

BOARD MEETING MINUTES NOVEMBER 2021

Bowie Fire District
P.O. Box 241 118 W. Kinchilla
Bowie AZ 85605
520-847-2553
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, November 8, 2021 at the Bowie Fire Dept. located at 118 W. Kinchilla Bowie, AZ 85605 at 6:00 pm.

Meeting Agenda

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 telephonically. Executive sessions are not open to the public.

Action Agenda

1. Call to Order – Time: 6:03 pm
2. Roll call of the Fire Board Members Florina Christiernsson – present, Penni Goodman – present, Barb Earhart – present. All Board members present.
3. Pledge of Allegiance
4. Approval of Minutes of October 11, 2021 Board meeting.
Florina – Did everyone read the minutes from the October 11th meeting? Yes.
Do I have a motion to approve? Penni – I motion to approve minutes from October 11, 2021 Board meeting minutes. Florina – I second. All in favor? Ayes. Motion carries.
Minutes approved.
5. 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.

5. Fire Chiefs Report- Marty – Last month we had 15 calls, mostly medical. This month so far, we've had 3 calls. One was a controlled burn at National Pecans. The orchard employees tried to put out some of the big logs but they reignited and slowly burned themselves out in two or three days. I have had many phone calls about someone letting off fireworks and/or firecrackers at the corner of Kellum and Business Loop 10 at wee hours of the morning. The last one was at 3:00 in the morning. I'm not calling the Cochise County Sheriff's Office anymore; I will be calling the Department of Public Safety. It is illegal to shoot off fireworks inside the town limits. I don't know who's doing it but it has to stop. Getting 10-15 calls at 3:00 in the morning is getting to be too much. If the Sheriff's won't do anything about it, DPS said they would come out and cite the ones shooting the fireworks. The second offense is jail time; the third offense is prison time. It needs to stop before somebody causes a wildfire around here. If we have to call stateland out here to put out a wildfire, it's going to get really expensive.

Calls we went on- We had a semi go off of I-10, brand new driver, two months on the road, he was going around a curve on the highway and slowed down to about 45 mph hit the rumble strip and went off the road and ended up in the orchard. He barely missed crashing into a tree. He took out about 125 feet of barbed wire fence. The truck wasn't hurt. The driver was okay and we let him drive right out after we got him untangled. He exited S. Apache Pass Rd. and we got him back on the road. He got three violations. Don't know what they were. DPS wouldn't say...

Florina – Is there anything we need to discuss concerning old business?

Beth – Yes there is a few things to point out.

7. Old Business-

A. Approval of Warrants/Checks from September 14, 2021 to October 10, 2021

B. Discussion and Approval of Fire Chief raise in salary. The Fire Chief's contract was approved and signed July 12, 2021 Board meeting. Salary was not discussed or approved therefore, any increase in salary will be back-paid starting July 12, 2021.

Beth – At the last meeting, the Board approved Marty's salary but the issue of back pay is still unresolved.

Florina – Well, the salary is already in place. As far as the back pay goes, we need to do the evaluation on the Chief. Chief, have you had an evaluation since you came here?

Marty – No, I've been here two years and no one has brought it up.

C. Discussion of Assistant Fire Chief Employment Agreement and raise in salary.

Beth – The Assistant Fire Chief's Agreement has been revised. That is why I made a revised copy for you. Under Major Function and Purpose, Marty had taken some things off of the Agreement.

Marty – Just so everybody knows, I am going to be working with Jr. on the computer getting him familiar with the maintenance forms for the trucks and also teach him how to apply for grants. We are working together setting up training for everyone. Again, I don't care how long this takes. He just needs to get familiar with documenting everything on the computer so I can concentrate on other things. I've got a lot on my plate right now and the Assist. Chief can take some of the load off me.

D. Fire Chief discussion concerning Asst. Fire Chief need for glasses.

Beth – Jr. took care of his glasses and he has them now.

E. Discussion of Administrative Assistant/Bookkeeper Employment Agreement and raise in salary.

Beth – I finally got my Agreement typed up. I have added an attachment listing a lot of my duties, responsibilities and overall job description. I will get that typed up as well and add to the final Agreement.

8. New Business- Discussion/ Approval –

A. HIPAA Compliance

All Board members received a copy of the HIPAA Compliance Regulations . All volunteers and paid personnel and officers of Bowie Fire District are required to read this document and sign, stating they have read it and understand its meaning. This then goes in everyone's file. The rule is whatever information a first responder sees, hears or however witnesses on a call or emergency scene is private information and cannot be discussed or disclosed in any way outside the situation or with the public in any way. The HIPPA Law protects the privacy of individuals especially with any medical information concerning individual(s).

Florina – Has everyone read this and signed it?

Marty – Yes. Everyone knows how important this is. Also, everyone signs a confidentiality statement when they are hired or join as a volunteer. While we are on the subject can we discuss something else about this? It's old business we need to follow up on. Florina – Yes.

Marty – About this DrFirst Emergency Response thing. The more we look into this, the more I don't want to participate. There are too many red flags. We have not signed a contract or paid them anything. They seem to require a NPI # to join. Fire districts don't have NPI#s. This is for National Provider Identifier and only for Doctors, Nurses,

Medical personnel, Paramedics, Pharmacists, etc. I think they are just wanting money and this is not for us.

Florina – Okay, well, that's good. We will consider that done with and close the discussion. Anytime too many people get involved with other's medical information it becomes too easy to violate someone's privacy.

B. Chief Minnick's yearly evaluation.

Board Chairperson Florina Christiernsson interviewed Chief Minnick. No motion was made to pay his back pay from July 12, 2021 when the contract was approved and signed, to October 11, 2021 when the increase in salary was approved.

C. Policies and Open Meeting Laws

All Board members and people in attendance received copies of Open Meeting Laws to go over to refresh our knowledge of proper rules, regulations and protocol of open meetings. Board members are not to discuss any Fire District business with the public outside of Board meetings. Any issue that needs to be discussed will be made public in Board meetings. Anything discussed at meetings must first be placed on the meetings agenda and posted in several public places at least 24 hrs before said meeting. Notice of meetings must state date, time and location of meeting. Anyone is welcome to attend the meetings and everything discussed and /or voted on by Board members and any complaints or grievances will be recorded and transcribed into written minutes. These minutes are then posted in several public places for the public to review for accuracy.

D. Possible resignation of Board President

Florina Christiernsson, Board Chair was considering resigning from the Board for various reasons. After discussion, it was decided she would remain on the Board as Chair at this time.

9. Call to Public. Stacy Hoff stated that the Chief still hasn't been approved for his back pay. He has worked hard to make changes in the Bowie Fire District to improve the conditions of basic fire safety. The vehicles were in need of tires and repairs. All that is ongoing. A lot of improvements have been made here. Everyone is participating in training and overall the Fire District is much better off with Marty here as chief and he deserves his back pay.

10. At this time the board decided to schedule a work session meeting to get this resolved. A date and time is to be determined and posted.

11. Adjournment time: 7:12 pm

Next Board meeting is on December 13, 2021 at 6:00 pm

BOWIE FIRE DIST BOARD MEETING SIGN IN SHEET

DATE _____

NAME

TITLE

11-8-21

Beth DeSpain

Admin

11,08.21

Penni Goodman

Board Member

11,08,21

Robert Clarkston Jr.

Robert Clarkston Jr. ASST Fire Chief

11-08-21

MARTY Minnick

Fire chief

11-08-21

Barbara Farhart

Treasure

11-08-21

Florina Christiernsson

Chair

11-08-21

Stacy Hoff

volunteer - m. 2

11-08-21

Mark Earhart

BFD Auxiliary

WORK SESSION BOARD MEETING – NOV 2021

Bowie Fire District
P. O. Box 241
118 W. Kinchilla
Bowie, AZ 85605
520-847-2553
bowiefiredist@vtc.net

NOTICE OF SPECIAL BOARD MEETING

A special board meeting will be held Tuesday November 16, 2021 at 10:00 am.

The meeting will be at the Bowie Fire District.

Meeting Agenda

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 telephonically. Executive sessions are not open to the public.

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2. Roll call of the Fire Board Members – Time:
3. Pledge of Allegiance

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5. Business for Discussion / Approval -

A. Discussion and planning for Christmas activities.

B. Follow up arrangements for AFDA Winter Conference Tucson, January 20th & 21th, 2021

C. Approval of Chief Minnick's back pay.

D. Yearly evaluation of Assistant Fire Chief.

E. Next Board Meeting December 13, 2021 @ 6:00 pm

Adjournment Time:

BOWIE FIRE DIST BOARD MEETING SIGN IN SHEET

DATE

NAME

TITLE

11-16-21

Beth DeSpain

Admin

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Florina Christiernsson

Board Chair

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Barbara Earhart

Board Treasurer

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Penni Goodman

Board Clerk

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Marty Minnick

Fire Chief

"

Robert Clarkston, Jr

Assist Fire Chief