

## BOARD MEETING MINUTES AUGUST 2024

Bowie Fire District  
P.O. Box 241 118 W. Kinchilla  
Bowie AZ 85605  
520-847-2553  
[bowiefiredist@vtc.net](mailto:bowiefiredist@vtc.net)

Pursuant to A.R.S. 38-431.02, notice is hereby given that the Bowie Fire District will hold a regular scheduled meeting on Monday, August 12, 2024 at the Bowie Fire Dept. located at 118 W. Kinchilla Bowie, AZ 85605 at 10:00 AM

### Consent Agenda

1. Call to Order – Time:10:28 am  
Florina Christiernsson called meeting to order at 10:28 am
2. Roll call of the Fire Board Members  
Florina Christiernsson, here. Barbara Earhart, here. Sharon Webster, here.  
All board members present. We have a Quorum.
3. Pledge of Allegiance – Florina led in the Pledge of Allegiance.
4. Approve Minutes from July 2024 Board Meetings (2)  
Approval of regular board meeting minutes for July 15, 2024 meeting.  
Sharon motioned to approve. Barb seconded. All in favor. Motion carries.  
Approval of special budget board meeting minutes for July 30, 2024.  
Barb motioned to approve. Sharon seconded. All in favor. Motion carries.
5. Approve Financial Report  
Sharon motioned to approve. Barb seconded. Florina abstained. Motion carries.
6. Admin Report – See attached
7. Chief Report – See attached

## Old Business

All items are listed for **Discussion/Approval/Disapproval**

- a. Approval of Bowie Fire District Proposed Budget for 2024 to 2025.
- b. Update on status on retaining a lawyer.
- c. Approval of placing Chief Novak on leave of absence due to funds being low.
- d. Approval of Warrants/Checks written from June 3, 2024 to June 10, 2024 that were missing from the July board meeting packets numbering from 1178 to 1184. Barb motioned to approve. Sharon seconded. Florina ~~abstained~~. Motion carries.

NO

9. Reports and Correspondence- The governing body may not propose, discuss, deliberate, or take legal action on this matter unless that specific matter is properly identified on the agenda. Therefore, action taken as a result of a report will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.

## 10. New Business-

All items are listed for **Discussion/Approval/Disapproval**

- a. Discussion and approval of hiring Donna Aversa recommended by Bill Whittington, Esq. for Bowie Fire District Lawyer.
- b. Discussion and approval of hiring Nicolas J. Cornelius, PLLC recommended by Arizona Fire District Association (AFDA) for Bowie Fire District lawyer. Sharon motioned to sign agreement terms and hire Nicholas Cornelius. Barb seconded. All in favor. Motion carries.
- c. Discussion and approval of canceling One AZ Credit Union Visa credit card. This item is tabled for further discussion at a later date.
- d. Discussion and approval of hiring our district auditor to perform in house audit of Bowie Fire District. This item is tabled for discussion at a later date.
- e. Discussion why are warrants already paid out before board approval. Discussion only.

f. Discussion of First Net Response System through A T & T.  
Discussion only.

g. Board Chair requests and would like to see maintenance sheets on fire district vehicles including work orders.

Marty – We have maintenance sheets for all vehicles.

Florina – Well, the work orders should be in a file per vehicle.

h. Review of minutes from March 16, 2020 concerning board approval of Chief Minnick's salary and compensation. Board Chair tables this discussion for a later date. Florina motions to table this item for a later date. No response from remaining board members. Florina states "OK. Motion dies."

Sharon disagrees. We should make a motion to pay the Chief's utilities as follows:

Water, Electric, Gas and Telephone. Barb seconds. Florina abstained. Motion carries.

I. Discussion of Bowie Fire District By-Laws concerning Elections and Terms of Office of board members and officers. This is stated in Policies and Procedures – Article XI Elections and Terms of Office.

ARTICLE XI states: THE CHAIRMAN OF THE BOARD WILL BE ELECTED ONCE EACH YEAR.

AN OFFICER OF THE BOARD MAY BE REMOVED IN THE FOLLOWING MANNER. AT LEAST TWO (2) BOARD MEMBERS MUST PROPOSE THE REMOVAL OF ANY ONE OFFICER. IN ORDER FOR AN OFFICER TO BE SUCCESSFULLY REMOVED FROM OFFICE, AT LEAST TWO MEMBERS (2) OF THE BOARD MUST VOTE FOR SUCH REMOVAL.

j. Discussion and approval of Chief Minnick attending Fire Fatality Investigation Conference. December 9, 10, & 11, 2024 – Las Vegas, Nevada.

Registration Fee \$350.00

Hotel Reservations \$69.00 per night

Hotel service fee \$26.99 – per room per night includes Room Internet Service

Barb Motioned to approve Chief Minnick attending the Fire Fatality Investigation Conference in December. Sharon seconded . All in favor. Motion carries.

k. Approval to purchase a computer for the Admin's office to replace old computer before it crashes.

This item has already been board approved in a previous meeting.

11. Call to Public- Marcus Juarez advised the board that since the approval was made to pay Chief's utilities, the contract should be revised to show this and all board members need to sign.

Alicia Wowk stated that the Admin 's files are unorganized and she needs help getting caught up.

Pursuant to A.R.S. 38-431.03(3) the Board may vote to enter executive session for legal advice, discussion and consultation pertaining to any matter listed on the agenda, and an attorney may appear via conference call. Executive sessions are not open to the public.

12. Set time and date for next meeting – Monday, September 9, 2024 @ 10:00 am

13. Adjournment time: 12:20 pm

Florina motioned to adjourn. Sharon seconded. Motion carries.

Florina – meeting adjourned ar 12;20 pm

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ADMIN REPORT AUGUST 12, 2024

At the regular board meeting on July 15, 2024, we had discussed loaning the parcel of land between the courthouse and old theater to Chiracauha Health as long as they pay the water and electricity. Bowie Fire District is exempt from property taxes as of 2020. *except of property tax*

During the board meetings, we are spending too much time talking about things that are not on the agenda. The last regular board meeting was over two hours long and we spent way too much time discussing the water situation. It takes me a lot of time to listen to the recording – stop start stop start so I can get the fire station's business for the minutes. Please let me request for the future, we stick to to the agenda. We can talk about other things later after we adjourn. Thank you.

Beth DeSpain, Admin.

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