



**Bowie Fire
District-Arizona**

118 W. Kinchilla St

P.O. Box 241

Bowie, AZ 85605

520.847.2553

bowiefiredistrict@gmail.com



Minutes

Bowie Fire District
Special Meeting
Thursday March 5th, 2026

2. CALL TO ORDER:

Director Webster called the meeting to order at 03:00 PM, at the Bowie Fire Station, 118 W Kinchilla Bowie Az 85605.

3. PLEDGE OF ALLEGIANCE:

Director Webster led the Pledge of Allegiance.

4. ROLL CALL OF OFFICERS:

Governing Board:

Chairperson Sharon Webster – **Present**

Clerk of the Board Modestina Frascella – **Present**

Board Member J Houston Klump – **Present**

5. Vote to go into Executive session for legal advice with BFD attorney for personnel matters and financial matters of the District pursuant to ARS §38-431.03.A.1. and A.3.

A. Executive session for legal advice with BFD attorney to discuss personnel status, including vacant Fire Chief position of the fire district.

7a was discussed out of order during discussion to go into executive session

Dir. Frascella motioned to table executive session

Dir. Webster seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Dir. Webster	x			
Dir. Frascella	x			
Dir. Klump	x			

6. CALL TO PUBLIC:

No call to public

7. NEW BUSINESS – Review, Discussion and Possible Action on the Following Items:

A. Fire Chief agreement for Interim Fire Chief Anthis

Chief Anthis stated changes to agreement include PTO to 120 hours and addition to ASRS retirement match of 12% for agreement and for other full time personnel. Attorney Cornelius confirmed this is not joining PSPRS or ASRS. Dir Frascella asked if joining a retirement plan would require employee participation. Attorney Cornelius told the board we need to make sure that Pension plan with District is able to be utilized for pensions for department members as there is currently no members in the plan or any distributions planned. Attorney Cornelius also advised the board that PTO accrues PTO 4.62 and 120 per year and can carry over pto up to 240. After that then there is a cash pay out after 240 hours up to 120 hours. He stated that that is what Chief Minnick had been doing and that it should not be in there, he would like to look at it in greater detail and report back to the board. He suggests that the board not act on agreement today and agreement can be made retroactive. Nick wants to also confirm language about comp time. Attorney Cornelius did add the language for retirement because he feels it is appropriate for the chief to have a retirement option. Attorney Cornelius wanted to ensure that chiefs current agreement expires on March 18th

Motion to table chief contract

Dir. Frascella moved to table Fire Chief agreement for Interim Fire Chief Anthis

Dir. Klump seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Dir. Webster	X			
Dir. Frascella	X			
Dir. Klump	X			

B. Selection of Insurance for District

Interim Chief Anthis stated only received two quotes for insurance. Interim Chief Anthis stated he does have a business relationship outside of District with the Broker for the ESIP proposal. He stated that the Broker ran an AI program comparison of the two proposals of ESIP and VFIS. ESIP was \$4,000 more. Interim Chief Anthis stated he updated the VFIS quote because the building was under valued by \$300,000 in the original proposal also increased the replacement values of the vehicles because when the tender rolled last year the replacement value was only \$20,000 and we subsequently took out a loan for \$80,000 on the new tender, premium increased by \$1,500 as a result. Comparison sheet was read to board. Interim Chief Anthis recommended VFIS as it is \$3,300 cheaper. He stated one of

the reasons for the higher price of ESIP is because of the amount of claims Bowie has done in the past 5 years based on the loss run report.

Dir. Frascella moved to use VFIS for Insurance of District

Dir. Klump seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Dir. Webster	X			
Dir. Frascella	X			
Dir. Klump	X			

C. 2026 District Fee Schedule

Interim Chief Anthis stated current fee schedule is \$1,200 per unit and \$250 per firefighter. Interim Chief Anthis stated he mirrored Mescal Fire Districts policy as shown. Interim Chief Anthis explained the policy including out of district responses and agreements for homeowners outside the district. This policy does not include AZ DFFM agreement. Dir. Frascella states new policy as more in line with current standards and sees as an asset to utilize new billing company. Attorney Cornelius states it is a good idea to have a fee schedule in place before you hire someone to do the billing and that if more time is needed that the board does not have to approve it. Dir. Frascella stated she does not live outside the district or any property but for those that live outside the district there is an expectation that we respond, but there will be a bill attached to it. Interim Chief Anthis stated that the Bowie Fire District has been subsidizing those outside the District boundary and the current cost is \$1,200 per truck and \$250 per person. Dir. Frascella brought up recent fire outside of Willcox last week where they are not required to respond to incidents outside the district. Attorney Cornelius, for people outside the District there are annexation provisions or the district can set up an agreement with each homeowner. They way it would work would be calculated based on current tax valuation and fire district rate and an administrative fee like \$100 or \$150 a year for the fee. He has agreements in place. He states its good to have a fee schedule, a billing company and an agreement structure in place. Interim Chief Anthis stated if a call happens outside the district in unincorporated area, we will be billing that entity or individual. Three options, join the district, sign an agreement to provide service for same amount as in district plus a fee, or we will bill you for each response.

Dir. Frascella moved to accept new 2026 District Fee Schedule

Dir. Klump seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Dir. Webster	X			
Dir. Frascella	X			
Dir. Klump	X			

D. Agreement for Fire Recovery USA for Billing

Interim Chief Anthis would like to utilize Fire Recovery USA. The fee is 22% of collections received. Thirty Three percent of our calls are out of District and would utilize these services.

Dir. Frascella moved to utilize Fire Recovery USA

Dir. Klump seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Dir. Webster	X			
Dir. Frascella	X			
Dir. Klump	X			

E. Presentation of Updated Board Policies (Bylaws)

Interim Chief Anthis stated we had a public records request for our current Bylaws. Last ones currently found is 2018 version, though they was a version approved in 2023, but unable to find a signed copy. The attorney sent us a copy of a set of bylaws, they were updated to include purchasing limits. Attorney Cornelius stated the board could table this version as well, if you are comfortable with this version you can accept it and amend at a later date.

Dir. Frascella moved accept updated Bylaws, with the ability to amend later

Dir. Klump seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Dir. Webster	X			
Dir. Frascella	X			
Dir. Klump	X			

8. ADJOURN:

Dir. Webster motioned to adjourn the meeting.

Dir. Frascella seconded the motion

Voting	Aye	Nay	Abstain	Absent
Dir. Webster	X			
Dir. Frascella	X			
Dir. Klump	X			

The meeting adjourned 3:52 P.M.

Submitted Respectfully By: M. Frascella


Modestina Frascella, Clerk of the Board

6-18-2026
Date