



Bowie Fire
District-Arizona
118 W. Kinchilla St
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Minutes

Bowie Fire District
Regular Meeting
Thursday November 20th, 2025

2. CALL TO ORDER:

Clerk Frascella called the meeting to order at 6:01 pm, at the Bowie Fire Station, 118 W Kinchilla Bowie Az 85605.

3. PLEDGE OF ALLEGIANCE:

Clerk Frascella led the Pledge of Allegiance.

4. ROLL CALL OF OFFICERS:

Governing Board:

Chairperson Sharon Webster – **By Phone**

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 financial status of the fire district.

Dir. Webster moved to enter executive session to discuss personnel matters including vacant fire chief position and financial status of the district

Dir. Klump seconded the motion.

Motion Passed

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

6. CALL TO PUBLIC:

Becky Phifer- County records still show vacancy and shows John Novak as Assistant Chief – Board directed Interim Chief Anthis to update county webpage George Garris – wondering how Houston could vote on his own signature on checking account and it being a conflict of Interest, plan of a wildland program in Bowie Fire District. Direct the fire chief to address the issue. Also asking if anyone has put in for the fire chief. Interim Chief Anthis stated we are addressing that in this meeting.

7. CONSENT AGENDA:

- Approval of Minutes
 - October 2nd, 2025 – Regular Board Meeting
 - October 20th, 2025 – Special Board Meeting
 - November 3rd, 2025 – Special Board Meeting
 - November 8th, 2025 – Special Board Meeting

Dir. Frascella moved to approve Oct 2, 2026 minutes

Dir. Webster seconded the motion.

Motion Passed

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

Dir. Frascella moved to approve Oct 20, 2026 minutes

Dir. Webster seconded the motion.

Motion Passed

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

Dir. Frascella moved to approve November 3rd, 2026 minutes

Dir. Webster seconded the motion.

Motion Passed

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

Dir. Frascella moved to approve November 8th, 2026 minutes

Dir. Klump seconded the motion.

Motion Passed

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

- **FINANCIAL REPORTS FOR OCTOBER 2025 - REVIEW/DISCUSSION/POSSIBLE ACTION:**
 - Presentation of monthly financial report
Review, discussion, and possible action regarding the district's reconciliation and monthly financial reports.
 - Operations / Administration update

Interim Chief Anthis reported

- **New bowiefiredistrict.gov emails coming**
 - **M&O balance \$20,926.94**
 - **Registered Warrants \$16,081.87**
 - **Warrants \$5,838.72**
 - **Reserve \$6,690**
 - **Payroll Account \$4,069.39**
 - **October and November are the two months where we get 2/3 of our tax revenue and we are currently at (-\$1,044.35), we did pay back the \$16,081.87 of registered warrants borrowed last month. Comparison, we had \$81,197.76 at this point last year**
 - **\$75,064.68 collected to date last year to date had collected \$88,634.09 difference of \$13,569.41 we are short compared to last year**
 - **Last year \$173,344 - still can potentially collect \$98,000 or \$14,000 / month**
 - **Talking about the 1st of 5 financial reviews due not to exceed \$6,000. Would like to look towards having an audit for this current year once we get to it, if the funds are available**
 - **Currently have a credit of \$7,000 at United -will be used for required pack tests, bottles and other equipment such as remaining needed shelters**
 - **Returned \$2,100 of items to napa. Purchase two on/off switches for tenders. Will use rest to upgrade the air compressor and grinder**
 - **Working on grants for new radio dual band and fire shelters**
- Financials presented July – October Spent \$36,551.87 more than we brought in as of the end of October.**

Question from Dir. Frascella who the 100 Club was and what we were going to apply for. Interim Chief Anthis state they are an agency that provides support to fire community we are asking for Fire Shelters and Radios

Dir. Frascella moved to approve Financial Report

Dir. Webster seconded the motion.

Motion Passed

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

- **INTERIM FIRE CHIEF REPORT**

Interim Chief Anthis Reported

- **YTD 122 Calls**
- **Cals Oct 2025**

- 7 Out of District -4 we did not respond
- Missed 1 EMS due to no staffing
- 7 – MVA
- 7 - Medical
- 2 - Brush Fire
- 1 - Vehicle Fire
- Public Surplus - 1 Vehicle Sold for \$3,700
- Currently have several items on public surplus that ends Sunday
- R-91 - Still in shop - awaiting correct fan
- T-91 In Shop - new bushing, alignment, flat tire, battery switch, ABS light and check engine light
- T-92 will go in next week, Engine 91 has had ABS light and Transmission service light on since 9/19/25
- United Fire
 - SCBA Packs have been inspected for annual
 - All bottles need hydro tested
 - SCBA Fill Station will be surplus. OSHA Required to have a minimum 4050 psi in our bottles, machine only generated 3600 psi - going to work on a grant for replacement
- EV Blanket - still looking
- EMS supplies - working with HCI for trade
- Crew quarters, working on fixing and painting back room
- Forming a committee with fire chiefs in county to look for ways to consolidate services such as HR, Websites, etc. will help save tax payer monies across the board
- Notified of Donation of \$18,000 from southline transmission
- Have 2 personnel assisting with records and preparing for 2021 financial review
- Has not been a single phone call or interest in Chief's position. Currently competing against another department with higher pay and benefits
- Have not had any applications for new volunteers, notified Willcox and San Simon. I will be gone from afternoon Nov 26 and return Dec 26, 2025.

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

A. Update on Fire Chief Posting and possible extension of Closing Date

Interim Anthis Chief stated no interest so far. Closed December 3rd. Request that we extend it . Already posted on AFDA and AZ Fire Chiefs website and sent through AZ training list. Requesting we extend posting if no candidates received Dir. Frascella moved to extend Fire Chief Posting to January 3, if we do not get any response

Dir. Klump seconded the motion.

Motion Passed

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

B. Agreement with Walker and Armstrong for Financial Review for FY 2021

Need to start here to get district into compliance. Interim Chief Anthis stated there has not been a review or audit since 2020. Required by statute. Talked with county and they will work with us to complete. We have to start with 2021

Dir. Klump moved to accept agreement with Walker and Armstrong for financial review for 2021

Dir. Webster seconded the motion.

Motion Passed

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

C. Extend Interim Fire Chief Contract for up to 3 months

Dir. Frascella stated agreement comes to end Dec 18th. Interim Chief stated if its extended until we hire someone

Dir. Klump moved extend Interim Chief contract for another 3 months

Dir. Webster seconded the motion.

Motion Passed

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

D. Resolution 25-001 Resolution of the Bowie Fire District approving the opening of new bank account and credit card account at Wells Fargo Bank

Interim Fire Chief Anthis read the resolution

Dir. Frascella credit card is necessary item, so we do not have miscellaneous reimbursements. Needed to close previous account. Wells Fargo new contract bank with county. Move to Wells Fargo with payroll account as well.

Attorney Cornelius stated old accounts will be closed if board approves resolution. Working on written policies with credit card, limitations and such. Fire Board is entitled to see monthly statement.

Stated there is a lot more information being presented to the board the last few months and expected to continue.

**Dir. Klump approve Resolution to Move accounts to Wells Fargo
Dir. Frascella seconded the motion.**

Motion Passed

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

E. Instructions to staff and counsel regarding financial matters of the District

Attorney Cornelius stated the fire chief and himself have our direction based on payments made related to the July 15th board meeting where there was no quorum present. We will proceed accordingly. He stated minutes were located that were not previously made known that business was conducted where no quorum was present. Only one board member was present. Instructions are to address that. Dir Frascella stated she does not recall any notice was given.

7. ADJOURN:

Dir. Klump motioned to adjourn meeting at 7:35 PM.

Dir. Frascella seconded the motion

Motion Passed

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

Meeting adjourned 7:35 P.M.

Submitted Respectfully By: M. Frascella

Modestina Frascella, Clerk of the Board

Date