

CHRISTOPHER KOHL'S FIRE DISTRICT  
MINUTES OF BOARD MEETING  
AUGUST 10, 2009  
STATION 51

Meeting called to order at 7:00pm, 10 August, 2009. Pledge of Allegiance.

In Attendance:       Deborah Dawson, Chairman  
                          Margot Holmes, Vice Chairman  
                          James Oliver, Clerk/Treasurer  
                          Electra VanEckhoutte, Fire Chief  
                          Dionne May, Administrative Assistant

**Agenda Item 3.**

- A. The Minutes from the 13 July, 2009, Board Meeting was approved unanimously by the Board after a motion by Mr. Oliver and a second by Mrs. Holmes.
- B. The status of the District Bank accounts for June, 2009, was given by Mr. Oliver. Mrs. Dawson accepted the Treasurers report.
- C. Chief VanEckhoutte gave the Chief's report and discussed the status of the Department and activities of the members of the Department. Chief VanEckhoutte said there were more fire calls than medical, which is unusual. The Chief also commented on the increased training for the upcoming ISO evaluation. Mrs. Dawson asked what happened during an ISO evaluation, and Chief VanEckhoutte said that she would not know until the ISO representative arrived to begin his evaluation, but there was a lot of paperwork involved beforehand. Previous evaluations at other Departments was discussed by the Chief and Mrs. Dawson.
- D. Correspondence of Interest: Mr. Oliver said that the report required for Lease-Purchase agreements to the State had been completed and mailed, that a reminder about the Annual report had been received, and that the Chief had received an E-mail from the Governors staff asking questions about the District request for stimulus money for a fire station. Mr. Oliver asked if the Chief had responded. Chief VanEckhoutte said she had been waiting for this meeting to see if the Board wanted to make the response. The consensus of the Board was for the Chief to respond.

**Agenda Item 4. Information/Discussion/Action** on Board approval of the new Personnel Policy and Procedures manual for the District. Mrs. Dawson said an excellent job was done by Dionne May on the manual. Mrs. Dawson said that she felt that an attorney should review this manual. Mr. Oliver said that he disagreed, that the policies were normal and customary policies, had been used by other Departments, and that the Gila County Attorney was somewhat slow. Mr. Oliver felt that the Board should approve them, the Department should use them, and changes made as the need arose. Mrs. Holmes said that she pretty much agreed with Mr. Oliver. Mrs. Dawson asked for an organizational chart to be included as an addendum to the manual, and felt that employee behavioral and performance expectations should be outlined. Mrs. Dawson went over several other changes, additions, or corrections that were needed. Mrs. Dawson said that a business manager was mentioned in the manual, and the Chief said that efforts had been made to remove that reference. A conflict in performance review timing mentioned in different sections was outlined by Mrs. Dawson. Response requirements for personnel on a standby or on-call status was discussed by the Chief and Board. Compliance with the smoking law requirements was mentioned by Mrs. Dawson. Visitor policy was discussed. The use of computers, personal and department, was discussed at length. It was presented that the only Department computers accessing the internet were the Chiefs and the Administrative Assistant. Department employees could use the internet through their own computers, using the Hughes system. Chief VanEckhoutte said she restricted computer use to specific hours of their shift. Mr. Oliver said that the policy prohibited inappropriate use of the system. Mrs. Dawson said that she felt that more controls were needed to protect Department computers. The guidelines in the manual for personnel time off (PTO) was felt to be unfair

to admin personnel by Mr. Dawson. Dionne May and Chief VanEckhoutte explained the PTO system. Participation in the Group Health Plan was discussed by the Board. Mrs. Holmes made a motion to approve the District Personnel Policy and Procedures manual. Mr. Oliver seconded, with provision that needed revisions made to the manual. The vote to approve the Manual was unanimous.

**Agenda item 5. Future agenda items.** There were no agenda items for the next meeting at this time.

**Agenda item 6. Call to the public.** There was no comment from the public.

Mr. Oliver made a motion to adjourn the meeting. Mrs. Holmes second, the vote to adjourn was unanimous.

Mrs. Dawson adjourned the meeting at 7:45 pm, 10 August, 2009

Submitted : 17 August, 2009, by James Oliver

Approved: \_\_\_\_\_ Chairman \_\_\_\_\_, 2009