

## NOTICE OF MEETING

The **Fire Board of the Christopher-Kohl's Fire District** will meet in regular session on **Monday, October 19, 2020, 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 21, 2020.

*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 September. 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 September.

- Received a check from FRUSA for \$631.00
- Members of the Department attended a memorial service for Nancy Corley on October 10<sup>th</sup> at The Landmark.
- Brush pit will be closing on October 31<sup>st</sup> and the brush trailer service will also shut down at this time.

C. Chairman's Report & District Correspondence

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

1. CKFD received Election certificates and they will be passed out as well as the OML handbook.

**BUSINESS**

1. Discussion and possible action regarding Chief Lockhart’s plans to change credit card limits.

**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.**

**Agenda’s posted by**

**On 10/15/20**

# 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 21, 2020**, at **3:30pm** at the Fire Station 51 Community Room.

## Call to Order/Pledge of Allegiance

Call to order 3:30pm, September 21, 2020, followed by the Pledge of Allegiance.

## Roll Call

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

(Note: With Ron's absence, Steve was acting Chairman; Tom continued with only taking notes for Minutes of meeting.)

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

C. Members of the Public in attendance: Doug Frenz, Karen Thornton, James Oliver, Olive Ramirez

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

## Approval of Minutes

The Board reviewed the Minutes of the Regular Meeting of August 17, 2020. Regarding August's *Financial Report*, Steve asked Chief Lockhart a question regarding the monies from the County and whether or not all \$116,000 had been returned to our accounts. Chief responded that "all monies have been returned." (The quoted part of last sentence was added to August's Minutes, "Financial Officer's Report" page 2, after the word "forthcoming.") Larry made a Motion to approve the Minutes of the Regular Meeting of August 17, 2020, and was seconded by Sheila.

### Vote results:

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

**Nays: None**

## Reports and Correspondence

### A. Financial Officer's Report

Larry reviewed the status of all District bank accounts for August. Larry read the Financial Report. Questions with responses, requests, and comments:

- From FINANCIAL OFFICER REPORT, "Total Register Balances," Steve made the comment that the "Ending Balances of \$950,737.31," is very healthy. He also asked if Wildland fires has added a great amount. Chief replied.
- From **General Account**, Steve asked why the District was paying for two rubbish removal companies, Waste Management and Road Runner Rubbish. Chief responded the District just switched from one to the other.

Shelia made a Motion to approve August's Financial Report and was seconded by Tom.

### Vote results:

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

**Nays: None**

## **B. Chief's Report**

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

- The August 19<sup>th</sup> deadline had passed for candidate applications for the November 3<sup>rd</sup> election. Of the three openings, two incumbents remain for another term and one was replaced by Ms. Karen Thornton.
- The new CKFD website was published on September 4<sup>th</sup> and went live on September 5<sup>th</sup> after switching from Go Daddy to Square Space.
- CKFD's email was down from September 4<sup>th</sup> through September 16<sup>th</sup>. Chief thanked Rhett and Steve for their assistance getting email functional again and for a job well done on new website.
- The temporary bypass on Colcord Road (FSR 291) for the Bridge over Gordon Creek will take place September 17-26. Engineers certified that CKFD emergency vehicles *can* traverse via bypass.
- The District has received a check in August from Fire Recovery for a little less than \$500.00. Chief added that collecting monies is a bit slow, but we are at a 100% collection rate, so far.

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

All Board members received a handout, 2021 Winter Conference Announcement in their packets. Acting Chairman, Steve, with Chief's help, made clear what two incumbents and new Board member can do to meet Statutory training requirements.

## **BUSINESS**

**Item #1: Further discussion and possible action regarding amending and possible adopting the By-Laws of the Christopher Kohl's Fire District, Article III, Section 2 Board Organization and meetings, and Article IV Section 1 "Officers and Personnel of the District and Department" (Amended 7/20/2015) to include a *Sergeant at Arms* as a District Officer.**

Sheila made a Motion to amend and adopt the By-Laws of the Christopher Kohl's Fire District, Article III, Section 2 Board Organization and meetings, and Article IV Section 1 "Officers and Personnel of the District and Department" (Amended 7/20/2015) to include a *Sergeant at Arms* as a District Officer. The motion was seconded by Larry.

**Vote Results:**

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

**Nays: None**

**Item #2: Discussion and possible action on electing a member of the Board to temporarily fill the position of the *Sergeant at Arms*. The Board member elected to serve as a *Sergeant at Arms* shall serve until the next scheduled Board election (this November).**

Sheila expressed an interest to temporarily fill this position and made a motion on electing herself as *Sergeant at Arms*. The motion was seconded by Larry.

**Vote Results:**

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

**Nays: None**

## **Information on future Agenda Items.**

Chief Lockhart said he would like to address Board regarding changing credit card limits.

**Call to the Public:**

James Oliver asked why on Financial Officer Report, August 2020, "Wells Fargo: Payroll," shows \$80,000.39 instead of just \$80,000. Administrative Assistant, Deanna, replied it was an interest amount.

Doug Frenz thanked the District for completing the Firewise Grant work.

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

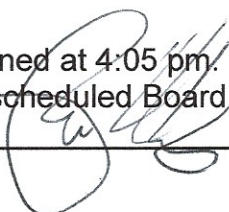
**Vote Results:**

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

**Nays: None**

The meeting adjourned at 4:05 pm.

The next regularly scheduled Board Meeting will be on Monday, October 19, 2020, at 3:30 pm.

Approved by  on 10-11 2020

**CHRISTOPHER KOHL'S FIRE DISTRICT  
FINANCIAL OFFICER REPORT  
September 2020**

**Capital Account:**

Beginning Balance:	302,015.28
Deposits:	(Int \$805.14)
Warrants Issued:	0
End Balance:	302,820.42
Register Balance	302,820.42 ___ (Outstanding \$0)

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**General Account:**

Beginning Balance:	81,593.53
Deposits:	2,371.89(Int \$439.91/Taxes \$1,931.98)
Warrants Issued:	13,404.44
End Balance:	70,560.98
Register Balance	70,539.58 ___ (Outstanding \$-21.40)

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**Wells Fargo: Payroll**

Beginning Balance:	45,900.37
Deposits:	40,000.32
Checks:	61,671.09
End Balance:	24,229.60
Register Balance	21,288.76 ___ (Outstanding -2,940.84)

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**Wells Fargo: Enterprise**

Beginning Balance	521,228.13
Deposits:	79,059.81(See Bank Statement)
Checks:	40,000.00
End Balance:	560,287.94
Register Balance	560,287.94 ___(Outstanding \$0)

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**Total Register Balances = \$954,936.70 + Outstanding \$2,962.24 = Ending Balances of \$957,898.94**

Approved as read at Board Meeting of Oct. 19th, 2020

Clerk/Financial Officer Lay C Hawn

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 2020

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

WILDLAND 0 \_\_\_\_\_  
STRUCTURE 1 \_\_\_\_\_  
VEHICLE 0 \_\_\_\_\_  
CAMPFIRE 0 Illegal campfire \_\_\_\_\_  
MUTUAL AID 0 \_\_\_\_\_  
SPECIAL DUTY 3 \_\_\_\_\_  
FALSE ALARM 0 \_\_\_\_\_  
STILL ALARM 0 \_\_\_\_\_  
CANCELLED EN RTE 0 \_\_\_\_\_

**EMS:** **TOTAL EMS 17**

REGULAR EMS 10 \_\_\_\_\_ (8-ALS/2-BLS)  
MVA/EMS 2 \_\_\_\_\_  
MUTUAL AID 0 \_\_\_\_\_  
FALSE ALARMS 0 \_\_\_\_\_  
WALK INS 3 \_\_\_\_\_  
SPECIAL DUTY 1 \_\_\_\_\_  
CANCELLED EN RTE 1 \_\_\_\_\_

**TOTAL INCIDENTS 21**

**COMMENTS** **TOTAL TRAINING HOURS -52.00 Hours 13.50 Target**





# Christopher Kohl's Fire District

Payson, AZ

This report was generated on 10/12/2020 3:36:00 PM



## 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: 09/01/2020 | End Date: 09/30/2020

### Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
09/03/2020 10:00:00	Basic Fire Fighting	Company - Youtube video review car fires	1:00
09/03/2020 13:00:00	Leadership/ICS	Company - Officer scenarios	2:00
09/03/2020 15:00:00	Basic Fire Fighting	Company - START triage	1:00
09/04/2020 14:30:00	MCS	Monthly Company - MCS #5	1:30
09/21/2020 10:00:00	Basic Fire Fighting	Company - Skill Sheet	3:00
09/21/2020 13:00:00	Basic Fire Fighting	company - skill sheets	1:00
09/21/2020 15:00:00	Basic Fire Fighting	Company - Skill sheet	1:00
09/22/2020 18:00:00	MCS	Monthly Company - MCS #4 night drill	1:30
09/28/2020 09:30:00	EMS	EMS - Tape and Chart: tension pneumo and LVAD	1:30
09/28/2020 15:30:00	EMS	Target Solutions - Behavioral emergencies	1:00
09/30/2020 10:30:00	EMS	Target Solutions - Cardiac Emergencies	1:00
09/30/2020 12:30:00	EMS	Target Solutions - Geriatric emergencies	1:00
<b>Total Classes</b>			<b>12</b>
<b>Total Class Hours</b>			<b>16:30</b>

### Hansen, Mark K

Class Date	Class Category	Class Name	Class Hours
09/11/2020 13:15:00	OSHA	Target Solutions - HIPAA	1:00
09/11/2020 15:15:00	MCS	Monthly Company - MCS #5	1:30
09/17/2020 17:00:00	OSHA	Target Solutions - Bloodborne	1:00
09/18/2020 09:15:00	Basic Fire Fighting	Company - Skill Sheets	1:00
<b>Total Classes</b>			<b>4</b>
<b>Total Class Hours</b>			<b>4:30</b>

### McKinnon, Steve M

Class Date	Class Category	Class Name	Class Hours
09/03/2020 10:00:00	Basic Fire Fighting	Company - Youtube video review car fires	1:00
09/03/2020 13:00:00	Leadership/ICS	Company - Officer scenarios	2:00
09/03/2020 15:00:00	Basic Fire Fighting	Company - START triage	1:00
09/04/2020 14:30:00	MCS	Monthly Company - MCS #5	1:30
09/21/2020 10:00:00	Basic Fire Fighting	Company - Skill Sheet	3:00
09/21/2020 13:00:00	Basic Fire Fighting	company - skill sheets	1:00
09/21/2020 15:00:00	Basic Fire Fighting	Company - Skill sheet	1:00
09/22/2020 11:30:00	EMS	Target Solutions - Behavioral Emergencies	1:00
09/22/2020 12:30:00	EMS	Target Solutions - Burn Management	1:00
09/22/2020 13:30:00	EMS	Target Solutions - Geriatric Emergencies	1:00
09/22/2020 18:00:00	MCS	Monthly Company - MCS #4 night drill	1:30
09/23/2020 13:00:00	EMS	Target Solutions - Cardiac Emergencies	1:00
09/23/2020 14:00:00	OSHA	Target Solutions - Blood Borne Pathogens	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.



09/28/2020 09:30:00	EMS	EMS - Tape and Chart: tension pneumo and LVAD	1:30
09/28/2020 15:30:00	OSHA	Target Solutions - HIPAA	1:00
09/29/2020 15:30:00	OSHA	Target Solutions - Sexual Harassment	1:00
<b>Total Classes</b>			<b>16</b>
<b>Total Class Hours</b>			<b>20:30</b>

**Perry, Ben**

Class Date	Class Category	Class Name	Class Hours
09/11/2020 11:00:00	Physical Fitness	Physical Fitness	4:00
09/11/2020 15:15:00	MCS	Monthly Company - MCS #5	1:30
09/11/2020 15:15:00	OSHA	Target Solutions - Sexual Harassment	1:30
09/12/2020 09:00:00	Wildland	Other - Stihl chainsaw safety operations and maintenance video	1:30
09/12/2020 11:00:00	Wildland	other - NWCG S212 review	1:00
09/18/2020 09:15:00	Basic Fire Fighting	Company - Skill Sheets	1:00
<b>Total Classes</b>			<b>6</b>
<b>Total Class Hours</b>			<b>10:30</b>

<b>Total Personnel:</b>	<b>4</b>
<b>Total Classes:</b>	<b>38</b>

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****9/30/2020**

<i>VEHICLE</i>	<i>BEGIN</i>	<i>END</i>	
E531	121870	122329	459
E521	47049	47129	80
E511	43993	44079	86
E526	44137	44177	40
WT512	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
WT511	15753	15761	8
E516	70503	70516	13
B5	144185	145059	874
WT531	1550	1559	9