

Board Meeting Minutes August 9, 2021

Bowie Fire District
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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 9, 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: 6:05 pm

Florina Christiernsson – Here Barbara Earhart – Here Penni Goodman - Here

3. Approval of Minutes of July 12, 2021 board meeting.

After a brief discussion between board members about the minutes, it was pointed out the numbers had been left out of the approval of checks/warrants. This is to be corrected by Beth DeSpain. Also, all future details concerning board approval of checks/any payments need to include the check number along with corresponding invoices.

Florina – Do I hear a motion to approve the minutes for July 12, 2021 board meeting?

Penni – I motion to approve the minutes for July 12, 2021 board meeting.

Barb – I second. All in favor? Ayes.

Florina – Motion carries. Minutes approved.

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 in attendance.

6. Fire Chiefs Report- Marty – I found out Friday, anytime we have a structure fire, we are supposed to put caution tape around the whole property.

We should be getting our Intergovernmental Agreement (IGA) back from the AZ Dept of Forestry. This will allow us to be paid for brush fires, fires started on the Interstate by motor vehicle crashes, semi fires, etc. and of course, any wildland fires we get called out on. For each person it will be \$25.00 per hour and for the trucks it is \$85.00 per hour.

On the 501(c)3, we should hear back from Arizona Corporation Commission this week or next. Then it goes back to LegalZoom to be forwarded on to the IRS for a tax exempt license. That can take up to 3 or 4 months. So we are looking at January 2022 to be able to start up the Auxiliary.

I ordered upper and lower radiator hoses for Tender -2. The stamp date that was on there is dated 1997 so it is way past due to replace them.

Calls we went on- For July, we went on 18 calls.

7. Old Business-

A. Approval of Warrants from June 15, 2021 to July 12, 2021

B. Final approval and signing of Chief Minnick's contract.

Beth – As a follow up on old business... It was decided at the last board meeting to add a severance clause to Chief Marty's contract. This is already voted on and approved. So all that needs to be done now is sign and date the amended document.

C. Rough draft of Asst. Chief and Administrators' contracts

D. Yearly assessment of paid employees and discussion of salaries and possible raises.

E. Next board meeting August 9, 2021

8. New Business- Discussion/ Approval –

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

Board members went over the payments made since the last board meeting on July 12, 2021. These consisted of office supplies, radio repairs, various minor supplies for vehicle maintenance, the exterminator, first installment premium for workman's comp insurance, repair and freon for the air conditioner in the brush truck, water bill (utilities) and repair of garage door lift on Bay 1.

Florina reminded Beth to please remember to provide copies of the checks along with the paid invoices for future board meetings and approvals.

Florina – Do I hear a motion to approve these checks/warrants from Check number 1001 to check number 1013?

Penni – I motion to approve the checks/warrants 1001 to 1013 payments made beginning July 13, 2021 and ending August 8, 2021.

Barb – I second. All in favor? Ayes

Florina – Motion carries. Payments approved.

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

Beth – This is for discussion only. We don't have the money right now. This is just so everybody knows as soon as some money comes in this will be a priority. We will get quotes first and then it will be on a future agenda for board approval. Our building and vehicle insurance will be due next month and it comes first, then the tires.

C. Bowie Fire District policies.

Chief Minnick had made copies of the updated Bowie Fire District Standard Operating Procedures to hand out to board members and all in attendance.

Beth -The Standard Operating Procedures for the Bowie Fire District have not been updated for almost 20 years. Chief Minnick is busy rewriting and updating the policies.

Florina, I put this on the agenda per your instructions. This is for discussion only.

Florina – The reason I put this on here is because we need to know exactly what our policies are here. Are they being followed? The board needs to know what is going on at all times. That's just the way it is. Anything that needs to get done, needs to be on the

meeting agendas and discussed whether or not it is for discussion only or for board member approval.

Marty – I took the Bowie Fire Districts' old policy book as a guideline. Some of it I had to redo because it is outdated. Also, I condensed some in places because it is too repetitive saying the same basic things over and over. Some of the sections have been amended over the years but it still is outdated in places. The documents I gave you today are the Standard Operating Procedures I have completed. This gives everybody time to go over it, read it, we can talk about it in the following board meetings and ask questions etc. I should have it completed for September's meeting.

Florina – It is definitely going to take some time. I remember when Loren Turner had made a notebook full of all kinds of information and basic guidelines of proper procedures and rules. Do we have that?

Marty – I don't think so. I think that was his personal property. I want to get this organized so when a new recruit comes in he or she can sit down and read it in an hour or less. On the rest of it, the Standard Operating Guidelines are going to take me about 14 to 18 hours to complete. It's the same thing all over again, with the updates and too much repetition.

Florina – Everyone in this department needs to read this and sign it to put in the file. OK. We will read these policies and continue this discussion at the next meeting.

Do I have a motion to adjourn?

Penni – I motion to adjourn

Barb – I second. All in Favor? Ayes

Meeting adjourned at 6:30 pm

9. Adjournment time: 6:30 pm

Next board meeting on September 13, 2021 at 6:00 pm