

Board Meeting Minutes – September 13, 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, September 13, 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. The United States Pledge of Allegiance

2. Roll call of the Fire Board Members – Time: 6:01 pm

Florina Christiarnsson, President, Present

Penni Good man, Board Member, Here

Barb Earhart, Board Member, Here

Florina – We have a Quorum

3. Approval of Minutes of August 9, 2021 board meeting.

Florina – Do I have a motion to approve minutes for August 9, 2021 meeting?

Penni – I motion to approve the minutes for August 9.

Barb – I 2nd.

Florina – Any discussion? All in Favor? Ayes. Motion carries.

4. 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.Call to the Public- No Public

6.Fire Chiefs Report-

Calls we went on-

For August we had 14 calls, so far this month we have responded to 4 calls. We have 152 calls for the year total.

7. Old Business-

A. Approval of Warrants from July 13, 2021 to August 8, 2021

B. The tires on T-2 are seven years old and are starting to show signs of dry rot.

C. Bowie Fire District policies.

8. New Business- Discussion/ Approval –

A. Approval of Checks/ Warrants from August 10, 2021 to September 12, 2021

The Board Members went over the list of invoices and payments. Beth explained the insurance payments. Total of checks written came to \$3,894.36.

Florina – Do I have a motion to approve checks/warrants paid from August 10 through September 12, 2021?

Penni – I motion to approve checks/warrants from August 10, through September 12, 2021.

Barb – I 2nd. Florina – All in favor? Ayes Motion carries.

B. Bowie Fire District policies updates.

Florina stated she had not gone over the recent updates. Marty reminded every one the policies are complete. They are in a notebook in the office and anytime someone wants to look at them, they are available. Barb has a question about what to do if an employee or volunteer quits, isn't it a year before that person can come back?

Marty – If someone quits for some other reason other than the Fire District they usually don't come back, so I did not put it in there. I will add another policy stating if someone walks out (ie. quits) without notice, it will be a year before that person can rejoin the District. When the Board members finish reading the updated policies, we will get you to approve it, sign and date. Then, I will have the staff/officers and all volunteers read it,

sign an agreement and date. All this will go in everyone's file just like we did for the Rules of Conduct and the Hipaa Compliance Law. Anyone that doesn't agree will not be part of the Bowie Fire District.

Florina – So, we aren't going to approve anything today. We still need time to really go over this and really study so if we have questions or need to change something we can discuss this further. This matter needs to be tabled until the next meeting. This is for discussion only at this time. Also, it would be good for each Board Member to have a copy of these policies so when something comes up, we can reference it. We need a book like Loren Turner has.

Beth – Oh, I am glad you mentioned this. Last Board Meeting you asked if we have Loren's book and we said no. That was a mistake. We do have his book. He gave it to us after he resigned from the Board. I wanted to clarify that for the record because the minutes from the last meeting stand corrected on the matter of Loren's book. It is the property of the Bowie Fire District.

C. Bowie Fire District Auxiliary has received a tax identification number from the IRS. Discussion about having an event in October for Halloween. Last year we had a Chili Cook Off and Pumpkin Decorating Contest. Does the Auxiliary have time to organize an event for this year?

Mark Earhart answered this for us. As spokesperson of the Bowie Fire District Auxiliary, he stated yes.

Florina – Any other discussion on this?

Mark – We are planning a meeting for anyone interested in being involved with the auxiliary. We will get this posted so we can form our own Board of Directors and officers. The Bowie Fire District Auxiliary will be separate from the Fire Department in that it will have its own Board of Directors/Officers and its own EIN# and Bank accounts. Meeting times will be posted at the Post Office and Facebook.

D. Chief Minnick requests a discussion with the Board concerning raises for the Bowie Fire District Staff.

The Board and Fire Dept entered into a discussion about salaries, how often paid and past raises. Chief Minnick had an increase in salary in February 2020 when his status as Fire Chief was changed from part time to full time when he resigned from the towing company he worked for. Assistant Chief Clarkston had a salary increase in May 2020 when the Chief changed his (Jr's) status from part time to full time. These were voted and approved by the Board of Directors at the time. Administrator Beth DeSpain received a raise in July 2020 after her 6 month probation period ended in good standing. Chief Minnick is at \$42,000 per year and Assistant Chief Clarkston (Jr) is at \$30,000 per year. Beth DeSpain is a part time employee at \$16.50 per hour at 20 hours a week. This comes to \$17,160.00 per year.

Florina – The thing is Beth and Jr don't have contracts. Also, do we have the funds to cover raises?

Beth – Yes, raises have been budgeted for the upcoming year.

Florina – Ok there is an issue with having contracts. If we don't see what it is you are supposed to be doing, how do we know if you are doing your job.

Marty – I don't think these positions have had contracts since 2004.

Florina – What are the thoughts of the board?

Penni – We need to go by the gross wages to figure out what an hourly wage should be.

Florina – Until we get contracts there's no point in negotiating raises. I don't mind giving the Chief a raise here, but for the rest, you should have a contract signed and Board approved.

Barb – Normally you have to stick to the contract for a year and then get evaluated for a raise.

Florina – Anything else, Penni?

Penni – No, I'm good with that.

With that, the Board moves on to the next item on the Agenda.

E. DrFirst App for Care Collaboration with EMS. This is for first responders cellphones.

Marty – This is an app for First Responders to scan the back of the person/patient's Driver's License to see their medical info. In case of a wreck or accident and the person is unable to communicate, we can capture important information to relay to the medics like what kind of medication do they take or if they have diabetes or some other kind of illness. This way they know how to treat them without a lot of time consuming questions. The medics and EMT's can relay the info to the hospital if necessary. The quicker we can know the person's medical information could be a great benefit when it becomes a life and/or death situation. None of the information is saved or stored on the cellphone or other device once the call is over. The cost is \$1200.00 per year. This covers everybody on the department that answers calls. Also is it Hipaa Compliant. Only First Responders are allowed to access this information and of course, we all take an Oath not to divulge anything that occurs on a scene. Again, nothing is saved or stored once it has been forwarded to the medical personnel. I hope to get hand held tablets for this so our personnel don't have to put the app on their phones.

After a discussion,

all Board Members agree this would be very useful on medical calls and accident scenes.

Florina – Do we need to vote on this?

Penni – I make a motion to approve DrFirst App for Care Collaboration.

Barb -I 2nd.

Florina – All in favor? Ayes Motion carries.

F. AFDA Winter Conference will be held in Tucson, AZ in January 2022.

The actual dates are Thursday, January 20th and Friday, January 21st at the Casino Del Sol. Board Members and Staff need to attend.

Beth – This is on here for discussion only. I wanted to give everybody a heads up on this so we can “save the dates” in advance. The AFDA doesn’t have all their schedules and info posted yet. I called and spoke to the Administrator and I believe the cost will be \$225.00 per person. The AFDA has condensed the courses into a 2-day event instead of 3-day. She told me all the information will be available soon. As usual, the statutory classes will be mandatory for staff and Board Members, covering open meeting laws, rules and conduct and financial and reporting deadlines. The AFDA will also make available classes on grant writing and advanced financing. That’s all I have for now. This will be on our Agenda for next Board Meeting October 11, 2021.

Florina – Do I have a motion to Adjourn?

Penni – I motion to adjourn the meeting.

Barb – I 2nd.

Florina – All in favor? Ayes Motion to Adjourn carries

Meeting Adjourned 6:44 pm

9. Adjournment time: 6:44 pm

Next board meeting on October 11, 2021 at 6:00 pm

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Board Meeting Sign in sheet

Date 9-13-21

Florina Christnerwsson

Barbara Earhart

Marty Mil

Robert Clarkston Jr.

Penny Goodman

Beth Delpia

Mark A Earhart

~~Steve Hoff~~