

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

**A Regular Public Meeting of the Christopher-Kohls Fire District Governing Board was convened on
Wednesday, December 14, 2011 at 5:00 pm in the Fire Station 51 Community Room.**

Agenda Item #1: (Call To Order/Pledge of Allegiance)

Call to order 5:00 pm, Wednesday, December 14, 2011

Agenda Item #2: (Roll Call)

Present at the meeting were the following members of the Christopher-Kohls Fire District Governing Board:

Deborah Dawson (Chairman)

Jeff Daniels (Clerk/Treasurer)

James Oliver (Board Member)

Present at the meeting were the following members of the Christopher-Kohls Fire Department:

Rob Jarvis (Interim Chief)

Nick Fitch

Randy Dawson

Doug Blazer

The following matters were discussed, considered, and possibly decided on at the meeting:

Agenda Item #3: (Previous Minutes)

A. Previous Meeting Minutes:

The November 14, 2011 Regular Meeting Minutes were discussed. Ms Dawson questioned the specifics of a motion made by Mr Oliver. Mr Oliver disagreed with the wording of his motion in the Minutes. Mr Daniels stated that he was positive of the Minutes being accurate as to the wording of the motion. Mr Daniels made a motion to approve the minutes and Ms Dawson seconded. A Vote was taken; Ms Dawson and Mr Daniels voted Aye and Mr Oliver abstained.

The November 21, 2011 Meeting Minutes were discussed. With no comments, Mr Daniels made a motion to approve the minutes and Ms Dawson seconded. A Vote was taken; Ms Dawson and Mr Daniels voted Aye and Mr Oliver abstained.

Agenda Item #4: (Reports & Correspondence)

A. Chiefs Report:

Chief Jarvis reported on the Department activity for November (see Attachment A). Ms Dawson questioned how the Grant funds were accounted for. Chief Jarvis explained new accounting procedures for Grants. Mr Oliver questioned the Brush Fires and Chiefs Association meetings. Mr Daniels questioned the profit margin of the Monument and Leisure Fires.

B. Treasurers Report:

Mr Daniels stated the status of the Districts Bank accounts for November. He mentioned the return of the \$25,000 in funds to the Capital account, previously transferred to the Payroll account. Mr Daniels mentioned transactions that were made to the General Account to properly account for corrections made to previous Treasurers Reports. Chief Jarvis explained further details. Mr Daniels mentioned a discrepancy he found with Payroll account relating to how Quickbooks Payroll Services does not properly follow cash accounting procedures and how it affects our reconciliation statements. A correction to include the difference would need to be made to the Treasurers Report. Mr Oliver questioned several line item transactions to the General account. Mr Daniels mentioned a \$10,052 deposit by the County to our Pension fund account that we have not received an explanation for. Mr Daniels made a motion to approved the Treasurers Report with the corrections mentioned and Ms Dawson seconded. A Vote was taken; Ms Dawson and Mr Daniels voted Aye and Mr Oliver abstained.

Mr Oliver mentioned an amended Treasurers Report for October that he received after the previous meeting. Mr Daniels explained that the Report was approved at the previous Meeting with corrections, the corrections were made to the written Report and signed by the Treasurer. Mr Oliver then further questioned the accounting procedures of the Administrative Assistant relating to a negative balance on the October reconciliation. The Board and Chief Jarvis explained that this was simply a timing of the transaction entries and the actual accounts never had a negative balance.

C. Chairmans Report & Correspondence of Interest:

Ms Dawson stated that there was a successful Light Parade. Mr Daniels mentioned that the County's next available election date will be May 15, 2012 and related timelines. Mr Oliver mentioned an email from Mr Daniels to Ms Digman that Mr Oliver felt was insulting to himself.

OLD BUSINESS

Agenda Item #5: (*Memorandum of Understanding or hiring Chief Jarvis*)

The Memorandum of Understanding (MOU) review by Bill Whittington was discussed and for a formal review, the Board would need to approve a resolution to retain his services, it would cost \$350 and take about week. The resolution and MOU were discussed in detail. Mr Daniels mentioned that he had spoke with Mr Dalton (Deputy County Attorney) and requested his review of the MOU. The use of Mr Whittington and/or the County Attorney's Office was discussed in detail. Mr Daniels made a motion to request the County Attorney's Office to review the MOU. Ms Dawson seconded the motion. A vote was taken; Ms Dawson and Mr Daniels voted Aye and Mr Oliver abstained. Mr Daniels made a motion to approve the resolution presented and it was determined that it was seperate Agenda Item.

Agenda Item #6: (*Volunteer compensation rate, resolution #107*)

Mr Oliver stated that there was a conflict of interest with Ms Dawson voting on this resolution. Resolution #107 was discussed. Mr Oliver made a motion to approve Resolution #107 as written in revision 3. Mr Daniels seconded the motion. A vote was taken; Ms Dawson and Mr Daniels voted Aye and Mr Oliver abstained.

Agenda Item #7: (*Revised ByLaws*)

This Agenda Item was tabled to be a Future Agenda Item.

Agenda Item #8: (*Pay raise to a District Employee*)

The Chief requested that we consider this an insurance allowance and not a pay raise. The Board discussed the issue with the Chief that we have an employee that wishes to use outside insurance services rather than what is provided by the District and receive a compensation allowance instead. The Chief mentioned that this would actually save the District.

Agenda Item #9: (*Paid Time Off to District Employees*)

This Agenda Item was tabled to be a Future Agenda Item.

Agenda Item #10: (*Resolution for Retention of Legal Services*)

The issue to retain the services of Mr Whittington and his Offices for legal opinions was discussed. It was determined that there was no present need to retain Legal services.

Agenda Item #11: (*Future Agenda Items*)

Future Agenda Items will be; District Employees' Paid Time Off, The Revised ByLaws, Budget Workshops, Retention of Legal Services by Mr Whittington's Offices and the MOU with Chief Jarvis. Mr Oliver was requested to notify the Clerk if he wanted the Treasurers Reports to be on a future Agenda.

Agenda Item #12: (*Call to the public*)

Mr Dawson mentioned that the County depositing and withdrawing funds to our accounts, without our knowledge is unacceptable and the District should watch this closely. He also asked when we would finally hire a Chief. Ms Oliver asked what the Board was waiting for. Ms Dawson explained that the Board wanted to be sure that the District and Chief were protected.

Agenda Item #13: (*Adjournment*)

With no further comments from the public, Mr Daniels made a motion to adjourn and Ms Dawson seconded the motion. A vote was taken; Mr Daniels and Ms Dawson voted Aye, Mr Oliver abstained.

Meeting Adjourned at 6:20 pm.

Approved and dated this ____ day of _____, 2011,

By _____, Fire District Governing Board Chairman.
[authorized signature]

Attachment A

Chief's Report for 12-14-11 Board Meeting

November 2011 incidents:

Structure Fire	1
Brush Fire	2
Special Duties	1
EMS calls	2
MVA's	2
Mutual Aid	1

Other calls/services requested not normally reported – 4 blood pressure checks, pulled 2 dead elk off the highway and 3 sugar checks among other questions and requests, welfare check in the Kohl's area.

Training:

EMS 2 hours
Fire 3 hours

Teri and Rob completed paramedic refresher (48 hours)
Chad and Trey completed Fire Leadership II (16 hours)

Other Information:

Grants – signed the shaded fuel break agreement, sent back to state.

Donations –

Have received emails with minor issues on Monument fire and Leisure fire paperwork, should receive payment in January (estimate \$22,000)