:00:00	Engine & Tender Ops	Red Shirt - Engine ops, area familiarization	1:00
09/24/2019 11:30:00	Engine & Tender Ops	Red Shirt - Driving WT531	2:00

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. This report pulls training hours from the Training Code Hours field on the Info Page.

09/30/2019 16:15:00	EMS	EMS - Mock Call	0:30
<b>Total Classes</b>			<b>3</b>
<b>Total Class Hours</b>			<b>3:30</b>
<b>Ruiz, Mike (CKFD)</b>			
<b>Class Date</b>	<b>Class Category</b>	<b>Class Name</b>	<b>Class Hours</b>
09/04/2019 08:00:00	Live Fire	AZ State Fire School - Beginning Live Fire	31:00
09/30/2019 17:00:00	MCS	Minimum Company Standards	2:00
<b>Total Classes</b>			<b>2</b>
<b>Total Class Hours</b>			<b>33:00</b>
<b>Stluka, Chad</b>			
<b>Class Date</b>	<b>Class Category</b>	<b>Class Name</b>	<b>Class Hours</b>
09/01/2019 10:00:00	OSHA	Target Solutions - Blood Borne Pathogens	2:00
09/01/2019 13:00:00	Leadership/ICS	Blue Card - Mayday	1:00
09/02/2019 11:00:00	OSHA	Target Solutions - HIPAA	1:00
09/07/2019 11:00:00	OSHA	Target Solutions - Sexual Harassment	1:00
09/08/2019 11:00:00	Basic Fire Fighting	Target Solutions - September Fire Scenario	1:00
09/25/2019 15:00:00	Basic Fire Fighting	Fire behavior - Flash Over	1:00
09/26/2019 13:30:00	Special Ops	Blue Card - Hazmat.	1:00
<b>Total Classes</b>			<b>7</b>
<b>Total Class Hours</b>			<b>8:00</b>
<b>Tutay, Jason R</b>			
<b>Class Date</b>	<b>Class Category</b>	<b>Class Name</b>	<b>Class Hours</b>
09/25/2019 15:00:00	Basic Fire Fighting	Fire behavior - Flash Over	1:00
<b>Total Classes</b>			<b>1</b>
<b>Total Class Hours</b>			<b>1:00</b>

<b>Total Personnel:</b>	<b>9</b>
<b>Total Classes:</b>	<b>66</b>

Target Solutions - 83 hrs  
 Az Fire School  
 - 2 firefighters - 62 hrs  
 Blue Card - 5 hrs

Total - 175.5 hrs

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. This report pulls training hours from the Training Code Hours field on the Info Page.

**MILEAGE****9/30/2019**

VEHICLE	BEGIN		TOTAL
E531	120610	120662	52
E521	39580	39911	331
E511	40414	40755	341
E526	43466	43688	222
WT512	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
WT511	15420	15420	0
E516	67986	70298	2312( <i>W/L</i> )
B5	131472	132902	1430
R511	<i>Out of Service</i>	<i>Out of Service</i>	
WT531	1456	1464	8