

NOTICE OF MEETING

The Fire Board of the Christopher-Kohl's Fire District will meet in regular session on **Monday, October 16, 2023, 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 September 18, 2023.

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

B. Special Meeting of October 10, 2023.

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.

- Rhett Connolly returned to work on October 12th.
- Chief is currently working on the GRIC Grant.
- Continued discussions with Aero Drilling with a pending meeting.
- Big shout out to the Firebelles once again!!! The fund-raising dinner was a success!
- The Firebelles have put in a purchase order for the Lunar thermal imaging cameras.
- Chief Lockhart will be on vacation from October 22nd through October 30th.

C. Chairman's Report & District Correspondence

- The Chairman will report on the activities for the District in September.
- 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 approval of Policy 10.18 Fire Chief job description.

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

2. Discussion and possible action for recruitment of a new Fire Chief, including a proposed timeline.

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.

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 on Monday, September 25, 2023 at 3:30 pm at the Fire Station 51 Community Room.

Call to Order/Pledge of Allegiance

Call to order 3:30 pm, Monday, September 25, 2023 followed by The Pledge of Allegiance.

Roll Call

- A. Board Members Present: Chairman Ron Kotnik
Clerk Karen Thornton
Financial Officer Joanie Price
Board Member Mark Hendrickson
Sergeant at Arms Doug Frenz
- B. Department Members: Chief Bob Lockhart
Administrative Assistant Deanna White
Battalion Chief Rhett Connolly
Engineer Henry Jandayan
Engineer Shane Brown

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

BUSINESS

Approval of Minutes

- A. The Board reviewed the regular meeting minutes of August 21, 2023. Karen Thornton pointed out one correction to the minutes. Ron Kotnik made a motion to approve the regular meeting minutes of August 21, 2023 as corrected. Mark Hendrickson seconded the motion.

Vote Results:

Ayes: Ron Kotnik, Joanie Price, Karen Thornton, Mark Hendrickson, Doug Frenz
Nays: None

- B. The Board reviewed the special meeting minutes of August 28, 2023. Ron Kotnik made a motion to approve the special meeting minutes of August 28, 2023. Mark Hendrickson seconded the motion.

Vote Results:

Ayes: Ron Kotnik, Joanie Price, Karen Thornton, Mark Hendrickson, Doug Frenz
Nays: None

- C. The Board reviewed the special meeting minutes of September 12, 2023. Ron Kotnik made a motion to approve the special meeting minutes of September 12, 2023. Mark Hendrickson seconded the motion.

Vote Results:

Ayes: Ron Kotnik, Joanie Price, Karen Thornton, Mark Hendrickson, Doug Frenz
Nays: None

Reports and Correspondence

A. Financial Officer's Report

A. Joanie Price reviewed and read the status of all District bank accounts for August 2023. Ron Kotnik moved to approve the August 2023 Financial Reports. Mark Hendrickson seconded the motion.

Vote Results:

Ayes: Ron Kotnik, Joanie Price, Karen Thornton, Mark Hendrickson, Doug Frenz
Nays: None

B. Chief's Report

Chief Lockhart discussed Department activity for August 2023. The list below highlights this month's Chief's Report (not in any particular order).

- Steve McKinnon returned to work on September 16. He returns to work with no medical limitations.
- Rhett Connolly is out on a work-related injury....his return is unspecified.
- Sterling White, Ryan Courtney, and two seasonals returned from the wildland assignment in Texas on September 7th.
- CKFD received the final approval from GRIC to proceed with the new brush truck on September 6. The purchase should be completed in one year.
- Continued discussions with Aero Drilling with a pending meeting. Their initial bid for \$12,000 is for a 200 foot well. Chief Lockhart will meet with Aero and should have more information at the next Board Meeting.
- Chief Lockhart will be on vacation from October 22 – 30.

C. Chairman's Report & District Correspondence

Chairman Ron Kotnik did not have anything to report.

BUSINESS

1. Discussion and possible approval of Policy 10.18 Fire Chief Job Description.

The Board discussed the proposed policy and proposed several amendments. Ron Kotnik moved to approve Policy 10.18 Fire Chief Job Description as amended. Doug Frenz seconded the motion.

Vote Results:

Ayes: Ron Kotnik, Joanie Price, Karen Thornton, Mark Hendrickson, Doug Frenz
Nays: None

As further discussion about the Chief's MOU ensued it became obvious that more changes may need to be made to the Chief's Job Description. Therefore, it was decided to rescind the approval of Policy 10.18 Fire Chief Job Description. Approval of Policy 10.18 will be a future agenda item. Ron Kotnik moved to render the previous approval of Policy 10.18 Fire Chief Job Description null and void. Doug Frenz seconded the motion.

Vote Results:

Ayes: Ron Kotnik, Joanie Price, Karen Thornton, Mark Hendrickson, Doug Frenz
Nays: None

2. Discussion and possible action on changes and/or additions to the Chief's MOU.

The Board discussed and compared the current Chief's MOU and a sample MOU prepared by an AFDA attorney. As the discussion continued it became clear that several changes and additions need to be made to the Chief's Job Description. Shane Brown and Rhett Connolly mentioned the necessity of a pre-hire physical in a department such as ours where the Chief may be an active participant on calls. Jim Oliver pointed out that a PSPRS physical cannot be substituted for a department pre-hire physical. The Board proceeded to create a Chief's MOU combining elements of the current Chief's MOU and the AFDA sample MOU. After a great deal of discussion a proposed document evolved. The clerk will prepare a clean copy of the proposed Chief's MOU for the Board's approval. This will be a future agenda item.

Mark Hendrickson asked if a contract or an MOU was more appropriate and if we needed an attorney's opinion on the legality of either. Doug Frenz mentioned that a contract might be more binding. Chief Lockhart responded that the terms may be synonymous. The Board may seek legal advice on this matter once a final candidate is selected and an MOU has been agreed upon. A Special Board Meeting will be held on Tuesday, October 10, at 2:00 pm to discuss and possibly adopt the proposed Chief's Job Description and the proposed Chief's MOU.

Future Agenda Items

1. Discussion and possible action on proposed Chief's Job Description.
2. Discussion and possible action on proposed Chief's MOU.

Call to the Public

Jim Oliver advised the Board that if they decide to implement an annual Chief's Evaluation they must do so within the constraints of the Open Meeting Law, which may require that each Board member meet individually with the Chief.

Adjournment

Ron Kotnik made a motion to adjourn the meeting. Joanie Price seconded the motion.

Vote Results:

Ayes: Ron Kotnik, Joanie Price, Karen Thornton, Mark Hendrickson, Doug Frenz
Nays: None

The meeting was adjourned at 5:28 pm.

Approved by  on 10-16- 2023

MINUTES OF THE SPECIAL PUBLIC MEETING OF THE CHRISTOPHER KOHL'S FIRE DISTRICT GOVERNING BOARD.

A Special Meeting of the Christopher Kohl's District Governing Board convened on Tuesday, October 10, 2023 at 2:00 pm at the Fire Station 51 Community Room.

Call to Order/Pledge of Allegiance

Call to order 2:00 pm, Tuesday, October 10, 2023 followed by The Pledge of Allegiance.

Roll Call

- A. Board Members Present: Chairman Ron Kotnik
Clerk Karen Thornton
Financial Officer Joanie Price
Board Member Mark Hendrickson
Sergeant at Arms Doug Frenz
- B. Department Members: Chief Bob Lockhart
Battalion Chief Rhett Connolly
Administrative Assistant Deanna White
Captain Steve McKinnon
Engineer Ryan Courtney

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

BUSINESS

1. Discussion and possible action on proposed Chief's MOU.

The Board discussed the proposed Chief's MOU. Mark Hendrickson pointed out several grammatical errors, typos, and confusing text. After an item by item discussion The Board was satisfied with the document. Joanie Price moved to accept the proposed Chief's MOU with the discussed corrections. Doug Frenz seconded the motion.

Vote Results:

Ayes: Ron Kotnik, Joanie Price, Karen Thornton, Mark Hendrickson, Doug Frenz
Nays: None

2. Discussion and possible action on changes and/or additions to the Chief's Job Description.

The Board reviewed the revised Chief's Job Description. Mark Hendrickson suggested clarifying the FLSA exempt statement. Rhett Connolly pointed out that the document in the Board packet was not the revised document prepared by the Clerk. The Clerk will prepare a final draft of the Chief's Job Description and it will be available at the next Board Meeting. Ron Kotnik moved to table final approval of the Chief's Job Description until the next Board Meeting. Joanie Price seconded the motion.

Vote Results:

Ayes: Ron Kotnik, Joanie Price, Karen Thornton, Mark Hendrickson, Doug Frenz
Nays: None

Future Agenda Items

1. Discussion and possible action on proposed Chief's job description.

Call to the Public

Chief Lockhart asked Board members to wear their white shirts to the next Board Meeting.

Adjournment

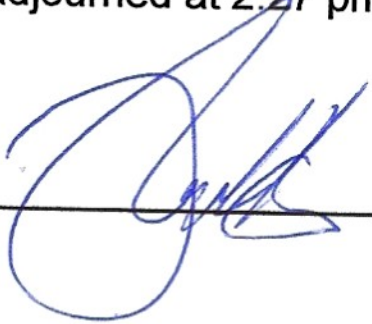
Ron Kotnik made a motion to adjourn the meeting. Doug Frenz seconded the motion.

Vote Results:

Ayes: Ron Kotnik, Joanie Price, Karen Thornton, Mark Hendrickson, Doug Frenz

Nays: None

The meeting was adjourned at 2:27 pm.

Approved by  on 10-16- 2023

**CHRISTOPHER KOHL'S FIRE DISTRICT
FINANCIAL OFFICER REPORT
September 2023**

Capital Account:

Beginning Balance:	265,704.79
Deposits:	361.35 (Int)
Warrants Issued:	0
End Balance:	266,066.14
Register Balance	266,066.14__ (Outstanding \$0)

General Account:

Beginning Balance:	54,155.47
Deposits:	16,374.45 (See bank rec.)
Warrants Issued:	6,367.75
End Balance:	64,162.17
Register Balance	61,815.92__ (Outstanding -2,346.25)

Wells Fargo: Payroll

Beginning Balance:	36,813.26
Deposits:	120,001.97
Checks:	70,330.30
End Balance:	86,484.93
Register Balance	74,123.77__ (Outstanding -\$12,361.16)

Wells Fargo: Enterprise

Beginning Balance	360,760.33
Deposits	185.56 (See bank rec.)
Checks:	120,000.00
End Balance:	240,945.89
Register Balance	240,945.89__ (Outstanding \$0)

Total Register Balances = \$642,951.72 + Outstanding \$14,707.41 = Ending Balances of \$657,659.13

Approved as read at Board Meeting of OCTOBER 16 TH, 2023

Clerk/Financial Officer

Janice Price

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 2023

FIRES: **TOTAL FIRES 8**

WILDLAND	3	_____
STRUCTURE	0	_____
VEHICLE	0	_____
CAMPFIRE	1	_____
MUTUAL AID	0	_____
SPECIAL DUTY	4	_____
FALSE ALARM	0	_____
STILL ALARM	0	_____
CANCELLED EN RTE	0	_____

EMS: **TOTAL EMS 14**

REGULAR EMS	8	_____	7-ALS/1-BLS)
MVA/EMS	2	_____	
MUTUAL AID	0	_____	
FALSE ALARMS	0	_____	
WALK INS	1	_____	
SPECIAL DUTY	3	_____	
CANCELLED EN RTE	0	_____	

TOTAL INCIDENTS 22

COMMENTS **TOTAL TRAINING HOURS - 94.50**

Christopher Kohl's Fire District

Payson, AZ

This report was generated on 10/2/2023 9:53:23 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: 09/01/2023 | End Date: 09/30/2023

Brown, Shane

Class Date	Class Category	Class Name	Class Hours
09/01/2023 08:00:00	Engine & Tender Ops	Company- Apparatus Pumping	0:30
09/01/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
09/06/2023 08:00:00	Engine & Tender Ops	Company- Apparatus Pumping	0:30
09/06/2023 08:30:00	Basic Fire Fighting	Company- SCBA's	0:30
09/06/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
09/07/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
09/08/2023 08:30:00	Basic Fire Fighting	Company- SCBA's	0:30
09/12/2023 08:00:00	Engine & Tender Ops	Company- Apparatus Pumping	0:30
09/12/2023 08:30:00	Basic Fire Fighting	Company- SCBA's	0:30
09/12/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
09/13/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
09/18/2023 08:00:00	Engine & Tender Ops	Company- Apparatus Pumping	0:30
09/18/2023 08:30:00	Basic Fire Fighting	Company- SCBA's	0:30
09/18/2023 10:00:00	Engine & Tender Ops	Company- pumping and tenders ops	1:30
09/18/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
09/19/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
09/24/2023 08:00:00	Engine & Tender Ops	Company- Apparatus Pumping	0:30
09/24/2023 08:30:00	Basic Fire Fighting	Company- SCBA's	0:30
09/24/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
09/26/2023 15:00:00	Wildland	Company- Wildland billing	2:00
09/30/2023 08:00:00	Engine & Tender Ops	Company- Apparatus Pumping	0:30
09/30/2023 08:30:00	Basic Fire Fighting	Company- SCBA's	0:30
09/30/2023 16:00:00	Driver Operator	Company- Area Familiarization.	1:00
09/30/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
Total Classes			24
Total Class Hours			28:30

Connolly, Rhett T

Class Date	Class Category	Class Name	Class Hours
09/01/2023 08:00:00	Engine & Tender Ops	Company- Apparatus Pumping	0:30
09/01/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
09/06/2023 08:00:00	Engine & Tender Ops	Company- Apparatus Pumping	0:30
09/06/2023 08:30:00	Basic Fire Fighting	Company- SCBA's	0:30
09/06/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
09/07/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
09/08/2023 08:30:00	Basic Fire Fighting	Company- SCBA's	0:30
Total Classes			7
Total Class Hours			8:00

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.



Courtney, Ryan

Class Date	Class Category	Class Name	Class Hours
09/14/2023 09:00:00	Engine & Tender Ops	equipment familiarization /apparatus	3:00
09/15/2023 09:00:00	Engine & Tender Ops	equipment familiarization /apparatus	4:00
09/15/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
09/21/2023 08:00:00	Engine & Tender Ops	Company- Apparatus Pumping	0:30
09/21/2023 08:30:00	Basic Fire Fighting	Company- SCBA's	0:30
09/26/2023 08:00:00	Engine & Tender Ops	Company- Apparatus Pumping	0:30
09/26/2023 08:30:00	Basic Fire Fighting	Company- SCBA's	0:30
09/26/2023 14:00:00	Engine & Tender Ops	Company MCS 1	6:00
09/26/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
09/27/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
09/28/2023 08:30:00	Driver Operator	Company- SCBA's	0:45
09/28/2023 16:00:00	Driver Operator	Area Familiarization	1:00
Total Classes			12
Total Class Hours			22:45

Fuentes, Francisco

Class Date	Class Category	Class Name	Class Hours
09/18/2023 08:00:00	Engine & Tender Ops	Company- Apparatus Pumping	0:30
09/18/2023 08:30:00	Basic Fire Fighting	Company- SCBA's	0:30
09/18/2023 10:00:00	Engine & Tender Ops	Company- pumping and tenders ops	1:30
09/18/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
Total Classes			4
Total Class Hours			4:30

Jandayan, Henry

Class Date	Class Category	Class Name	Class Hours
09/12/2023 08:00:00	Engine & Tender Ops	Company- Apparatus Pumping	0:30
09/12/2023 08:30:00	Basic Fire Fighting	Company- SCBA's	0:30
Total Classes			2
Total Class Hours			1:00

Ruiz, Mike

Class Date	Class Category	Class Name	Class Hours
09/24/2023 08:00:00	Engine & Tender Ops	Company- Apparatus Pumping	0:30
09/24/2023 08:30:00	Basic Fire Fighting	Company- SCBA's	0:30
09/24/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
Total Classes			3
Total Class Hours			3:00

Smith, Thorry

Class Date	Class Category	Class Name	Class Hours
09/14/2023 09:00:00	Engine & Tender Ops	equipment familiarization /apparatus	3:00
Total Classes			1
Total Class Hours			3:00

White, Sterling

Class Date	Class Category	Class Name	Class Hours
09/15/2023 17:00:00	Physical Fitness	Physical Fitness	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. 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.



09/21/2023 08:00:00	Engine & Tender Ops	Company- Apparatus Pumping	0:30
09/21/2023 08:30:00	Basic Fire Fighting	Company- SCBA's	0:30
09/26/2023 08:00:00	Engine & Tender Ops	Company- Apparatus Pumping	0:30
09/26/2023 08:30:00	Basic Fire Fighting	Company- SCBA's	0:30
09/26/2023 13:00:00	Communication/Documentation	Administrative Scheduling	2:00
09/26/2023 14:00:00	Engine & Tender Ops	Company MCS 1	6:00
09/26/2023 15:00:00	Wildland	Company- Wildland billing	2:00
09/26/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
09/27/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
09/28/2023 08:30:00	Driver Operator	Company- SCBA's	0:45
09/28/2023 16:00:00	Driver Operator	Area Familiarization	1:00
09/30/2023 08:00:00	Engine & Tender Ops	Company- Apparatus Pumping	0:30
09/30/2023 08:30:00	Basic Fire Fighting	Company- SCBA's	0:30
09/30/2023 16:00:00	Driver Operator	Company- Area Familiarization.	1:00
09/30/2023 17:00:00	Physical Fitness	Physical Fitness	2:00
Total Classes			16
Total Class Hours			23:45

Total Personnel:	8
Total Classes:	69

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**9/30/2023**

<i>VEHICLE</i>	<i>BEGIN</i>	<i>END</i>	<i>TOTAL</i>
B5	167034	167418	384
E51	68273	68648	405
BT516	71027	71029	2
E52	65034	65034	0
BT526	48400	48404	4
E53	51868	51930	62
WT51	17190	17190	0
WT52	<i>Out of Service</i>	<i>Out of Service</i>	<i>Out of Service</i>
WT53	1807	1814	7